

## Your Reserve Fund Components List

### **First ... About our Book**

The chapter you are about to read (next page) is identical to the material in our book "Reserve Fund Essentials". This 94-page book covers a wealth of need-to-know reserve-related wisdom. Its 17 chapters deliver insights, suggestions and processes designed to ensure that co-owned and co-managed properties create healthy reserve funds that can be managed to everyone's satisfaction.

Thirteen chapters can be accessed from our website [oliver-group.com/rfund](http://oliver-group.com/rfund). (Click on Book/Articles). The four chapters that cannot be accessed are "**Reserve Fund Fundamentals**" and "**Reserve Funds: What Does Adequate Really Mean?**" These are major, significant chapters and are included in our "Reserve Fund Essentials" book. To find out more about the book and how to order it, please click [MORE](#).

### **Now ... About the Authors**

You may wish to learn more about the authors of "Reserve Fund Essentials" (and the chapter you are about to read). To do this click [MORE](#).

### **Next ... Your Selected Chapter Begins**

Next Page, please.

## Your Reserve Fund Components List

### The Most Comprehensive List Available

If you already have a reserve fund plan, here's a good chance to check and make sure you're not overlooking anything. If you're creating a plan this list will get you off to a fast start.

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The basic building blocks of a reserve fund study are the physical elements for which repair and replacement work is anticipated. The estimated costs of the work form an integral part of the plan, and estimates for the timing of the repairs and replacements are critical to arrive at annual estimates of the total costs.

It's generally agreed that the costs related to reserve funds are ...

- (1) ... connected with work on components that are part of the "common" property. That is, these are not costs that are normally borne by the individual co-owners for maintenance of their own units.
- (2) ... usually built and maintained to take care of major expenditures. Smaller day-to-day fix-ups come out of the operating budget. Often, properties set a figure, say, \$1000 and over, for work that is eligible for funding from the reserve balances.

The list we have compiled is intended to serve two purposes. One is to help those who are in the early stages of creating a reserve fund plan. A not surprising question is, "Where do we start?" Our list is a good starting place.

Our second goal is to have the list serve as a checklist for those who regularly carry out inspections or for those who engage professionals to do it. It may seem bizarre to our readers, but your authors have seen instances where components that are obvious repair- or replacement-candidates have been overlooked by plan preparers. When that happens, the component needs work performed, on it but no money for the work has been set aside!

One additional point. The list is as reasonably comprehensive as we've been able to make it. We say "reasonably" because there's bound to be a property out there that has a water-slide, or a woodworking room that we haven't listed here. We think for 99% of our readers, our components list will serve you well.

**Copies of this Components List are available  
free of charge,  
as a WORD file.**

To order your Components list go to  
[www.oliver-group.com/rfund](http://www.oliver-group.com/rfund)  
and click on "More Free Things".

With the file you can install the list on your computer and this will enable you to print it out, to edit it, to copy it into an Excel file, and so on.

**SITE WORKS**

**HARD LANDSCAPING**

Curbs  
Patios  
Pedestrian Walks - Interlock/Concrete  
Pedestrian Walks - Asphalt  
Pedestrian Walks - Other  
Fencing - Wood  
Fencing - Chain Link  
Fencing - Metal  
Fencing - (Decorative) Masonry  
Roadways / Driveways (Asphalt)  
Roadways / Driveways (Repair/overlay)  
Roadways / Driveways (Painting)  
Garbage/Loading Pad  
Planter - Concrete/Stone  
Planter - Timber  
Stairs - Concrete  
Stairs - Wood  
Flag Pole  
Site / Street Furnishings  
Wood Deck  
Signs  
Painting  
Other

**SOFT LANDSCAPING**

Trees  
Other

**AMENITIES (excludes Recreation Centres)**

Tennis Courts  
Tennis Court Fence  
Playground Structures  
Pools - Shell Repair/Replacement  
Pools - Pavement/Deck  
Gazebos  
Utility Sheds  
Mechanical/Utility Building  
Other

**STRUCTURE BUILDING**

Foundations  
Foundation Wall Damp Proofing  
Sub-Structures  
Superstructures  
Stairs  
Other

**SITE**

Stairs (Concrete)  
Stairs (Wood)

Handrails & Guards  
Retaining Walls  
Decks/Docks  
Other

**SLAB/DECKS (Balcony)**

Structural Systems (Conc. Repair)  
Guards/Railings/Dividers (Concrete)  
Guards/Railings/Dividers (Other)  
Guards/Railings/Dividers (Painting)  
Waterproofing Systems  
Sealer  
Other (Minor Repair)

**PARKING GARAGES**

Structural Systems - Minor Repair  
Structural Systems - Major Repair  
Structural Systems - Roof Slab Repair  
Intermediate Slab Waterproofing Sys (Thin System - Urethane)  
Intermediate Slab Waterproofing Systems (Thick System - asp  
Roof Slab Waterproofing Systems (Under Paved Areas) + Over  
Roof Slab Waterproofing Systems (Under Landscaping) + Over  
Roof Slab Waterproofing Systems (Excluding Overburden)  
Ramps - Structural  
Ramps - Asphalt Topping/Waterproofing  
Ramps - Retaining Wall  
Drains - Ramp Trench and Others  
Wall Waterproofing  
Slab-on-Grade Sealer  
Slab-on-Grade Repair  
Roof Expansion Joints  
Painting  
Ceiling Finish - Tile  
Other

**BUILDING ENVELOPE WALLS**

Masonry (Brick Veneer)  
Concrete (Precast Panels)  
Concrete (CIPC)  
EIFS  
Steel Siding  
Curtain Wall

## RESERVE FUND ESSENTIALS

Metal Panel  
Stucco  
General Repairs  
Other (i.e. flashing, stone work)  
**COATINGS**  
Concrete  
Aluminum (Windows/Panels)  
General (Doors, Windows, Fence)  
**DOORS**  
Glazed Entrance Door System  
Service Doors  
Balcony / Patio Doors  
Overhead Doors  
Overhead Doors - Mechanical  
Hardware  
Other  
**WINDOWS**  
Windows  
Glazing (IG Unit Replacement)  
Weather-stripping  
Cap Beading  
Other  
**SEALANTS**  
Cladding Joints - Face Seal (1 Stage)  
Cladding Joints - 2 Stage  
Windows and Doors  
Sealant Repair Allowance  
**ROOFING / TERRACES**  
Sloped Roofing - Metal  
Sloped Roofing - Other  
Flat Roof - REPAIR  
Flat (Conventional) - Mod Bit  
Flat (Conventional) - BUR  
Flat (Conventional) - Single-Ply  
Flat (Inverted) - Mod Bit  
Flat (Inverted) - BUR  
Flat (Inverted) - Single-Ply  
Flat Roofing - EPDM  
Flat Roofing - PVC  
Terrace (Waterproofing and Overburden)  
Flashings (Base and Cap - Metal)  
Hatches  
Skylights  
Eaves troughs & Downspouts  
Soffit and Fascia  
Parapets (Concrete)  
Wood Deck / Catwalk  
Safety Anchors  
Canopy (Canvas)  
Other

## MECHANICAL SYSTEMS

**SITE SYSTEMS**  
Irrigation  
Domestic Water Main  
Buried Services (Repair Contingency)  
Other  
**DRAINAGE SYSTEMS**  
Sanitary Drainage System  
Storm Drainage System  
Pumps (Sump)  
Roof Drains  
**DOMESTIC WATER SYSTEMS**  
Boilers (Overhaul)  
Boilers (Replace)  
Hot Water Storage Tanks (Re-Lining)  
Hot Water Storage Tanks (Replace)  
Circulating & Booster Pumps  
Domestic Water System (Type M) - COLD  
Domestic Water System (Type M) - HOT  
Domestic Water System (Type L) - COLD  
Domestic Water System (Type L) - HOT  
Domestic Water System (Galvanized)  
Domestic Hot Water Recirculation System (+5yrs for Type L)  
Domestic Hot Water Booster Pump  
Domestic Hot Water Circulation Pumps  
Domestic Hot Water Heat Exchanger  
Water Softeners  
Insulation  
Valves  
**HEATING SYSTEMS**  
Boilers (Overhaul)  
Boilers (Replace)  
Circulating Pumps  
Unit Heaters (Fan Coil - Hydronic)  
Unit Heaters (Fan Coil - Electric)  
Risers/Piping  
Valves  
Insulation  
Auxiliary Hydronic Heating Systems  
Chemical Treatment  
Garage Heating  
Other

**COOLING SYSTEMS**

Chiller (Centrifugal)  
Chiller (Reciprocating)  
Cooling Tower  
Condenser Water Pump  
Circulating Pumps  
Fan Coil Units  
Heat Pump Units  
Thru-Wall Units  
Distribution Systems  
Window Units  
Split System AC  
Air-Cooled Condensers  
Other

**VENTILATION SYSTEMS**

Make-Up Air Systems (Overhaul)  
Make-Up Air Systems (Replace)  
Central Exhaust Fans  
Parking Garage Exhaust Fans  
CO Detection Systems  
Pressurization Fans & Fire Alarm Interlock  
Unit Exhaust Fans  
Humidification / Dehumidification Systems  
Ducting  
Diffusers & Grilles  
Controls  
Other

**WASTE DISPOSAL SYSTEMS**

Garbage Compactor  
Garbage Chute  
Garbage Chute Doors  
Other

**SWIMMING/WHIRLPOOL EQUIPMENT**

Sand Filters/ Filtration System  
Circulation Pumps  
Chlorinator / Brominator  
Electric Booster Pumps  
Boilers (Overhaul)  
Boilers (Replace)  
Heat Exchangers  
Dehumidification Systems  
Shell Repair  
Other

**OTHER EQUIPMENT**

Sauna  
Common Area Plumbing Fixtures  
Janitor's Closet (Plumbing Fixtures)  
Other

**ELECTRICAL SYSTEMS**

**ELECTRICAL SUPPLY and DISTRIBUTION**

Power Supply (Transformer)  
Power Distribution  
Panel boards and Sub-Circuits  
Main Panel/Switch Gear  
Intermediate Panel  
Suite Panel  
Other

**LIGHTING SYSTEMS**

Corridors (Fluorescent)  
Building Common Areas  
Building Service Areas  
Building Service Areas (Stairwells)  
Garage Lighting  
Exterior Lighting (HID/HPS)  
Exterior Lighting (Incandescent)  
Other

**HEATERS**

Baseboard  
Fan Heaters  
Miscellaneous Heating Equipment

**AUXILIARY SYSTEMS**

Pipe Heat Tracing  
Exterior Snow & Ice Melt Systems (Electric)  
Exterior Snow & Ice Melt Systems (Glycol)  
Security Systems (Intercom)  
Security Systems (Enterphone)  
Security Systems (Access Card System)  
Security Systems (CCTV)  
Security Systems (Suite Security - VIC)  
Other

**LIFE SAFETY SYSTEMS**

**FIRE DETECTION**

Fire Alarm Panel  
Annunciator  
Detection Devices  
Signal Devices  
Other

**SPRINKLER SYSTEMS**

Standpipe and Siamese Connection  
Fire Pump  
Jockey Pump

## RESERVE FUND ESSENTIALS

Fire Hose Cabinets (Hose)  
Distribution (Piping, Valves and Heads)  
Valves  
Sprinkler Heads  
Pipes

### **EMERGENCY SYSTEMS**

Generator - Overhaul  
Emergency Power Supply (Diesel)  
Emergency Power Supply (Battery)  
Emergency Power Supply (Gas)  
Emergency Lighting Systems  
Exit Lighting Fixtures  
Transfer Switch  
Panic Hardware  
Panic Hardware

### **ELEVATOR**

#### **Cab Refurbishment**

Panic Hardware  
Panic Hardware  
Panic Hardware  
Panic Hardware

#### **Control Modernization**

#### **Equipment Upgrades/Replacements**

Hoisting Equipment  
Motor  
Cab Structure  
Infrared/Door Operators/Protection  
Barrier-Free Upgrades  
Code Changes & Vandalism  
Machine Room Cooling  
Other

#### **Other Conveyance Equipment**

### **INTERIOR FINISHES / FURNISHINGS**

#### **CORRIDORS**

Flooring (carpet)  
Flooring (Tile)  
Wall Finish (Paint)  
Wall Finish (Papered)  
Ceiling Finish  
Trim / Accessories

#### **LOBBY/LOUNGE**

Flooring (Granite/Marble)  
Flooring (Ceramic Tile)

Flooring (Carpet)  
Wall Finish

Ceiling Finish  
Furniture  
Elevator Lobbies  
Other

### **RECREATION AREAS**

General Rec Centre Finishes (All Finishes)  
General Rec Centre Finishes (All Finishes)  
General Rec Centre Finishes (All Finishes)  
Swimming Pool (Paint Tank and Deck)  
Swimming Pool (Paint Tank and Deck)  
Sauna  
Whirlpool  
Showers/Change Room Finishes  
Change Rooms (Lockers)  
Exercise Room (Finishes)  
Exercise Room (Equipment)  
Games/Hobby Room  
Squash/Racquetball Court  
Party Room/ Lounge / Kitchen  
Craft Room / Other Rooms  
Equipment and Furnishings  
Other

### **SERVICE AREAS**

Management Office  
Board Room  
Laundry Room (Fixture/Appliances)  
Laundry Room (Finishes)  
Stairwells - Handrails  
Stairwells - Floor/Tread Finish  
Stairwells - Paint  
Garbage Disposal (Finishes)  
Locker Rooms  
M & E Service Rooms  
Guest/Super Suite - Refurbish  
Washrooms  
Misc Interior Finishes & Equipment

### **INTERIOR WINDOWS & DOORS**

Suite Doors (ULC Rated)  
Vestibule Door Systems  
Service Room, Common Rooms, and Access to Exit Doors (Metal)  
Other Interior Doors  
Interior Glazing

RESERVE FUND ESSENTIALS

Door Hardware

**OTHER - Unit Interior**

Demising Walls

Interior Doors (Hollow)

Flooring - Carpet

Flooring - Wood

Flooring - Ceramic Tile

Flooring - Vinyl

Walls - Paint

Walls - Other

Cabinetry

Fridge

Stove

Toilets

Bathroom Fixtures

Kitchen Sink & Fixtures