

COVERT TOWNSHIP SENIOR MILLAGE

CHORE SERVICES

Chore Service: Household maintenance tasks to increase the safety of the individual(s) usually one time in nature.

- Replacing fuses, light bulbs, electrical plugs and frayed cords
- Replacing door locks and window catches
- Replacing faucet washers or faucets
- Installing safety equipment
- Installing screens and storm windows
- Installing weather stripping around doors
- Caulking windows
- Repairing furniture
- Installing window shades and curtain rods
- Cleaning appliances
- Cleaning and securing carpets and rugs
- Washing walls and windows, scrubbing floors
- Cleaning attics and basements to remove fire and health hazards
- Pest control not requiring licensed professionals
- Grass cutting and leaf raking
- Clearing walkways of ice, snow and leaves
- Trimming overhanging tree branches
- Painting
- Blight ordinance enforcement

Minimum Service Standards

1. The Senior Services Home Repair/Chore services Administrator will verify that services Are provided only for residents age 60 and over who live in Covert Township full time.
2. Neither work done by the homeowner nor the homeowners immediate family member **(father, mother, daughter, son, daughter-in-law or son-in-law)** of the homeowner shall be billable.
3. Chore services billed to the township may not exceed \$500.00 every funding year. A funding year is July 1 through June 30 of the following year. **Any amount over \$500.00 is the responsibility of the homeowner.**
4. Funds may be used to pay for labor, purchase materials and disposable supplies used to Complete the chore task(s).

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5. Equipment or tools used to perform the chore task(s) may be rented with funding.
6. The Senior Services Home Repair/Chore Service Administrator will use a job completion procedure that includes:
 - Qualification Application- to qualify each applicant
 - Service Application- to approve service requested
7. The Senior Service Contractor/Handyman will provide:
 - Service Quote- must be provided prior to service.
 - Service Invoice- Invoice requiring acknowledgement, verification and signature of owner, stated that work is completed and acceptable with invoices and labor hours detailed.
8. The Senior Services Home Repair/Chore Service Administrator will maintain standard client records that include client contact information, work needed, date of work completion, and total cost.
9. The Senior Services Home Repair/Chore Service Administrator will develop working Relationships with handymen in the area and will coordinate efforts when possible.