

Purpose

The Performance Audit Tracking Summary (PATS) is a tool vendors, owners and Tarion use to track the status and resolution of warranty claims documented in a performance audit. Under Tarion's Registrar Bulletin 02, a completed PATS is required to be submitted with every performance audit. Periodic updates (usually every 90 days) are required. Keeping it up-to-date is important!

This PATS contains the minimum amount of information Tarion requires. You can include additional columns to track other information (e.g. names of contractors who are doing the repairs, etc) but this basic PATS must always form the core of the submission to Tarion.

A separate PATS is required for each performance audit to prevent warranty claim items from being lost in the resolution process.

Header/Footer

In the left section of the header, identify whether the PATS is for the **First** or **Second** year performance audit.

In the center section of the header, identify:

- a) the registered name of the "Standard Condominium Corporation" e.g. **Ottawa-Carleton** Standard Condominium Corporation
- b) the municipal **address** of the building/project

In the right section of the header, identify Tarion's **enrolment number** of the building/project.

In the footer, include the **date** of the latest revision to the PATS.

Adding Information

Comments have been added in the top row of the PATS to help you know what information you should include. Let your cursor rest on each cell containing a small red triangle in the upper right corner to see the comment. Following the directions for each column will help keep the PATS uniform and consistent.

Some of the columns contain cells with pre-determined selections in drop-down boxes. Using these categories will allow sorting of the items so that similar items can be grouped e.g. all 'Repair complete' items can be grouped. To group similar items, use the Sort command.

Managing the Information

When a performance audit repeats an item previously reported, reference must be made to the original reported item. For example, if an item occurs in both the first and second year performance audits, the PATS for the second year audit must indicate that the same item occurs in the first year performance audit and that update information can be found in the first year PATS. The row in the second year PATS can then be hidden.

The Sample PA Tracking Summary is included simply for information on formatting the PATS. The examples are not intended to provide warranty guidance on any particular condition.

Registrar Bulletin 02 - Tracking Summary
Performance Audit Deficiencies

Ottawa-Carleton Condominium Corp No. 000
Address: 12 My Street, Ottawa
Tarion Enrolment #: 1234567



PA Ref. #	Deficiency Description	Deficiency Location	Priority	Vendor's Position	Vendor's Response	Condo Corp Position	Condo Corp Response
1.1	Substitution - planter stones installed are not better or equivalent to that listed in L2 drawing	East rear yard - stone planters	2	Not Warranted	Change was approved by Landscape Engineer	Warranty Disputed	No record of change approval - to be provided. As-built drawing to be revised to reflect change.
1.2	Incomplete work - opening in drywall soffit not finished	Entrance canopy soffit north of entrance doors	1	Repair Complete	Steel access panel installed	Repair Method Accepted	Reviewed February 28, 2022
1.3	Incomplete work - steel lintel not painted - window lintel is corroded	North wall, west end window	1	Repair Proposed	Paint in Spring 2022		
1.4	Incomplete work - drawing indicates 11 bollards - 1 bollard missing	South end of parking garage	4	Not Warranted	Pichler advised not required	Deficiency Resolved	Number of installed bollards adequate for required protection
1.5	Incomplete work - junction box cover missing	Parking garage south ceiling access, east side	1	Repair Complete	Cover added	Deficiency Resolved	Reviewed February 28, 2022
1.6	Incomplete work - junction box cover missing	Parking garage north ceiling access, at parking space 81	1	Repair Complete	Cover installed	Deficiency Resolved	Reviewed February 28, 2022
1.7	Incomplete work - floor not finished/painted	Gas meter room	2	Not Warranted	Not required	Deficiency Resolved	No floor finish required
1.8	Incomplete work - ceiling junction box not covered	Gas meter room	1	Repair Complete	Box covered	Deficiency Resolved	Reviewed February 28, 2022