

Routine Maintenance Schedule and Checklist

LHA NAME:

DEVELOPMENT:

Landscaping and Grounds Routine Maintenance

Building Exterior

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Walk property-pick up trash	Daily	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Mow lawn (Mulching lawnmower); edge if needed	Weekly / Seasonal	Staff				X	X	X	X	X	X	X		
Rake leaves (Fall, Spring)	Bi-Annually	Staff / Vendor			X							X		
Snow (Shovel, Plow), Treat (Walkways)	Daily / Seasonal	Staff / Vendor	X	X	X								X	X
Seasonal cleaning (Spring and Fall)	Start & End of Season				X							X		

Building Routine Maintenance

Building Interior

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Hallways, Stairs, Lobbies, Community Rm - Vacuum carpet, mop floors,	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Wash windows in public areas	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Toilets - Clean public toilets/restrooms	Daily / Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Clean Staff toilets/restrooms	Daily / Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Offices- Sweep / Vacuum offices	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Light Bulbs - Replace if burnt out in common areas and offices	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Elevators- Clean cab walls and doors	Daily / Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Sweep / Mop / Vacuum elevator floors	Daily / Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Trash Chutes, Dumpsters- Clean trash chutes	Daily / Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Clean dumpster areas	Twice a week	Staff	X	X	X	X	X	X	X	X	X	X	X	X

Routine Maintenance Schedule and Checklist

LHA NAME:

DEVELOPMENT:

Other Routine Maintenance

Inventory, Meeting, Training, Tools

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Maintain Authority inventory	Quarterly	Staff			X			X			X			X
Attend Staff meetings	Quarterly	Staff			X			X			X			X
Attend Training sessions	Annual	Staff				X								
Clean and sharpen tools	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Sharpen mower blades (after each Mowing)	Weekly / Monthly	Staff				X	X	X	X	X	X			

NOTE:

Routine (and Emergency) Work Orders are generated will be created due to results from Inspections Maintenance Tasks.

Preventive Maintenance Schedule and Checklist

LHA NAME:	DEVELOPMENT:
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Buildings & Grounds Preventive Maintenance

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Trash / Recycling Room														
Clean, mop floor, wash out containers	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Cans (Trash / Recycle) - Regular pickup	Bi-Weekly / Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Landscaping														
Aerate lawn/overseed/top dress with compost	Annually	Staff				X								
Mulch landscape beds	Annually	Staff				X								
Shrubs, Trees (remove broken, dead, deformed branches)	Weekly / Seasonal	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Remove weeds (don't let weeds go to seed)	Daily	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Protect Shrubs (winter)	Seasonally											X	X	
Pest / Disease - Monitor, Integrated Pest Mgmt & Natural Gardening. DON'T use products harmful to environment	Monthly	Staff				X	X	X	X	X	X	X		
Watering/Irrigation - soak (dry out before watering again)	Weekly / Seasonal	Staff				X	X	X	X	X	X	X		
Irrigation System														
Spring (Start) / Fall (Shutdown) - blow out lines	Bi-Annually	Vendor					X					X		
Grounds														
Signage - inspect, clean, repair as needed	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Walks, Paving, Curbs - monitor, clean, repair as needed	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Parking Lot - Monitor condition, clean and reseal as needed	Annually	Staff / Vendor									X			
Fence - monitor condition, clean and repaint as needed	Annually	Staff					X							

Preventive Maintenance Schedule and Checklist

LHA NAME:			DEVELOPMENT:											
Mechanical, Electrical Systems Preventive Maintenance														
HVAC (Heating, Ventilation, Air Conditioning)														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FURNACE, AHU - Filter Changing / Cleaning, Service	Annually	Staff / Vendor									X			
FCU, Window AC Filters, Duct Cleaning - Clean, Replace as needed	Bi-Annually	Staff					X						X	
Air Source Heat Pumps - Check Oil	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Co-Gen System	Bi-Annually	Vendor					X						X	
Water system														
Test / Check Water Temperatures	Bi-Annually / Annually	Staff					X					X		
Lubricate valves and pumps	Bi-Annually	Vendor					X					X		
Clean, Test integrity, Change Washers	Annually	Staff / Vendor									X			
Test pressure	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Plumbing														
Toilets - check for leaks, running water	Annually	Staff						X						
Faucets and shut-offs - check for leaks, drips	Annually	Staff						X						
Boilers/HW Tanks - Inspect, service	Quarterly	Staff / Vendor			X			X			X			X
Pumps - sump pump in basement, confirm operational	Weekly / Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Fire Sprinklers														
Inspect, Test Backflow	Annually	Vendor						X						
Sanitary system														
Clean, Lubricate valves and pumps	Bi-Annually	Vendor					X					X		
Replace toilet mechanism	Every 5yrs	Staff / Vendor									X			
Test system integrity	Annually	Staff / Vendor									X			
Storm drain system														
Clean, Lubricate valves and pumps	Bi-Annually	Vendor					X					X		
Test system integrity	Annually	Staff / Vendor									X			
Electrical system														
Tighten connections in transformers and junctions	As Needed	Vendor	Recommended by DHCD's Handbook.											
Clean, Test	As Needed	Vendor	However, if this was never performed, then it should be performed by licensed EC after an infrared test by a Testing Company											
Fire Alarms														
System (Hardwired) - Clean, Test	Annually	Vendor							X					
Fire Extinguishers - Test, Recharge, Replace (if necessary)	Annually	Vendor							X					

Preventive Maintenance Schedule and Checklist

LHA NAME:			DEVELOPMENT:												
Mechanical, Electrical Systems Preventive Maintenance															
Generator															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Test	Monthly	Automatic	X	X	X	X	X	X	X	X	X	X	X	X	
Lubricate	Every 10hrs use	Vendor													
Small Generators	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Emergency Lighting (Not on Generator)															
Recharge batteries	Annually	Staff							X						
Test	Monthly / Quarterly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
ALL Light Fixtures															
Lighting - clean fixtures, replace lamps as needed	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Security systems															
Test system	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Elevator system															
Test lights	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Mechanical - professional service contract	Quarterly / Annually	Vendor			X			X			X			X	
Solid waste disposal system															
Clean compactors, Lubricate machinery	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Lubricate trash chute doors	Bi-Annually	Staff				X						X			

Preventive Maintenance Schedule and Checklist

LHA NAME: _____ **DEVELOPMENT:** _____

Dwelling Unit Preventive Maintenance

Heat and smoke detectors														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Battery Heat / Smoke Detectors - Test, Change batteries	Annually										X			
Test hardwired detectors (with System)	Annually										X			
Pest control														
Notify Residents, Install Chemicals	Monthly / As Needed	Vendor	X	X	X	X	X	X	X	X	X	X	X	X
Floors														
Refinish floors	At Turnover / As Needed													
Ceilings														
Refinish	At Turnover / As Needed													
Walls														
Refinish	At Turnover / As Needed													
Recaulk (kitchen and bath)	At Turnover / As Needed													
Kitchen fixtures														
KITCHEN - Clean Range, Microwave, Refrigerator	Annually										X			
GAS STOVE - Valve and line cleaning	Annually	Vendor									X			
UNIT APPLIANCES - clean interior and exterior, vacuum under and behind	Annually	Resident Staff						X						
HVAC fixtures														
Air Source Heat Pumps - Vacuum, Clean Condenser	Annually	Staff										X		
Unit Forced Hot Water - Check for Air locks, Bleed	Annually	Staff / Vendor									X	X		
Unit Electrical Baseboard - Vacuum around fins	Annually	Resident										X		
Unit Forced Hot Air - Vacuum Vents	Annually	Resident										X		
Unit Bathroom Fans - Inspect, Vacuum, Clean covers	Annually	Resident						X						

Machine Preventive Maintenance

Automobile														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Lubricate, Change Filters	Per Manufacturers Recommendations	Vendor										X		
Change tires	Rotate Annually	Vendor										X		
Replace brakes, other fixed life parts	Per Manufacturers Recommendations	Vendor										X		
Change brushes on sweepers	Annually	Vendor										X		
Annual Sticker (Vehicles, Trailers)	Annually (Varies)	Vendor												
Small Engines														
ALL WORK by Service Contract	Per Manufacturers Recommendations	Vendor										X		
OIL - Check Level , Change, Replace Filter	Per Manufacturers Recommendations	Staff										X		
Air Filter - Replace Foam/Paper Air cleaner	Per Manufacturers Recommendations (OR Every Season)	Staff										X		
Replace Spark Plug, In-line Fuel Filter	Per Manufacturers Recommendations (OR Every 100 Hrs)	Staff										X		
Prep Work Season Start, Season End)	Bi-Annually	Staff			X							X		
Snow Removal and Sanding Equipment	Annually											X		

Preventive Maintenance Schedule and Checklist

LHA NAME:

DEVELOPMENT:

Inspections Schedule and Checklist

LHA NAME:				DEVELOPMENT:											
Buildings & Grounds Inspections															
Building Envelope															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
ROOFS - Sloped/Flat and EPDM/Shingle/Metal	Bi-Annually / Annually	Staff				X						X			
ROOFS - Cracks, water pooling, leaks, flashing	Bi-Annually / Annually	Staff				X						X			
WALLS - Brick, Vinyl, Shingle	Annually	Staff				X									
WINDOWS, DOORS - Seals, Operators	Annually	Staff				X									
DECKS, EXT STAIRS - Wash	Annually	Staff				X									
FOUNDATIONS - Cracks, vent covers	Annually	Staff				X									
Building Interior															
FLOORS - Wood, Vinyl, Carpet	Annually	Staff				X									
CEILINGS	Annually	Staff				X									
WALLS	Annually	Staff				X									
Pest Control															
PEST CONTROL - Pests	Monthly / As Needed	Vendor	X	X	X	X	X	X	X	X	X	X	X	X	
Common Kitchen, Laundry															
KITCHEN - Inspect Appliances	Annually	Staff											X		
GAS STOVE - Inspect	Annually	Vendor											X		
Kitchen, Bath - Cabinets, fixtures	Annually	Staff											X		
LAUNDRY - Machines operational	Bi-Annually	Staff				X							X		
Trash / Recycling Room															
Trash Container leaks	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Trash Chute doors	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Trash / Recycle Cans	Weekly / Bi-Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Landscaping															
Lawn, Shrubs, Landscape Beds	Annually	Staff				X									
Pest / Disease - Monitor, Integrated Pest Mgmt	Monthly	Vendor			X	X	X	X	X	X	X	X			
Irrigation System															
Heads, Controls - Check	End/Start of Season	Staff				X						X			
Grounds															
Signage - Inspect	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Walks, Paving, Curbs - Cracks, broken curbs	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Parking Lot - Cracks, and Water Ponding	Bi-Annually	Staff			X							X			
Fence - Holes, Falling over	Bi-Annually	Staff			X							X			

Inspections Schedule and Checklist

LHA NAME:

DEVELOPMENT:

Mechanical, Electrical Systems Inspections

HVAC (Heating, Ventilation, Air Conditioning)

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FURNACE, AHU - Condenser clear of leaves and other debris	Bi-Annually	Staff / Vendor				X						X		
FCU, Window AC Filters - Inspect for season	Bi-Annually	Staff				X						X		
Air source Heat Pumps - Check Coil	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Co-Gen System - Inspect	Bi-Annually	Vendor				X						X		
Water system														
Inspect - Valves, Pumps	Bi-Annually	Staff					X					X		
Test pressure	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Plumbing														
Toilets - Leaks	Annually	Staff						X						
Faucets and shut-offs - Leaks	Annually	Staff						X						
Boilers/HW Tanks - Leaks	Quarterly	Staff			X			X			X			X
Pumps - Operating	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Fire Sprinklers														
Inspect, Test Backflow	Annually	Vendor				X								
Sanitary system														
Inspect - Valves, Pumps	Bi-Annually	Vendor					X					X		
Test system integrity	Annually	Staff / Vendor									X			
Storm drain system														
Inspect - Valves, Pumps	Bi-Annually	Vendor				X						X		
Test system integrity	Annually	Staff / Vendor									X			
Electrical system														
Inspect connections in panels	AS Needed	Recommended by DHCDs Handbook. Perform during major work that includes panel changes												
Fire Alarms														
System (Hardwired) - Inspect Common / Public Areas	Bi-Annually	Staff / Vendor				X						X		
System (Hardwired) - FA Panel for Trouble	Annually	Staff / Vendor									X			
Fire Extinguishers - Check Gauge for Replacement need	Annually	Vendor									X			
Generator														
Test	Monthly	Automatic	X	X	X	X	X	X	X	X	X	X	X	X
Emergency Lighting (Not on Generator)														
Inspect and Test	Monthly / Quarterly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
ALL Light Fixtures														
Lighting - Lights working	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Security systems														
System working	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Elevator system														
Elevator Equipment	Bi-Annually / Annually	Vendor				X						X		
Test lights	Monthly	Staff / Vendor	X	X	X	X	X	X	X	X	X	X	X	X
Solid waste disposal system														
Compactor machinery, trash Chute	Quarterly	Staff			X			X			X			X

Inspections Schedule and Checklist

LHA NAME:

DEVELOPMENT:

Machine Inspections

Automobile

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Check Oil	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Check tires	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Check Brakes	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Registration	Annually (Varies)	Staff												

Small Engines

Check Oil Level	Every 5 Hrs	Staff			X	X	X	X	X	X				
Check Fuel (in Tank and Stored)	After Use, Season End/Start	Staff		X	X	X	X	X	X	X	X			
Inspect Machine / Equipment	Before and after Use	Staff			X	X	X	X	X	X				

NOTE:

Inspections will generate additional Routine (and Emergency) Work Orders.

Dwelling Unit Inspections Schedule and Checklist

LHA NAME:			DEVELOPMENT:												
Pondside Court															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Buildings 1 & 2	Annually	Staff	X												
Buildings 3 & 4	Annually	Staff		X											
Buildings 5 & 6	Annually	Staff			X										
Buildings 7 & 8	Annually	Staff				X									
Valley Terrace															
Buildings 1 & 2	Annually	Staff					X								
Buildings 3 & 4	Annually	Staff						X							
Buildings 5 & 6	Annually	Staff							X						
Buildings 7 & 8	Annually	Staff								X					
Scattered Sites															
101 Pembroke St.	Annually	Staff									X				
62 Apple Lane	Annually	Staff									X				
27 Peach Street	Annually	Staff										X			
Heat and smoke detectors															
Battery Heat / Smoke Detectors - Inspect Condition	Bi-Annually / Annually	Staff				X							X		
Inspect System Heat detectors (in Units)	Bi-Annually / Annually	Vendor				X							X		
Pest control															
Inspect Unit	Monthly / Quarterly	Vendor	X	X	X	X	X	X	X	X	X	X	X	X	
Floors, Ceilings, Walls															
Floors (Wood, Vinyl, Tile)	Bi-Annually / Annually					X					X				
Kitchen fixtures															
KITCHEN - Inspect Appliances	Bi-Annually / Annually	Staff				X					X				
GAS STOVE - Inspect	Bi-Annually / Annually	Vendor									X				
Kitchen, Bath - Cabinets, fixtures	Bi-Annually / Annually	Staff				X					X				
HVAC fixtures															
(Heat Pumps, Bath Fans, Forced Hot Air, Baseboard)															
Fans, Baseboard, Vents - Inspect (dust, debris)	Annually	Staff				X					X				