Preventive Maintenance Guide

Item	Description I	Frequency
Lighting	Street, parking, breezeway, signage, building, walkways	Weekly
HVAC Filters	Replace filters and add algocide tablets to one twelfth of the property weekly. Notify the units to be done next week.	
Evaporator Coils	Coils are inspected during the second quarter (April, May, June) air filter change. List coils for cleaning on a separate service request.	Yearly
Smoke Detectors	Test according to the local ordinance, otherwise annually. Any defective devices are to be replaced immediately.	Yearly
Plumbing, Interior	Inspect all kitchen and both faucets and toilets for leaks. Inspect all supply lines and washing machine hoses. List all repairs on service requests and schedule. Plumbing inspections and repairs are to be done during the first Quarter (January, February, Manch) air filter change.	Yearly
Drains, Storm	Inspect and clear all property, storm, yard, compactor, courtyard and/or downspout drains.	4 Times/Year
Furnace	Inspect electrical and/or gas connections. Inspect and clean heat exchangers. Inspect burners and pilot flame. To be done in conjunction with Electrical inspection/ service in third quarter (August, Sept, Oct) filter change.	Yearly
Asphalt, Speed Bumps	Inspect & repair all streets, parking areas, entrances. Paint all speed bumps.	3 Times/Year
Curbing & Tire Stops	Inspect & repair all curbing. Replace all broken or missing stops. Repaint any previously painted curbing.	3 Times/Year
Sidewalks & Concrete Steps	Inspect all sidewalks & concrete steps. Mark and measure for possible capital, if necessary.	4 Times/Year
Electrical	Inspect breaker box. Tighten all breakers and main lugs. Inspect stove and dryer receptacles, bath exhaust fans. Wall receptacles, etc. To be done in conjunction with Furnace service and the third quarter (August, Sept, Oct) air filter change.	Yearly
Fitness Equipment Playground Equipment	Inspect and repair. Inspect all swings, slides, monkey bars, and ground surface for repair.	4 Times/Year 6 Times/Year
Tennis & Basketball Courts	Inspect and repair fencing, gates, wind screens, nets, backboards and posts.	6 Times/Year
Condensation Drains	Clear all condensation drains through water or air pressure through vacuuming lines. To be done in conjunction with the HVAC Condenser Unit Service.	Yearly
Signage	Inspect for paint and plumb. Inspect for lighting.	Monthly
Office, Clubhouse,	Inspect paint, carpet, lighting, appliances, equipment, HVAC filters, venting, plumbing, roofing, guttering, windows, screens, alarm systems, restrooms, and all other contents and structures.	Honthly
Boiler Systems	Flush tanks, inspect electrical, gas fittings, venting, burners.	6 Times/Year
Circulation Pumps	thermo-couples, temperature settings, thermostats, and timers. Oil motors. Include company-owned laundry and clubhouse equipment.	
Compactor, Dumpsters	Inspect steps, stairs, handrails, ramps. Inspect paint, equipment, switches, drains, concrete and enclosures.	Monthly
Pools, Spas, Saunas	Use Inspection Form provided by the local authority responsible for public pool safety. Replace motor/pump seals yearly. Plumbing, filters, heaters, chlorinators, lighting timers, motors and pumps are to be properly serviced. All recording forms must be current and chemicals properly stored.	Seasonally 1.

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Kathleen Armour

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