

# July Preventative Maintenance Checklist and Maintenance Report

House: \_\_\_\_\_

Maintenance Officer: \_\_\_\_\_

Date Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_.

The following checklist is to be done by the maintenance officer. This form will be used to ensure a continuing high standard of upkeep within our homes. Please fill out this form and return to the Executive Vice President (Barbara Ebel). Make note of anything that is not in good repair, and repair these items. Items that are beyond basic repairs need to be directed to the EVP or the Maintenance Coordinator (Stu). Also, the Physical Development committee can answer questions or concerns at any of the meetings. The PD committee is a great resource that should be utilized, and we all have knowledge and experience in different areas. Although not all the items listed are the maintenance officer's duty, it is our responsibility to see that everything is in good order. This may mean working with the house president to resolve any issues, or completing them yourself. If you have questions or comments please contact the EVP or the maintenance coordinator.

## **General**

- Clear any ice or snow from steps and walkways.
- Clear ice sickles from roof over hangs that may fall on walkways.
- Have salt available and have all porch and steps absolutely free of snow and ice.
- Check and clear any ice dams that may have formed on the roof.
- Post maintenance request list.
- Check drains
- Check toilets and sinks for leaks and drips.

## **Exterior**

- Check for loose roof shingles.
- Check for loose bricks and mortar.
- Check that railings are secure.
- there should be no garbage in the yard. (This includes any interior furniture)
- Check and clear the fire escapes of debris including snow and ice.
- Check that the yard is well maintained.
- Check that the parking area is free of debris.
- Check that all outdoor storage areas are locked and organized.
- Check that the porches are free of debris and in good condition.
- Check that all exterior door locks are working and keyed to the same key.

- Check that all doors and windows are in good shape.
- Check gutters, are they clean and draining properly?
- Check siding, is it in good shape?

## **Entrance and Common Areas**

- Check all light fixtures. They need to be secure with a working bulb and cover.
- Check for loose plaster or holes in the wall.
- Check to see that the paint is in good shape.
- Check to see that the living area is free of debris.
- Check exit signs. They need to be visible and illuminated.
- Check that all fire doors self-close and latch.
- Check that all fire extinguishers are charged with valid tags and are hung on the wall no higher than 5 ft. from the floor.
- Check to see that there is a fire extinguisher on every floor and in the kitchen.
- Check to see that the moldings are firmly attached to the wall and stained or painted.
- Check screens for holes and proper installation.
- Check that windows work properly and lock.
- Check that hallways are free of debris.
- Check that all switches and outlets have covers.
- Check the condition of furniture.

## **Kitchen**

- \_\_\_ Check grease filter on range hood. Is it free from accumulated grease?
- \_\_\_ Check that the kitchen area is maintained.
- \_\_\_ Check that the range fan is working properly.
- \_\_\_ Check to see that the refrigerator coils are clean.

## **Bathrooms**

- \_\_\_ Check that bathroom vent fans are functioning properly, are clean, and have vent covers.
- \_\_\_ Check shower curtains for mold and holes or rips.
- \_\_\_ Check that the caulk is continuous and free from mold.
- \_\_\_ Check for leaks from faucets or from drainage around tubs, sinks, toilets, or showers.
- \_\_\_ Check that the toilets fill to a reasonable amount.
- \_\_\_ Check for water stains or mold on the walls and ceiling.
- \_\_\_ Check the grout to make sure it is in good condition.

## **Basement**

- \_\_\_ Check that area is free from debris
- \_\_\_ Check that all fire doors self close and latch.
- \_\_\_ Check that it is dry. Do the walls or floor ever get damp or wet?
- \_\_\_ Check that windows work properly and lock.
- \_\_\_ Check for plumbing leakage.

## **Boiler**

- \_\_\_ Check that the room is free from debris

## **Forced Air Furnace**

- \_\_\_ Check that the room is free of combustibles and debris.
- \_\_\_ Check the filter. Is it clean?

## **Laundry Area**

- \_\_\_ Check that the dryer vents are metal and that they are venting properly.
- \_\_\_ Check that the area is free from debris and discarded cloths.