MAINTENANCE PLAN

JANUARY

ELEVATOR INSPECTIONS NOTIFY OWNERS OF DATE
CHANGE TIMERS AT END OF MONTH
CHECK HALLWAYS FOR REPAIR AND PAINTING NEEDS
CHECK HALLWAY HEATERS FOR TEMPERATURE AND OPERATION
MAINTAIN COMMUNICATION WITH SNOW PLOW CONTRACTOR

FEBRUARY

CHANGE TIMERS AT END OF MONTH
CONTACT DRYVER VENT CONTRACTOF 2017 AND ODD YEARS GOING FORWARD
FOLLOW UP WITH REPAIRS
CONTACT CARPET CLEANING CONTRACTOR
CHECK HALLWAYS FOR REPAIRS AND PAINTING NEED
CHECK HALLWAYS HEATERS FOR TEMPERATURE AND OPERATION
OBTAIN ESTIMATE FOR SEALCOATING DRIVES

MARCH

CHANGE TIMERS AT END OF MONTH
MAINTENANCE CONTRTRACTOR TO TAKE TORN AND DAMAGED SCREENS TO BE
RESCREENED
CHECK HALLWAYS FOR REPAIR AND PAINTING NEEDS
CHECK HALLWAY HEATERS FOR TEMPERATURE AND OPERATION
LIGHT CHECKS FOR EXTERIOR AND INTERIOR COMMON AREAS
MAINT. COORDINATOR AND CONTRACTOR TO EVALUATE UATE DECKS FOR WOC
REPLACEMENT AND CLEANING WEATHER PERMITTING

APRIL

CHANGE TIMERS AT END OF MONTH
DRYERVENT CLEANING 2017 AND ODD YEARS GOING FORWARD
HALLWAY CARPETS CLEANED AS NEEDED NOT ANNUALLY
MAINT. COORDINATOR AND CONTRACTOR TO EVALUATE SIDES OF BUILDINGS
SHUT OFF HEATERS
BEGIN DECK WORK WEATHER PERMITTING

MAY

CHANGE TIMERS AT END OF MONTH
EXCHANGE SCREENS FOR STORM DOORS
CONTINUE DECK WORK
SCHEDULE FREEZE ALARM INSPECTION

MAINTAINI COMMUNICATION WITH LANDSCAPER TO BEGIN SEASON
SCHEDULE COMMUNITY CLEANUP OF PROPERTY
CHECK INCOMING WATER PIPES ALL BLDGS

JUNE

CHANGE TIMERS AT END OF MONTH
CONTINUE DECK WORK
TOUCH UP PAINTING FOR EXTERIOR OF BUILDINGS
CLEANING EXTERIOR LIGHT FIXTURES
SEAL AROUND OUTSIIDE OF ALL WINDOWS SLIDERS AND DOORS

JULY

CHANGE TIMERS AT END OF MONTH
CLEAN ANY MOLD ON EXTERIOR OF BUILDINGS
CHECK FOR MOLD IN HALLWAYS

AUGUST

CHANGE TIMERS AT END OF MONTH
TOUCH UP PAINTING FOR EXTERIOR OF BUILDINGS
CONTINUE SEALING OF WINDOWS, SLIDERS AND DOORS

SEPTEMBER

SCHEDULE SPRINKLER AND FIRE ALARM INSPECTIONS
CHANGE TIMERS AT END OF MONTH
FINISH LIGHT BACKING FOR BUILDINGS 30, 20 AND 25
CONTINUE TOUCH UP PAINTING

OCTOBER

CHANGE TIMERS AT END OF MONTH
LIGHT CHECK INTERIOR AND EXTERIOR ALL BLDGS
CHECK ROOFS ALL BLDGS. CHECK DRAINS, CHIMNEY CAPS AND SHINGLE:
SCHEDULE PROPERTY CLEANUP
SHUT OFF EXTERIOR WATER FAUCETS
SPRINKLER AND FIRE ALARLM INSPECTIONS
EXCHANGE SCREENS F FOR GLASS DOORS

NOVEMBER

CHANGE TIMERS AT END OF MONTH
FINISH ANY PAINTING AND REPAIR PROJECTS NOT COMPLETED
TURN ON HEATERS DEPENDING ON TEMPS
PUT OUT SNOW MELT AT DOORS, MAIL KIOSKS AND DUMPSTER AREAS
CONTACT SNOW PLOW CONTRACTOR AND MAINTAIN COMMUNICATION
HAVE FIRE EXTINGUISHERS INSPECTED IN ELEVATOR ROOMS

DECEMBER

CHANGE TIMERS AT END OF MONTH
FINISH INTERIOR HALLWAY PROJECTS
KEEP SNOW MELT BUCKETS FILLED
CONTACT ELEVATOR CONTRACTOR FOR INSPECTIONS
MAINTENANCE ANNUAL SCHEDULE

2017	EXTERIOR TRIM PAINTING BUILDING 30
2019	EXTERIOR TRIM PAINTING BUILDI DING 29
2021	EXTERIOR TRIM PAINTING BUILDING 24