

ROUTINE MAINTENANCE TASK SCHEDULE

Daily Tasks

1. Police grounds, parking lots and refuse enclosures for trash and weeds.
2. Sweep sidewalks of gravel where applicable.
3. Inspect all halls, vestibules, landings and stairs for cleanliness. Sweep if soiled. Vacuum and spot shampoo (if carpeted).
4. Clean laundries, entryways and public restrooms.
5. Clean office and recreation building.
6. Work on turnovers.
7. Landscape maintenance as necessary.
8. Execute work orders as received.
9. Set work schedule for following day, follow-up on all incomplete work orders.

Weekly Tasks

1. Walk grounds inspecting all windows, exterior doors and public areas, fences, exterior lights and screens.
2. Mow, edge and trim all lawns (in season).
3. Sweep all halls, vestibules, landings and stairs. Vacuum all halls, vestibules, landings and stairs, (if carpeted).
4. Inspect sprinkler systems for proper automatic generation and for proper water coverage.
5. Check and reorder maintenance supplies and equipment as necessary.
6. Inspect playground equipment for safety.
7. Perform preventive maintenance on project maintenance equipment.
8. Inspect laundry room and common hot water tanks for leaks and signs of deterioration.
9. Sweep all parking areas.

Monthly Tasks

1. Paint exterior trim and fences. This should be considered an on-going maintenance task working around the entire project year round.
2. Check for possible underground gas leaks. See Cathodic Protection Section.
3. Strip and wash public floors.
4. Wash windows in public areas.
5. Clean and organize maintenance room.
6. Playground maintenance.

Semi-Annual Tasks

Strip and polish all halls, vestibules, landings and stairs. Vacuum and shampoo all halls, vestibules, landings and stairs (if carpeted). Check water heaters. Check gutters and sewer lines.

Bi-Annual Tasks (November-February)

Paint halls, vestibules, landings and stairways during the winter months. Paint if areas become soiled before Bi-Annual schedule is due.