



Sample Preventative Maintenance Inspection List

| <u>Location</u> | <u>Task</u> | Weekly | Bi-Weekly | Monthly | Seasonally |
|------------------------|------------------------------------------------------------------|--------|-----------|---------|------------|
| Entry / Vestibule Area | • Check doors, hardware – lube monthly | | | | |
| Entry / Vestibule Area | • Check all lighting – replace when necessary | | | | |
| Entry / Vestibule Area | • Conduct general inspection of area - report any irregularities | | | | |
| Entry / Vestibule Area | • Check fire panel for any irregularities | | | | |
| Entry / Vestibule Area | • Check fire extinguishers | | | | |
| Entry / Vestibule Area | • Start up or shut down AC and or heaters (seasonally) | | | | |
| Entry / Vestibule Area | • Check operation of handicap lift | | | | |
| Entry / Vestibule Area | • Check operation of timed lobby locks | | | | |
| Entry / Vestibule Area | • Check intercom operation of keyless entry | | | | |
| | | | | | |
| Mechanical Area | • Check operation of 4 loop boilers and 2 loop pumps | | | | |
| Mechanical Area | • Change loop pod filters as needed | | | | |
| | | | | | |
| Elevator Control Room | - Check for proper temp | | | | |
| Elevator Control Room | - Check sump pump | | | | |
| | | | | | |
| Hallways | • Conduct general inspection of area - report any irregularities | | | | |
| Hallways | • Check all lighting – replace when necessary | | | | |
| Hallways | • Check emergency lights and exit signs | | | | |
| Hallways | • Check common area doors and Hardware – lube monthly | | | | |
| Hallways | • Check fire extinguishers | | | | |
| Hallways | • Check smoke detectors | | | | |
| Hallways | • Check CO2 alarms | | | | |
| Hallways | • Check thermostats/replace batteries when needed | | | | |
| Hallways | • Check Annunciator Panel Room | | | | |
| Hallways | • Check Security System | | | | |
| Hallways | • Check Fire Panel System | | | | |
| Hallways | • Check all electric baseboard – turn on/off seasonal | | | | |
| Hallways | • Clean up trash/debris | | | | |
| Hallways | • Check trash chute doors | | | | |
| | | | | | |
| Stair Wells | • Check all lighting – replace when necessary | | | | |
| Stair Wells | • Check electric baseboard (seasonal) | | | | |
| Stair Wells | • Check all doors – lube when necessary | | | | |
| Stair Wells | • Conduct general inspection of area – report any irregularities | | | | |



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| Stair Wells | • Start up and shut down of heating units (seasonally) | | | | |
| Stair Wells | • Check emergency lights and exit signs | | | | |
| Elevators | • Check light fixtures – replace out bulbs as needed | | | | |
| Elevators | • Test elevators for proper operation | | | | |
| Elevators | • Check elevator equipment rooms | | | | |
| Elevators | • Check operation of freight elevator | | | | |
| Elevators | • Start up and shut down of AC and heat units in equipment room | | | | |
| Storage Room | • Check all lighting– replace when necessary | | | | |
| Storage Room | • Check emergency lights/exit signs | | | | |
| Storage Room | • Check fire extinguishers | | | | |
| Storage Room | • Tag any property not stored properly with 7 Day Removal Notice | | | | |
| Storage Room | • Check electric baseboard heat (seasonal) | | | | |
| Storage Room | • Keep inventory of all materials stored in each room | | | | |
| Mechanical Area | • Check operation of 4 loop boilers and 2 loop pumps | | | | |
| Mechanical Area | • Change loop pod filters as needed | | | | |
| Trash & Recycle Room | • Check light fixtures | | | | |
| Trash & Recycle Room | • Clean any debris from floor | | | | |
| Trash & Recycle Room | • Check fire extinguisher | | | | |
| Trash & Recycle Room | • Conduct general inspection | | | | |
| Trash & Recycle Room | • Check trash chute room door operation | | | | |
| Video System | • Check for proper operation of system in garage storage room | | | | |
| Video System | • Check operation of video surveillance system | | | | |
| Community Room | • Check all lighting– replace when necessary | | | | |
| Community Room | • Check laundry area and equipment | | | | |
| Community Room | • Check operation of coin machine | | | | |
| Community Room | • Check condition of all furniture: chairs, couches, tables, etc | | | | |
| Community Room | • Check fire extinguishers | | | | |
| Community Room | • Conduct general inspection of area | | | | |
| Exterior | • Pick up trash | | | | |



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| Exterior | • Check all common lighting and test photo eyes – replace when necessary | | | | |
| Exterior | • Check entrance and service doors – lube monthly | | | | |
| Exterior | • Turn on/off hose bibs (seasonally) | | | | |
| Exterior | • Conduct general inspection of exterior walls, windows, balconies, etc. | | | | |
| Exterior | • Entrance lighting | | | | |
| Exterior | • Check downspouts | | | | |
| Exterior | • ## light poles | | | | |
| Exterior | • Check parking lot and sewer covers | | | | |
| Exterior | • Check intercom and keyless entry system | | | | |
| Parking Garage | • Check operation of overhead garage door – lube monthly | | | | |
| Parking Garage | • Check garage lighting and fixtures - replace bulbs when necessary | | | | |
| Parking Garage | • Check Exit/Emergency lighting | | | | |
| Parking Garage | • Check fire extinguishers | | | | |
| Parking Garage | • Check carbon monoxide detector/ventilation systems | | | | |
| Parking Garage | • Turn on/off Reznor heaters (winter) and check for proper operation | | | | |
| Parking Garage | • Clean up debris/trash | | | | |
| Parking Garage | • Conduct general inspection of the area - report any irregularities | | | | |
| Parking Garage | • Check (#) hose bibs | | | | |
| Parking Garage | • Check sump pump | | | | |
| Parking Garage | • Check electrical room & timers | | | | |
| Parking Garage | • Check trench drains by overhead door – clean when necessary | | | | |
| Parking Garage | • Check light fixtures | | | | |
| Parking Garage | • Check emergency lights and exit signs | | | | |
| Parking Garage | • Check fire extinguishers | | | | |
| Parking Garage | • Check operation of elevator key pad | | | | |
| HVAC | • Check thermostats | | | | |
| HVAC | • Change filters on rooftop units – quarterly | | | | |
| Roof Area | • Conduct general inspection of roof | | | | |
| Roof Area | • Check RTU's and change filters quarterly | | | | |
| Roof Area | • Check drains | | | | |
| Roof Area | • Check rooftop common HVAC units | | | | |
| Pool & Club House | • Check all lighting – replace when necessary | | | | |



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| Pool & Club House | • Check exterior garbage cans – empty when necessary | | | | |
| Pool & Club House | • Check HVAC unit and change filters | | | | |
| Pool & Club House | • Check appliances, garbage disposal | | | | |
| Pool & Club House | • Check restroom operation | | | | |
| Pool & Club House | • Check supply of paper products – order when necessary | | | | |
| Pool & Club House | • Check signage | | | | |
| Pool & Club House | • Check for proper gate operation | | | | |
| Pool & Club House | • Inspect patio furniture – report any irregularities | | | | |
| Pool & Club House | • Conduct general inspection of area | | | | |
| Pool Mechanical Building | • Check building exterior | | | | |
| Pool Mechanical Building | • Check building interior | | | | |
| Boat Dock | • Check Docks | | | | |
| Boat Dock | • Check Electrical supply | | | | |
| Boat Dock | • Check Plumbing supply | | | | |