

Preventive Maintenance Program

Programmed and Preventive Maintenance for Highrises

DAILY

1. Check and clean trash rooms as needed
2. Check and clean debris from laundry rooms
3. Empty ash trays and trash cans in community room
4. Check rest rooms and clean as needed
5. Check boiler room for temperature readings, circulators, condensation, etc.
6. Do tenant requests and non-routine repairs
7. Check elevator cars, clean as necessary
8. Clean shop each day
9. Put flag up in the A.M. and take down in the P.M.
10. Check grounds for debris and pick up as necessary
11. Vacuum and/or dry mop lobby as necessary
- * 12. Help out in a vacancy

WEEKLY

1. Exercise generator and perform operators' maintenance
2. Mop and buff bathrooms, clean toilets and mirrors
3. Mop and spray buff lobby and dust
4. Dry mop and damp mop laundry rooms
- *5. Dry mop, damp mop, spray and buff community room floor every other week and dust
6. Clean glass in lobby
7. Change dumpster twice per week and clean floor
8. Check compressor and bleed drying system
- *9. Pest control - contract
10. Service tractors and lawnmowers as required on log sheet
11. Clean boiler room as needed
12. Blow down front and rear lines as dictated by water reports
13. Check stairwells and clean debris
14. Alternate boilers running
15. Clean garage of any debris

MONTHLY

1. Vacuum all floors
2. Dry mop, damp mop, spray and buff laundry rooms and clean walls of any other spots
3. Clean glass in community room
4. Hose down and deodorize compactor
5. Clean filters on clothes dryers
6. Wash trash room floor and clean slop sinks in janitorial rooms
7. Check boiler water treatment
8. Clean kitchen completely in the community room - cabinets, floors, sink, appliances
9. Dust sills and woodwork as needed
10. Take utility readings with city, utility companies
- *11. Unit inspections - schedule o as to complete 100% each year.

QUARTERLY

- *1. Test 25% of the fire alarm systems - contract
2. Punch boilers as needed
3. Dust fan blades in community room

SEMI-ANNUALLY

- * 1. Fertilize lawns and grounds; lime and insect control - contract
- *2. Snake out main drain lines
3. Lubricate blowers, fans, motors and circulators
- *4. Dry mop and dust stairwells and clean soiled areas
5. Clean corridor walls as necessary of soiled areas
6. Test generator full load with generator technician
7. Defrost community room refrigerator
8. Assess stock, equipment and needs for budget October 1st

ANNUALLY

- * 1. Clean light lenses
2. Check, grease, change belts on roof fans
3. Clean glass and screens in corridors, stairwells and other common areas
- *4. Shampoo all carpets
5. Fire extinguishers and hoses - contract
- *6. Metal lock floor wax system: strip, seal and 5 coats every 2-3 years
7. Check washing machine hoses
8. Inventory tools, equipment, refrigerators and stoves in stock January 1st each year
9. Put biodegradable chemical for drains in top floor lines of mains
10. Clean corridor doors, handles, kick plates
11. Clean storage rooms
12. Clean, repaint or replace ceiling tiles in common areas
13. Those with full dual burners (R13-3 and 3-4), run on oil for a couple of days

SEASONAL

1. Shut down boilers not designated for hot water and shut pilot
- *2. Cut grass every week and vacuum as necessary
3. Clean walks in the winter and treat ice each day
4. Inspect boiler fire box and clean lenses of eye before heating season
5. Prune trees and shrubs twice each season
6. Block vent in penthouse for elevator cars in the winter and remove in the summer
7. Check roof for cracks, wear, etc.
8. Check building exterior for drainage problems, cracks, leaks, rusting, peeling, etc.
9. Water lawns each day in hot weather

* Extra help may be required

EXTRA HELP

1. Alternate 1 person each week from 3-1 then 3-2 the next week to spend one day at each highrise.
 - A. Monday, 3-3
Tuesday, 3-5
Wednesday, 3-4
Thursday, 3-5A
Friday, catch up 3-3 or 3-4
2. Vacuum at least two floors per week, dry mop, damp mop, spray and buff community room floor, help out with unit inspections, cut grass in summer, clean some general areas on the off week when not doing community room, e.g. stairwells, laundry rooms, kitchen and trash room.
3. Serious problems requiring special help with major repairs will be handled on a per-call basis from the resident maintenance person to the foreman. e. g., vacancies, snow storms, broken windows, no heat.

EXTRA HELP AT HIGHRISE

1. Summer kids, etc.: Stairwells, corridors and lobby windows and screens, light lenses, yard work
2. Staff from family developments: Shampoo carpets, lubricate locks, wax floors, buff community room, snake out main drains, inspect some units, cut grass, vacuum corridors upstairs, snow removal help
3. Contract work: Pest control, elevators, fire alarm systems, fire protection system, lawn fertilizing and insect control, burners, boilers, heat controls, compressor generator