

Preventive Maintenance Program

General Preventive Maintenance Schedule

Every Month

1. Spray hallways and common areas for bugs.
2. Drain hot water heaters.
3. Do fire alarm tests with tenants; also check fire doors and fire extinguishers.
4. Check emergency lighting system.
5. Do inventory of supplies.

January

1. Do combustion test.
2. Check/grease heat circulating pumps.
3. Check/replace glycol.
4. Clean dryer vents.
5. Grease/oil solar circulating pumps.
6. Clean/disinfect compactor and trash chutes.

February

1. Shampoo carpet in elevators.
2. Test water in building
- 3 Strip, wax, and buff VAT linoleum floors.
4. Clean/disinfect compactor and trash chutes.

March

1. Check/replace glycol.
2. Touch up paint in all areas, community rooms, hallways, etc.
3. Shampoo carpet in elevators.
4. Clean heater vents in all common areas.
5. Clean/disinfect compactor and trash chutes.

April

1. Till dirt in garden.
2. Clean/disinfect dumpsters and compactor.
3. Drain boilers - remove sediment.
4. Clean dryer vents.
5. Service lawn equipment.
6. Inspect roofs.
7. Clean blinds in community room.
8. Shampoo furniture in lobbies.

May

1. Shampoo carpet in elevators.
2. Shampoo carpet in hallways.
3. Sweep parking lots.
4. Check/clean air conditioning condenser.
5. Clean/disinfect dumpsters and compactor.
6. Check/replace glycol.
7. Wash building windows on outside.
8. Fertilize lawn.

June

1. Clean/disinfect dumpsters and compactor.

July

1. Clean/disinfect dumpsters and compactor.
2. Check/replace glycol.
3. Wash building windows on outside.
4. Clean dryer vents.
5. Grease/oil solar circulating pumps.

August

1. Shampoo carpet in elevators.
2. Clean/disinfect dumpsters and compactor.
3. Strip, wax, and buff vat and linoleum floors.

September

1. Clean/disinfect dumpsters and compactor.
2. Drain boilers/remove sediment.
3. Touch up paint in all public areas, community rooms, hallways, etc.
4. Check/grease heat circulating pumps.
5. Clean heater vents in all common areas.
6. Clean blinds in community rooms.
7. Check/clean solar circulating pumps.

October

1. Shampoo carpet in hallways.
2. Sweep parking lots.
3. Buy sand/ice melt for winter.
4. Test all emergency pull chains in apartments and common areas.
5. Test/clean all smoke detectors.
6. Clean/disinfect dumpsters and compactor.
7. Do combustion test.
8. Clean dryer vents.
9. Wash building windows on outside.
10. Fertilize lawn.
11. Wrap trees if needed.
12. Service snow blowers.
13. Check/clean solar circulating pumps.

November

1. Shampoo carpet in elevators.
2. Check/replace glycol.
3. Clean/disinfect compactor and trash chutes.
4. Check/clean solar circulating pumps.

December

1. Clean/disinfect compactor and trash chutes.