

# MONTHLY PREVENTIVE MAINTENANCE REPORT

Property Name:		For The Month Of: <b>December</b>		
	Inspected Item	Inspected		Comments
		Yes	No	
<b>A.</b>	<b>FIRE PROTECTION: INTERIOR / EXTERIOR</b>			
1.	Fire and safety procedures posted			
2.	Fire Extinguishers			
	A. Secured			
	B. Charged			
3.	Smoke Detectors			
	A. Tested			
	B. Cleaned			
4.	Exit and emergency light system			
<b>B.</b>	<b>AMENITIES / CLEANLINESS:</b>			
1.	Mailbox Area			
2.	Laundry Rooms			
3.	Courtyard/s			
4.	Community Center			
<b>C.</b>	<b>COMMON AREA / CLEANLINESS:</b>			
1.	Rental Office			
2.	Walkways and Parking Lots			
<b>D.</b>	<b>HVAC:</b>			
1.	Check the Following			
	A. Filters changed			
<b>E.</b>	<b>PLUMBING – EXTERIOR AND</b>			

	<b>INTERIOR:</b>			
1.	Manholes			
	A. Visible inspection for stoppage			
	B. Covers – secured			
2.	Sewer Cleanouts:			
	A. Caps visible and above ground			
	B. Inspect for stoppage			
3.	Turn valves and sillcocks :			
	A. Secured to wall			
	B. Inspect for leakage			
	C. Meters / Leaks / Covers			
<b>F.</b>	<b>ELECTRICAL SYSTEM :</b>			
1.	Transformer pads			
2.	Photocells			
3.	Grounding System			
4.	Exterior lighting			
5.	Exterior panels			
6.	Meter connections			
7.	Labeling			
<b>G.</b>	<b>HARD SURFACES :</b>			
1.	Recreation / parking / streets			
	A. Potholes			
	B. Cracks			
	C. Upheaval			
	D. Depressing			
	E. Coating & stripping			
	F. Manholes			
	G. Catch basins			
	H. Stoppages			
	I. Curbs and gutters			
2.	Sidewalks and patios			
	A. Drainage			
	B. Repairs			
<b>H.</b>	<b>BUILDING EXTERIORS :</b>			
1.	Siding -----			
	A. Painted			
	B. Caulked			
	C. Secured			

	D. Damaged areas			
	E. Mortar joints ---point up			
2.	Fascia and soffits			
	A. Painted			
	B. Secured			
	C. Vents			
	D. Caulked			
3.	Gables -----			
	A. Painted			
	B. Caulked			
	C. Flashing			
	D. Secured			
4.	Exhaust Vents -----			
	A. Painted			
	B. Sealed			
	C. Damaged			
5.	Gutters / downspout / scuppers ----			
	A. Painted			
	B. sealed			
6.	Windows ( including patio doors )			
	A. screens			
	B. Glass			
<b>I.</b>	<b>MISCELLANEOUS :</b>			
1.	Extermination ----			
	A. Exterior			
	1. Bees, wasps, etc.			
	2. Birds			
	3. Rodents			
	4. Terminates			
	B. Interior			
2.	Foundations -----			
	A. Tamp and back fill buildings			
	B. Retaining wall			
3.	Tools and equipment -----			
	A. Cleaned			
	B. Repaired			
4.	Graphics -----			
	A. Directional signs			
	B. Instructional signs			
	C. Property signs			