

# MONTHLY PREVENTIVE MAINTENANCE REPORT

| Property Name: |   | For The Month Of: <b>May</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.             | 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.             | Heatstrip                                   |                              |    |          |
| 2.             | Thermostats – checked for operation         |                              |    |          |
| 3.             | Fan motor oiled and balanced                |                              |    |          |
| 4.             | Check the Following                         |                              |    |          |
|                | A. Fuses                                    |                              |    |          |
|                | B. electrical Connections                   |                              |    |          |
|                | C. Coils – Cleaned                          |                              |    |          |
|                | D. Condenser drains – drained and open      |                              |    |          |
|                | E. Condenser pad level                      |                              |    |          |
| <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                           |  |  |  |
|           | C. secured                          |  |  |  |
| .         | Windows ( including patio doors )   |  |  |  |
|           | A. screens                          |  |  |  |
|           | B. Glass                            |  |  |  |
|           | C. Caulked                          |  |  |  |
|           | D. Painted                          |  |  |  |
|           | E. Locks                            |  |  |  |
|           | F. Weather-strip                    |  |  |  |
|           |                                     |  |  |  |
| <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                |  |  |  |

