

MONTHLY PREVENTIVE MAINTENANCE REPORT

Property Name : _____ **For The Month Of: September**

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

	INTERIOR:			
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			
4.	Storm drains			
	A. Cleaned			
	B. Grates secure			
	C. Covers secured			
F.	ELECTRICAL SYSTEM :			
1.	Transformer pads			
2.	Photocells			
3.	Grounding System			
4.	Exterior lighting			
5.	Exterior panels			
6.	Meter connections			
7.	Labeling			
G.	HARD SURFACES :			
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			
H.	BUILDING EXTERIORS :			

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			
	L. Cable wire – secured			
6.	Windows (including patio doors)			
	A. screens			
	B. Glass			
I.	MISCELLANEOUS :			
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 -----			

