

## PREVENTIVE MAINTENANCE: DESCRIPTION, DETAIL AND FREQUENCY

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>
LIGHTING, EXTERIOR	Street, parking, breezeway, signage, building and pathway.	Weekly
HVAC FILTERS	Replace filters and add algacide tablets to <b>one twelfth</b> of the property weekly. Notify the units to be done the next week. Divide number of units on property by 12, this will give you the number of apts to be serviced weekly. EXAMPLE: 400 units divided by 12 equals 33.33 or 34 units per week. 200 units divided by 12 equals 17 units per week.	4 times per year.
EVAPORATOR COILS	Coils are inspected during the <b>second quarter (April, May, June)</b> filter change. List coils for cleaning on a separate service request. If over 50% of the coils need cleaning, contact your RMD for further instructions.	Yearly.
SMOKE DETECTORS	Test according to local ordinance otherwise, quarterly. Any defective devices are to be replaced immediately.	4 times per year.
PLUMBING, INTERIOR	Inspect all kitchen and bathroom faucets and toilets for leaks. Inspect all supply lines and washing machine hoses. List all repairs on service requests and schedule. Plumbing inspections and repairs are to be done during the <b>first quarter (January, February, March)</b> filter change.	Yearly.
DRAINS, STORM	Inspect and clear all property, storm, yard, compactor, courtyard, and/or downspout drains.	4 times per year.
FURNACE	Inspect electrical and/or gas connections. Inspect heat exchangers and clean. Inspect burners and pilot flame. To be done in conjunction with <b>Electrical</b> inspection/ service in <b>August, September, and October</b> filter change.	Yearly.
ASPHALT AND SPEED BUMPS	Inspect and repair all streets, parking areas, entrances. Paint all speed bumps.	3 times per year.
CURBING AND TIRE STOPS	Inspect and repair all curbing. Replace all broken or missing stops. Re-paint any previously painted curbing.	3 times per year.
SIDEWALKS AND CONCRETE STEPS	Inspect all sidewalks and concrete steps. Mark and measure for possible capital, if necessary.	4 times per year.
ELECTRICAL	Inspect breaker box. Tighten all breakers and main lugs. Inspect stove and dryer receptacles, bath exhaust fans, wall receptacles, etc. To be done in conjunction with <b>Furnace</b> service and the <b>August, September, and October</b> filter change. (Divide # units by 12 for weekly required unit #. 400 units divided by 12 is 34 units.)	Yearly.
FITNESS EQUIPMENT	Inspect and repair.	4 times per year.
PLAYGROUND EQUIPMENT	Inspect all swings, slides, monkey bars and ground surface for safety and repair.	6 times per year.
TENNIS AND BASKETBALL COURTS	Inspect and repair fencing, gates, wind screens, nets, backboards and posts.	6 times per year.
CONDENSATION DRAINS	Clear all condensation drains through water or air pressure or through vacuuming drain lines. To be done in conjunction with the <b>HVAC CONDENSER UNIT SERVICE</b> .	Yearly.
SIGNAGE	Inspect for paint and plumb. Inspect for lighting.	Monthly.
BUILDING EXTERIORS	Use <b>Exterior Inspection Form</b> .	4 times per year.
OFFICE, CLUBHOUSE, LAUNDRIES	Complete detailed interior and exterior punch list. Inspect paint, carpet, lighting, appliances, equipment, HVAC filters, venting, plumbing, roofing, guttering, windows, screens, alarm systems, rest rooms, and all other contents and structures.	Monthly.
BOILER SYSTEMS CIRCULATION PUMPS	Flush tanks. Inspect electrical, gas fittings, venting, burners, thermo-couples, temperature settings, motors (oiled), and thermostats or timers. Include EQR-owned laundry and clubhouse equipment.	6 times per year.
COMPACTOR DUMPSTERS	Inspect steps/stairs/handrail/ramps. Inspect paint, equipment, switches, drains, concrete and dumpster enclosures.	Monthly.
POOLS, SPAS, SAUNAS	Use Inspection Form provided by the local county authority responsible for public pool safety. Replace motor/ pump seals yearly. Plumbing, filters, heaters, chlorinators, lighting, timers, motors and pumps are to be properly serviced. All recording forms must be current and chemicals properly stored.	Seasonally.
GOLF CARTS TRUCKS	Inspect brakes, batteries, windows, fuel system, seats and tires and clean thoroughly and detail. Perform all factory-6 advised servicing. Repair or replace as necessary.	6 times per year.
FIRE ALARMS , SPRINKLER SYSTEMS	Inspect pull stations, alarms, relay stations, pump systems, and other equipment according to local ordinance.	6 times per year.
GUTTERS, ROOFS, DOWNSPOUTS	Inspect guttering, flashing, shingles, fireplaces and caps, downspouts and splash blocks. Clean all gutters and roofs. Divide number of bldgs. by 7 to determine number of buildings to be cleaned each week.	Twice per year.
IRRIGATION SYSTEMS	Test all zones, valve boxes, timers, heads and clocks. Inspect and service motors and pumps. Repair as needed.	Yearly.
FENCING AND GATES	Inspect and repair all property fencing, including patios, pools and tennis courts. Inspect all gates and gate	6 times per year.
FOUNTAINS AND LAKES	Inspect pumps and lighting. Check for algae.	Monthly.
STAIRS AND BALCONIES	Inspect all treads, handrails, pickets and support structures.	4 times per year.
WINDOWS AND DOORS	Inspect or replace all screens. Record all fogged windows/doors for capital.	Twice yearly.
HVAC CONDENSER UNITS	Inspect and clean units. Replace service port caps. Oil motors. Spray contactor. Inspect disconnect box. Inspect electrical. To be done in conjunction with <b>Condensation Drain Service</b> . Divide # units by 8 for weekly schedule.	Yearly.