

# STOCKBRIDGE HOUSING AUTHORITY

## DEFERRED MAINTENANCE PLAN

Deferred Maintenance is maintenance, upgrades, or repairs that are deferred to a future budget cycle or postponed for some other reason. The purpose of a Deferred Maintenance Plan is to ensure that an identified deficiency is not overlooked when that deficiency cannot be addressed immediately.

Deferred Maintenance should not be confused with Capital Improvement Projects (CIP). Large projects that will fall under our "Formula Funding" are still added to our CIP project list.

Items are added to our "deferred list" when an existing work order needs to be deferred.

Some reasons we defer a deficiency are:

1. Items best completed when a unit is vacant  
Anything noticed during an inspection that can and should wait until the unit is vacant would be added to our deferred list and then completed when the unit becomes vacant.
2. Items that cannot be completed because of the season  
Examples include landscaping and exterior painting. These would be added to our deferred list and completed when the season permits.
3. Lack of funding  
If upon inspection a deficiency is noted, but the operating budget does not have sufficient funds to complete the project at this time, the work order is moved to the Deferred Maintenance Plan. The project would be completed as the operating budget permits.
4. Efficiency – Items can be grouped together by location, task, or trade  
Work orders requiring a contractor may be deferred so that they may be scheduled to be completed all at once.
5. Vacancy Crisis  
When the housing authority experiences an unusually high vacancy count, low priority work orders will be moved to the deferred list to allow vacancies to be turned over.
6. Organizational and upkeep tasks  
Any tasks that occur infrequently enough that they don't fall under the category of routine work order. Painting offices or common areas, etc.

Deferred Maintenance Plan—the deferred list—will include the following information for each item: work order number, date added, item description, site location or unit number, reason deferred, materials needed, target completion date, closed date, other comments, if any.

The deferred list will be reviewed and prioritized monthly.

**Approved by the Stockbridge Housing Authority Board of Commissioners on 12/17/18.**