

STOCKBRIDGE HOUSING AUTHORITY PREVENTATIVE MAINTENANCE SCHEDULE

ANNUALLY

- Heat, hot water systems preventative maintenance (PM) w/licensed contractor
- Emergency generator PM w/licensed contractor
- Fire alarm systems inspection and PM w/licensed contractor, including checking placement and proper operability of fire extinguishers
- Sewer System PM w/licensed contractor
- Inspection of all units by Maintenance Chief and Executive Director. Includes inventory of refrigerators and stoves.
- Check carbon monoxide (CO) alarms. Change batteries, where applicable.
- Inventory all SHA equipment/tools at beginning of fiscal year.
- Change filters in air handler in community building.
- Change batteries in electrified doors in community building.
- Repair screens/storms for upcoming season.
- Exterior painting and carpentry, as needed annually

QUARTERLY

- Inspect interior/exterior of 689 property
- Thoroughly inspect exterior of all Heaton Court buildings for structural changes, damage
- Inspect gutters, downspouts, and splash blocks
- Inspect site, including parking areas, sidewalks, walkways, lawns for safety hazards, damage
- Clean/organize maintenance garage, storage areas
- Wash and wax "puzzle room" floor (in community building)

MONTHLY

- Check cleaning supply and small parts inventory and restock as necessary
- Fill gas cans and Maintenance Chief's truck (used for daily mail and SHA business-related trips) using SHA gas card.

WEEKLY

- Laundry room maintenance (Check dryer vents, drains, etc.)
- Clean restrooms (toilets, sinks, counters, mop floors, restock paper goods)
- Vacuum community building
- Remove trash/recycling from community building (office, laundry, puzzle room, kitchen, restrooms)
- Check trash rooms for compliance w/state sanitary code, and follow-up as necessary
- Check mechanical rooms.

DAILY

- Pick up mail at post office and distribute in tenant mailboxes and to the SHA office
- Check restrooms, laundry, community areas for safety issues, cleanliness, etc.
- Update WO status in web-based system
- Prioritize WOs as necessary

AS NEEDED

- Snow and ice removal, replenish sand and salt buckets (seasonal)
- Mow lawn, weed whack, trim shrubs/trees (seasonal)
- Removal of leaves (seasonal)
- Install and remove screens/storms on apartments per State Sanitary Code
- Reset light timers, as needed
- Service lawn equipment
- Clean, paint vacant apartments, change fixtures/components, as needed
- Sweep stairwells and sidewalks
- Report Exterior Furnishings Policy violations to the SHA office for follow-up