

1/2/13

1. Does your maintenance staff handle all make-readies or is the work contracted out?
 2. If contracted out, does the contractor provide materials/equipment for the job or does the PHA provide the materials/equipment for the job?
- Abilene – AHA Maintenance staff does all make readies.

Anthony – The Anthony pha has the one Maintenance staff do the make ready

Atlanta – I have contracted out parts of make ready (ie painting and cleaning) in the past. I supplied everything except paint brushes/tools.

Avery – Our make readies are contracted out and the contractor provides materials/equipment for the job.

Baird – Maintenance does everything but clean. Have a tenant who will clean the apts(section 3). We do contract out the carpet & duct cleanings if needed & of course they supply their equipment.

Bastrop – We generally complete make readies with maintenance staff unless we have several at one time. When we contract out, we furnish cleaning supplies,. Paint, etc but do not furnish paint brushes, rollers.

Baytown – Our Maintenance Dept. does all the make readies except for the painting. We have a contract painter that does all our painting. We provide the paint and primer if needed. Also if we need to replace the flooring we have a contractor that does that for us.

Beaumont – We do both, it depends on the amount of damage and turn around time. If contracted out the contractor supplies all materials.

Big Sandy – Maintenance does all make readies

Brady – Generally, our maintenance staff handles all make-readies. If the work involved is beyond our scope of work, (replacing ceilings, floors, etc.), it is contracted out and the Housing Authority provides all materials/equipment for the job.

Brenham – Most make ready jobs are bid out to contractors. Contractor provides own tools and equipment, PHA provides materials.

Bridgeport – Depends on what is needed. If just regular make ready maintenance does it. If we have to do remodeling then I have a guy that goes on payroll (he is an independent contractor that we put on payroll when he works to cover workman comp issues since we are such a small ha it is hard to find contractors willing to work that have worker comp etc.) to do remodeling or things that my maintenance man can't do. He has some tools of his own and he also uses ours.

Bryson – I have two contractors – one provides everything and charges much more. The other contractor uses the paint or materials I provide. I keep an account at a local hardware store for materials for make ready. It just depends on which person is available to get the job done most quickly. I have to be flexible in this small community.

Caddo Mills – My maintenance does all the make ready

Canyon – Our maintenance man does all make readys.

Centerville – Make Ready's sometimes fall on our staff--but I try to contract it out. I provide paint and supplies. I have a great cleaner that is a Section 3--she does all my cleans.

Clarksville – Our maintenance staff does make-ready

Coleman – Maintenance staff handles make-readies

Cooper – Both...Depending on the number of units vacant.. Both...Better to have contractor provide, but if sect. 3 workers are utilized we provide the materials.

Crosbyton – Our maintenance staff does all of the make readies

Cuero – Our maintenance staff handles all make-readies

Dawson – Contract with a painter who buys all his own supplies. Contract with a maintenance/repair person, if needed. Contract with a cleaning person, if needed.

Dayton – Maintenance staff does handle all make readies.

Decatur – we do not have a maintenance staff; therefore we contract it out. Depending on what is needed for materials etc. we may purchase it ourselves or they may and we reimburse them. The contractor will give us all invoices when they purchase materials beyond their normal charges and therefore we know exactly what items cost. The plus is our contractors have been doing work for us for 10 plus yrs. We would trust them in our own

homes.

DeLeon – We have tried it all ways. The best for us has been using a part time employee....furnishing the supplies. The contract cleaners furnished their own supply...years ago we furnished supplies to the contractors....but using a contractor requires them to furnish their own supplies. Another thing we have done that has helped us is take pictures at move in of every inch of the unit...appliances included...take pictures at move out and move in. A picture is worth a thousand words. Before the camera, people would argue that their apartment wasn't clean when they moved in...the before and after pictures put a stop to that.

Dublin – I have recently contracted out the cleaning and painting part of the make ready my guys make all repairs the contractor furnishes the materials and equipment.

Edgewood – Maintenance does make readies, but we sometimes use residents who need to do community service to start the cleaning process, prior to repairing the unit. We provide cleaning materials. Most of the time, maintenance staff still has to finish the cleaning because the CS residents don't usually do a very thorough job. We have occasionally had to contract the cleaning of a unit when staff could not get to it. In that case, we just agree on a fee for cleaning and the contractor furnishes cleaners, etc.

Elgin - Maintenance handles. If we have to contract anything out we provide materials

Falls City – Our painter helps with the me with the made readies. The housing authority pays all the supplies for the contracts.

Frisco – We do both. Usually contract painting and floors. If contractor they provide supplies and equipment

Galveston – Our maintenance staff does most make-readies. We seldom use a contractor, but when we do it is for scattered sites. As for materials/equipment, it depends upon the materials available versus what materials are needed. If it is a fire unit, we use the mod crew.

Gatesville – All turn arounds, or make ready is done in house.

Georgetown – ALL WORK DONE IN HOUSE

Goliad – PHA staff handles make readies.

Grapevine – Grapevine HA Maintenance Staff does everything except any pre-clean work and painting which is contracted out to a resident. We hire a professional cleaning company to do the cleaning. We provide the paint but the contractor/resident is responsible for equipment and supplies.

Groesbeck – Maintenance staff

Haltom City – Haltom City: Maintenance handles all make readies (I've always heard that if you contract it out they must supply all materials or it isn't fully contracted, and they better have insurance)

Hidalgo County – Our maintenance staff handles the make-readies

Houston – Our properties are run through our Private Management Firms. They handle all make ready and supplies.

Huntsville – Maintenance typically handles make readies unless there is severe damages or time constraints. We have contracted several out for complete make ready in which the contractors provided all materials and labor.

Ingleside – Our maintenance staff handles all the make-readies

Johnson City – Unless there are major repairs, it is done by our maintenance dept. We usually provide materials.

Junction – Maintenance staff handles all make-readies. (I have a very good maintenance man that can do practically anything)

Kenedy/Smiley/Three Rivers – For all three agencies we do 95% of the make readies in house. If we have had a unit that is seriously damaged then we contract out the total make ready. The contractor provides all material, equipment and labor except for the paint.

Kingsville – Our maintenance complete most of the make readies however if we are in a crunch we have had work contracted out. The quote we receive includes materials/equipment and the actual work.

Laredo – we do all maintenance ourselves. Anything contracted out requires contractor provides materials.

Linden – Maintenance removes trash & old furniture; removes glass from lights and face plates of plugs and switches. The actual cleaning is contracted out with the PHA supplying cleaning products. The contract price is \$100.00 for 0 Bd., \$125.00 for 1 Bd.; \$150. for 2 Bd.; \$175.00 for 3 Bd.; and \$200.00 for 4 Bd. Maintenance does any painting and repairs after unit is cleaned.

Luling – The maintenance staff handles all make readies at the Luling Housing Authority.

Madisonville – Currently we have a part time maintenance man so we are contracting out for make readies. We do provide the paint because we can get it at a much cheaper rate then they could but they take care of everything else.

Marlin – Our maintenance does all the make readies.

Mason – Staff and I have one guy.

McLean – Our maintenance handles all make ready.

New Braunfels – Contracting is more expensive for us. We do all with maintenance staff

Nocona – We do both depending on work load by maintenance. We provide all materials.

Overton – Under ordinary circumstances and workload levels, we use in-house maintenance. When we have multiple vacancies or unusually high backlog of work orders, we use outside contractors. We have 2 or 3 good ones to choose from. This speeds up the process and keeps us from getting overwhelmed or behind on work orders. PHA provides most of the materials, particularly paint and dry wall. Contractor provides equipment such as tools, brushes, rollers, and extra supplies that might be needed.

Paris – Paris does it both ways. However HAs should be cautioned about providing any materials/equipment when contracting make-readies. If you do provide this, when the contract is completed, the so called contractor is eligible to draw unemployment benefits from you.

Pharr – our maintenance staff handles all make readies

Pineland – Maintenance handles make-readies and community service workers help. We have contracted out in the past just a few times but we supplied the materials.

Pittsburg – Maintenance staff handles all make-readies.

Pleasanton – maintenance staff handle all our make readies.

Port Arthur – Most all make readies/ are now procuring for painting of 23 units (had a larger number of evictions, and now need quick turnaround) On item above we will provide the paint/materials only.

Post – Maintenance staff does all our make readies.

Rising Star – Maintenance does it all.

Robert Lee – Yes, Maintenance handles all make-readies

Robstown – RHA staff does all make ready work to all vacant units.

Round Rock – We contract out when we have two or more make readies because work orders tend to back -up during make readies. The contractor provides all materials except floor tiles.

San Angelo - Our Maintenance staff handles all of make-readies.

San Antonio – We use several vendors to carry out our make readies. We only purchase cleaning supplies the vendor is required by contract to purchase what is required to make the unit ready.

San Marcos – We do both. In times of heavy turnover we are forced to contract out. For the reason of continuity we supply materials. Contractor supplies his own working equipment.

Schertz – Both—depends on the number of turns that occur at one time & what else the staff is doing. The staff usually does the full make-ready in-house. We usually only have contractors do the paint/construction type work as well as cleaning. All the maintenance portion is done by staff.

Schulenburg – All make readies are done in house by the Maint. Dept. They both can do plumbing and electrical(licensed) I have a great Maint. Dept. When we have a make readie they get the job done pretty fast; they get on it and finish in a couple of days

Seguin – Maintenance handles it

Stanton - We do most make-readies. We do have a contractor come in to do the final cleaning if my guys are backed up. We provide her with the materials and equipment. She is also the person who cleans our offices, so I cut her a check once a month for both janitorial and make-ready cleanings. By keeping her on as a regular monthly contractor for the offices, it keeps her coming around at least once a week to do interim clean-ups, and to

check to see if we need her to do a make ready. She usually responds within a couple of hours and does the make ready on the same day that we ask her to.

Temple/Belton – We handle in house. Word of warning– if you are providing materials/equipment the IRS will see them as employees and not contractors which will cause penalties and back taxes. I am speaking from personal experience we had a number of years ago with this exact issue.

Texarkana - We do both, depending on the number of vacancies we have and the workload of staff. If we contract out, the contractor provides all materials/equipment as part of their bid unless we happen to have specific materials already on site.

Van Horn – maintenance staff

Waxahachie – Maintenance staff handles all make-readies.

Whitney – Our maintenance handles most of our move outs. If we have too many at one time we do hire contract labor.

Wichita Falls – Not contracted out we do it all in house

Winters – Maintenance does all of the make readies.

Wortham – We do most all of the make ready unless we have to address larger problems, then we contract some of that out. On this question (2), we have done it both ways. It just depends on the job.

Yoakum – maintenance handles all make readies

