**Housing Authority**

**MAINTENANCE CHECKLIST**

**WEEK ENDING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **ACTIVITY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** | **INITIALED BY:** |
| **VACUUM** |  |  |  |  |  |  |  |  |
| **DUST** |  |  |  |  |  |  |  |  |
| **TRASH** |  |  |  |  |  |  |  |  |
| **LANDFILL-LARGE ITEM PICKUP (FRIDAY)** |  |  |  |  |  |  |  |  |
| **VISUAL INSPECTION-GROUNDS &SITE** |  |  |  |  |  |  |  |  |
| **SMALL TRASH PICKUP** |  |  |  |  |  |  |  |  |
| **MOWING/EDGING** |  |  |  |  |  |  |  |  |
| **COMMUNITY ROOM PREPARATION** |  |  |  |  |  |  |  |  |
| **READ GAS METERS** |  |  |  |  |  |  |  |  |
| **ANODES-SNIFF TEST** |  |  |  |  |  |  |  |  |
| **PLAYGROUND INSPECTION** |  |  |  |  |  |  |  |  |
| **SERVICE MOWERS, VEHICLES, SECURITY LIGHTS, ETC.** |  |  |  |  |  |  |  |  |
| **INSPECT PLAYGROUND EQUIPMENT REPAIR** |  |  |  |  |  |  |  |  |
| **TURBO-VENTS/AIR TYPE VENTS SOFFITS** |  |  |  |  |  |  |  |  |
| **CATHODIC PROTECTION (patrolling, odorization sniff test)** |  |  |  |  |  |  |  |  |
| **A/C FILTER CHANGE (Community Center)** |  |  |  |  |  |  |  |  |
| **FENCE LINE REPAIR/SOIL EROSION** |  |  |  |  |  |  |  |  |
| **MAINTENANCE BARN SERVICE** |  |  |  |  |  |  |  |  |
| **TREE TRIMMING/HEDGE FENCE LINE** |  |  |  |  |  |  |  |  |
|  **ACTIVITY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** | **INITIALED BY:** |
| **TERMITE INSPECTION** |  |  |  |  |  |  |  |  |
| **UNIT HEATER INSPECTION (light pilots, service vents,& repair)** |  |  |  |  |  |  |  |  |
| **FIRE EXTINGUISHER PRESSURIZATION TEST** |  |  |  |  |  |  |  |  |
| **EXTERIOR PAINTING OF UNITS** |  |  |  |  |  |  |  |  |
| **UNIT INSPECTIONS** |  |  |  |  |  |  |  |  |
| **CIAP ON SITE REVIEW EXTERIOR** |  |  |  |  |  |  |  |  |
| **CATHODIC PROTECTION (leak survey, units tested, emergency valve, pressure control test)** |  |  |  |  |  |  |  |  |
| **EXTERMINATION FOR ROACHES** |  |  |  |  |  |  |  |  |
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