

January Preventive Maintenance Tasks

1. Keep roadway, walks and paths clear of snow and ice. Use sand as needed and plow as necessary.
2. Maintain equipment; truck, plow, snow blower, sander, tractor, shovels and all other used equipment. Keep supply of sand and ice melt in stock.
3. Test carbon monoxide detectors and replace batteries located in hall, office and maintenance barn and 85 & 86
4. Check interior lighting and emergency lights
5. Clean dryer vents
6. Run cleaning tablets in washing machines

February Preventive Maintenance Tasks

1. Keep roadway, walks and paths clear of snow and ice. Use sand as needed and plow as necessary.
2. Maintain equipment; truck, plow, snow blower, sander, tractor, shovels and all other used equipment. Keep supply of sand and ice melt in stock.

March Preventive Maintenance Tasks

1. Keep roadway, walks and paths clear of snow and ice. Use sand as needed and plow as necessary.
2. Maintain equipment; truck, plow, snow blower, sander, tractor, shovels and all other used equipment. Keep supply of sand and ice melt in stock.
3. Quarterly Clearwater maintenance of septic system.
4. Clean windows in the front and back hall of tenant buildings and community hall.
5. Second Monday, reset light timers and clocks for daylight saving time.
6. Run cleaning tablets in washing machine

April Preventive Maintenance Tasks

1. Clean, service and store snow equipment for next seasons use.
2. Make sure spring equipment is ready for the season. (lawn mowers, edgers, clippers, rototiller etc.)
3. Set up patio furniture.
4. Turn on all water spigots on outside buildings. Get hoses ready to connect. Water department turns on greenhouse.
5. Rototill gardens
6. Schedule Sprinkler Inspection - 85 & 86 Only
7. Schedule Emergency generator PM.
8. Schedule Fire Alarm inspection both 667 & 689
9. Spring clean up of property and repair winter damage.
10. Inspect trees and trim as needed (maintain 10ft distance from buildings).
11. Cleaning of parking areas, roadways, driveways, walkways and storm drains and removal of sand.
12. Turn off hallway heaters
13. Check emergency lights is all buildings

May Preventive Maintenance Tasks

1. Mow, trim and blow property
2. Check equipment to make sure it does not need service. Sharpen mower blades, change oil in mower, check oil and fluid levels in truck. Use air compressor under equipment after every use.
3. Call for A/C annual service including 85 & 86
4. Restring clotheslines as needed for tenants
5. Put up screen and take out storm windows on doors units, 9,14,75,80
6. Unit Inspections-All buildings
7. Run cleaning tablets in washing machines

June Preventive Maintenance Tasks

1. Mow, trim and blow property
2. Check equipment to make sure it does not need service. Sharpen mower blades, change oil in mower, check oil and fluid levels in truck. Use air compressor under equipment after every use.
3. Quarterly Clearwater maintenance of the septic system.
4. Check flags and replace as needed.
5. Check AC pan in community hall attic

July Preventive Maintenance Tasks

1. Mow, trim and blow property.
2. Check equipment to make sure it does not need service. Sharpen mower blades, change oil in mower, check oil and fluid levels in truck. Use air compressor under equipment after every use.
3. Trim bushes and remove weeds and over growth
4. Check AC pan in community hall attic
5. Run cleaning tablets in washing machines

August Preventive Maintenance Tasks

1. Mow, trim and blow property.
2. Check equipment to make sure it does not need service. Sharpen mower blades, change oil in mower, check oil and fluid levels in truck. Use air compressor under equipment after every use.
3. Fire extinguishers annual recertification including 85 & 86
4. Check AC pan in community hall attic

September Preventive Maintenance Tasks

1. Mow, trim and blow property.
2. Check equipment to make sure it does not need service. Sharpen mower blades, change oil in mower, check oil and fluid levels in truck. Use air compressor under equipment after every use.
3. Quarterly Clearwater maintenance of septic system.
4. Check AC pan in community hall attic
5. Run cleaning tablets in washing machines
6. Call for burner service for the season for the community hall and barn and 85 & 86
7. Clean windows in the front and back halls of the tenants buildings and in the community hall.
8. Vehicle Inspection and service the following
 - Check all fluid levels: crank case, transmission, etc.
 - Check antifreeze, radiator rust inhibitor and thermostat.
 - Check windshield washer fluid.
 - Check belts and hoses.
 - Check plugs, wiring, battery, clean and grease terminals.
 - Clean out air cleaner.
 - Check wheel alignment and tire balance (signs of uneven wear).
 - Check heater and defroster.
 - Check wiper blades for wear.

October Preventive Maintenance Tasks

1. Mow, trim, and blow property.
2. Check equipment to make sure it does not need service. Sharpen mower blades, change oil in mower, check oil and fluid levels in truck. Use air compressor under equipment after every use.
3. Change filter in heating /AC unit in the community building.
4. Annual cleaning of all gutters including 85 & 86
5. Turn on tenant building hallway heaters.
6. Shut off outside water spigots and water in the greenhouse.
7. Make sure that all tenant A/C units have been removed from windows (by October 31st).
8. Put up storm windows and take out screens on doors units 9,14,75,80
9. Leaf removal.
10. Buy and stock ice melt for winter.

November Preventive Maintenance Tasks

1. First Saturday in November reset light timers and clocks back 1 hour for daylight saving time.
2. Determine needed supplies for upcoming fiscal year.
3. Write up wish-list of additions and or replacements of maintenance equipment for the upcoming fiscal year.
4. Clean, service and store lawn equipment.
5. Run cleaning tablets in washing machines
6. Store outdoor furniture.
7. Put in plow stakes
8. Put out ice melt buckets in building and sand bucket in common areas

December Preventive Maintenance Tasks

1. Keep roadway, walks and paths clear of snow and ice. Use sand as needed and plow as necessary.
2. Maintain equipment; truck, plow, snow blower, sander, tractor, shovels and all other used equipment. Keep supply of sand and ice melt in stock.
3. Quarterly Clearwater maintenance of septic system.

Preventive Maintenance Tasks

Revised 2026

Daily:

1. Address any and all work orders from office and continue work on any unit turnovers.
2. Turn over vacant units.
3. Complete preventative maintenance tasks
4. Check copier for any maintenance request that came in after hours from answering service.
5. Inspect site and grounds to include, walkways, roads, storm drains & catch basins

Weekly:

1. Meet with Director to review work from prior week and address any concerns.
2. Vacuum hall, office, and community room.
3. If necessary, wash floors in community building.
4. Restock/clean/disinfect common bathrooms 3 times per week.
5. Check emergency lights and reset as needed.
6. Pick up by vendor of trash & recycling
7. Pick up trash and recycling on Monday and Thursday from the approved tenant's accommodation list.
8. Equipment up keep (see equipment service log)
9. Inspect Building envelope to include, roof, window & doors, gutters & downspouts, siding, flashing, foundation and pest control.

Monthly:

1. Make purchases and update inventory as needed.
2. Order maintenance supplies and small parts.
3. Clean, paint and prepare vacant apartments.
4. Follow Buildings and Hall Cleaning Schedule
5. Clean out dryer vents