

MONTHLY PREVENTIVE MAINTENANCE REPORT

Property Name: _____ **For The Month Of: February**

	Inspected Item	Inspected		Comments
		Yes	No	
A.	FIRE PROTECTION: INTERIOR / EXTERIOR			
1.	Fire and safety procedures posted			
2.	Fire Extinguishers			
	A. Secured			
	B. Charged			
3.	Emergency light system			
B.	AMENITIES / CLEANLINESS:			
1.	Mailbox Area			
2.	Laundry Rooms			
3.	Courtyard/s			
4.	Community Center			
C.	COMMON AREA / CLEANLINESS:			
1.	Rental Office			
2.	Walkways and Parking Lots			
D.	PLUMBING – EXTERIOR AND INTERIOR:			
1.	Manholes			
	A. Visible inspection for stoppage			
	B. Covers – secured			
2.	Sewer Cleanouts:			
	A. Caps visible and above ground			
	B. Inspect for stoppage			
3.	Turn valves and sillcocks :			
	A. Secured to wall			
	B. Inspect for leakage			
	C. Meters / Leaks / Covers			
E.	ELECTRICAL SYSTEM :			

1.	Transformer pads			
2.	Photocells			
3.	Grounding System			
4.	Exterior lighting			
5.	Exterior panels			
6.	Meter connections			
7.	Labeling			
F.	HARD SURFACES :			
1.	Recreation / parking / streets			
	A. Potholes			
	B. Cracks			
	C. Upheaval			
	D. Depressing			
	E. Coating & stripping			
	F. Manholes			
	G. Catch basins			
	H. Stoppages			
	I. Curbs and gutters			
2.	Sidewalks and patios			
	A. Drainage			
	B. Repairs			
G.	BUILDING EXTERIORS :			
1.	Doors -----			
	A. painted			
	B. Caulked			
	C. Lubricated			
	D. Weather-stripped			
	E. Secured			
2.	Siding -----			
	A. Painted			
	B. Caulked			
	C. Secured			
	D. Damaged areas			
	E. Mortar joints ---point up			
3.	Shutters -----			
	A. Painted			
	B. Secured			
	C. Missing			
4.	Fascia and soffits			
	A. Painted			

