

MONTHLY PREVENTIVE MAINTENANCE REPORT

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

	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.	Siding -----			
	A. Painted			
	B. Caulked			
	C. Secured			
	D. Damaged areas			
	E. Mortar joints ---point up			
2.	Fascia and soffits			
	A. Painted			
	B. Secured			
	C. Vents			
	D. Caulked			
3.	Gables -----			
	A. Painted			
	B. Caulked			
	C. Flashing			
	D. Secured			
4.	Exhaust Vents -----			
	A. Painted			

	B. Sealed			
	C. Damaged			
5.	Gutters / downspout / scuppers ----			
	A. Painted			
	B. sealed			
6.	Windows (including patio doors)			
	A. screens			
	B. Glass			
H.	INTERIOR :			
1.	Appliances			
	A. Clean			
	B. Leveled			
	C. Operating			
	D. Vibration and noise			
	E. Instrumentation			
	F. Electrical connections			
	G. Plumbing connections			
	H. Oil motors			
	I. Pulleys and belts			
	J. Switches			
	K. Filters and screens			
	L. Gaskets and seals			
2.	Electrical ----			
	A. Fixtures			
	B. receptacles			
	C. Switches			
	D. Fuses / breakers			
	E. Connections			
	F. labeling			
	G. Panels and covers			
	H. Blanks covering empty slots			
3.	Flooring / carpet resilient			
	A. Patched			
	B. Vacuumed			
	C. Shampooed			
	D. Waxed			
	E. Cleaned			
	F. Repaired			
	G. Replaced			
4.	Plumbing ----			
	A. Operating			
	B. Leaks			
	C. Drips			

