MONTHLY PREVENTIVE MAINTENANCE REPORT

Property Name: For The Month Of: April

<table>
<thead>
<tr>
<th>Inspected Item</th>
<th>Inspected</th>
<th>Comments</th>
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<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
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</tbody>
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A. FIRE PROTECTION: INTERIOR / EXTERIOR

1. Fire and safety procedures posted
2. Fire Extinguishers
   A. Secured
   B. Charged
3. Exit and 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. HVAC:

1. Heatstrip
2. Thermostats – checked for operation
3. Fan motor oiled and balanced
4. Check the Following
   A. Fuses
   B. electrical Connections
   C. Coils – Cleaned
   D. Condenser drains – drained and open
   E. Condenser pad level

E. 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

### F. ELECTRICAL SYSTEM:

1. Transformer pads  
2. Photocells  
3. Grounding System  
4. Exterior lighting  
5. Exterior panels  
6. Meter connections  
7. Labeling

### G. 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

### H. BUILDING EXTERIORS:

1. Siding  
   A. Painted  
   B. Caulked  
   C. Secured
<table>
<thead>
<tr>
<th>D. Damaged areas</th>
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<tbody>
<tr>
<td>E. Mortar joints ---point up</td>
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<td></td>
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<tr>
<td>2. Fascia and soffits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Painted</td>
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<tr>
<td>B. Secured</td>
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<tr>
<td>C. Vents</td>
<td></td>
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<tr>
<td>D. Caulked</td>
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<tr>
<td>3. Gables ------</td>
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<td></td>
</tr>
<tr>
<td>A. Painted</td>
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<td></td>
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<tr>
<td>B. Caulked</td>
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<tr>
<td>C. Flashing</td>
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<td></td>
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<tr>
<td>D. Secured</td>
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<tr>
<td>4. Exhaust Vents ------</td>
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<tr>
<td>A. Painted</td>
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<tr>
<td>B. Sealed</td>
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<td></td>
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<tr>
<td>C. Damaged</td>
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<tr>
<td>5. Gutters / downspout / scuppers ----</td>
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</tr>
<tr>
<td>A. Painted</td>
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<tr>
<td>B. sealed</td>
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<tr>
<td>C. secured</td>
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<tr>
<td>6. Windows ( including patio doors )</td>
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<td></td>
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<tr>
<td>A. screens</td>
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<td></td>
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<tr>
<td>B. Glass</td>
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### I. MISCELLANEOUS :

1. Extermination ----
   A. Exterior
      1. Bees, wasps, etc.
      2. Birds
      3. Rodents
      4. Terminates
   B. Interior
2. Foundations ------
   A. Tamp and back fill buildings
   B. Retaining wall
3. Tools and equipment ------
   A. Cleaned
   B. Repaired
4. Graphics ------
   A. Directional signs
   B. Instructional signs
   C. Property signs