## MONTHLY PREVENTIVE MAINTENANCE REPORT

**Property Name:** [Insert Property Name]  
**For The Month Of:** March

<table>
<thead>
<tr>
<th>Inspected Item</th>
<th>Inspected</th>
<th>Comments</th>
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<tbody>
<tr>
<td><strong>A. FIRE PROTECTION: INTERIOR / EXTERIOR</strong></td>
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<tr>
<td>1. Fire and safety procedures posted</td>
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<tr>
<td>2. Fire Extinguishers</td>
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<tr>
<td>A. Secured</td>
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<td>B. Charged</td>
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<td>3. Smoke Detectors</td>
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<td>A. Tested</td>
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<td>B. Cleaned</td>
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<tr>
<td>4. Exit and emergency light system</td>
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<tr>
<td><strong>B. AMENITIES / CLEANLINESS:</strong></td>
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<tr>
<td>1. Mailbox Area</td>
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<tr>
<td>2. Laundry Rooms</td>
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<td>3. Courtyard/s</td>
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<td>4. Community Center</td>
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<td><strong>C. COMMON AREA / CLEANLINESS:</strong></td>
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<tr>
<td>1. Rental Office</td>
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<td>2. Walkways and Parking Lots</td>
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<td><strong>D. HVAC:</strong></td>
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<tr>
<td>1. Check the Following</td>
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<td>A. Filters changed</td>
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<td><strong>E. PLUMBING – EXTERIOR AND</strong></td>
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</table>
**INTERIOR:**

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| 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  
| 4. | Storm drains  
|   | A. Cleaned  
|   | B. Grates secure  
|   | C. Covers secured  

**F. ELECTRICAL SYSTEM:**

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

**G. HARD SURFACES:**

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| 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
   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

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1. **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
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<tbody>
<tr>
<td>B. Instructional signs</td>
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<td>C. Property signs</td>
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