# MONTHLY PREVENTIVE MAINTENANCE REPORT

Property Name: 

For The Month Of: September

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

1. Fire and safety procedures posted
2. Fire Extinguishers
   A. Secured
   B. Charged
   C. Tested
3. Smoke Detectors
   A. Tested
   B. Cleaned
4. 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. Check the Following
   A. Filters changed

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

### 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
   - 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
   - L. Cable wire – secured
6. **Windows ( including patio doors )**
   - A. screens
   - B. Glass

### 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 ------**
<table>
<thead>
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<tbody>
<tr>
<td>B. Instructional signs</td>
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<td>C. Property signs</td>
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