

GREATER GADSDEN HOUSING AUTHORITY
 PREVENTIVE MAINTENANCE PLAN FOR COLLEY HOMES
 PERIOD BEGINNING JANUARY 1 THRU DECEMBER 31, 2019
 (All items must be completed by work order and by the date scheduled).

INTERIOR OR EXTERIOR	ACTION TAKEN	MONTH SCHEDULE	MONTH COMPLETE
Exterior	Survey all electrical poles, cross members, security lights, pole lights, and lines to insure they are working and in good condition.	January	
Exterior	Check roofs for damage and missing metal or shingles.	February	
Exterior	Check all ramps and handrails in community. Repair or paint if necessary.	February	
Interior	Have fire extinguisher company inspect all fire extinguishers and service as needed.	February	
Interior	Have a certified company check all fire sprinklers in kitchens. Community has only 5 units with sprinklers.	February	
Interior	Change air filters for HVAC units every 60 days	Feb. April June Aug. Oct. Dec.	
Exterior	Check property for cracks and settlement around buildings, parking lots, and sidewalks.	March	
Exterior	Check drain grates throughout community	March, June, Sept. and Dec.	
Exterior	Check playground equipment: ensure it is in safe and good condition.	March, June, Sept. and Dec.	
Exterior	Check buildings for needed caulking, touch-up painting and repairs.	March	
Exterior	Inspect property for winter damage.	April	
Interior	Uniform Physical Conditions Standards Inspection to be completed	May	
Exterior	Refill any sunken areas around buildings allowing water to stand.	May	
Exterior	Check parking areas for broken car barriers and straighten if needed.	June	
Interior	Check the Rec. Building for cleanliness and needed repairs	May and Nov.	
Exterior	Check soffit, fascia, and vinyl siding on gable ends of all buildings.	August	
Exterior	Check all fences and gates. Repair if necessary.	October	
Exterior	Clean/wash down all condensing units in the community	NA	
Exterior	Clean and repair gutters.	NA	
	Note: During our Uniform Physical Conditions Standards inspections we repair maintenance items as we inspect all units and buildings. The inspections are completed within 365 days of the last inspection. Work orders are kept on file at the maintenance office.		