## MONTHLY PREVENTIVE MAINTENANCE REPORT

Proj	Property Name:		For The Month Of: July				
	Inspected Item		ected	Comments			
		Yes	No				
<b>A.</b>	FIRE PROTECTION: INTERIOR / EXTERIOR						
1.	Fire and safety procedures posted						
2.	Fire Extinguishers						
	A. Secured						
	B. Charged						
3.	Emergency light system						
В.	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						
Е.	<b>ELECTRICAL SYSTEM:</b>						

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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	
	В. Першіз	
G.	BUILDING EXTERIORS :	
1.	Siding	
1.	A. Painted	
	B. Caulked	
	C. Secured	
	D. Damaged areas	
_	E. Mortar jointspoint 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	

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	B. Sealed		
	C. Damaged		
5.	Gutters / downspout / scuppers		
	A. Painted		
	B. sealed		
6.	Windows (including patio doors)		
	A. screens		
	B. Glass		
H.	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		
5.	Attics		
	A. Electrical connections		
	B. Exhaust system		
	C. Duct system		
	D. Framing		
	E. Insulation		
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