

MONTHLY PREVENTIVE MAINTENANCE REPORT

Property Name

For The Month Of:

Inspected Item

Inspected

Comments

A FIRE PROTECTION: INTERIOR / EXTERIOR

1 Fire and safety procedures posted

2 Fire Extinguishers

A. Secured

B. Charged

3 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 Laundry Rooms

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

Maintenance performed by...

Date

other remarks