### Information to Manage When Managing Property in a US Apartment Building

Property management in an apartment building requires meticulousness and professionalism. To ensure that the building is always well-maintained, safe, and meets the needs of residents, managers need to track and manage the following information:

#### Building Information

* **General information:** Year built, area, number of floors, number of units, amenities (swimming pool, gym, playground...).
* **Design documents:** Detailed design drawings of the building, electrical, water systems, fire protection systems.
* **Maintenance history:** Detailed records of maintenance and repair activities, including time, work performed, contractor, and cost.
* **Regular maintenance schedule:** Schedule regular maintenance for building systems and equipment (elevators, heating/cooling systems, water systems...).
* **Current condition of assets:** Regularly assess the condition of equipment, structures, and identify potential problems.

#### Technical system information

* **Electrical system:** Capacity, wiring, electrical equipment, regular inspection schedule.
* **Water system:** Water supply system, drainage system, fire protection system, regular inspection schedule.
* **Heating/cooling system:** Type of system, capacity, regular maintenance schedule.
* **Elevators:** Type of elevator, capacity, regular maintenance schedule, maintenance contract with supplier.
* **Security system:** Camera system, alarm system, access control, regular inspection schedule.

#### Service contract information

* **Maintenance contracts:** Maintenance contracts with service providers for technical systems.
* **Insurance contracts:** Building insurance, liability insurance contracts.
* **Other service contracts:** Cleaning contracts, garbage collection, landscaping services...

#### Information on maintenance and repair requests

* **Requests from residents:** Record maintenance and repair requests from residents.
* **Requests from regular inspections:** Record issues identified during regular inspections.
* **Requests from incidents:** Record repair requests arising from unexpected incidents.

#### Cost information

* **Maintenance costs:** Costs for regular maintenance and repairs.
* **Replacement costs:** Costs to replace damaged equipment and materials.
* **Contingency costs:** Allowances for unforeseen costs.