

Maintenance Operations  
Review Checklist

U.S. Department of Housing and  
Urban Development  
Office of Public and Indian Housing  
Low-Income Housing Program

PHA Name:

Dates of Review:

PHA Staff Contacted:

HUD Reviewer:

Instructions: For each aspect which is being reviewed in-depth, check the "yes" or "no" column for each statement. Enter any comments or explanation, as appropriate. If a statement is not applicable to the particular PHA or project under review, enter "NA" in the "comment/explanation" column. When using the checklist, the reviewer shall be alert to any differential level of maintenance services, charges or facilities based on race, color or national origin.

Items	Yes	No	Comments/Explanation
<b>A. Maintenance Management</b>			
A1. PHA is identifying major problems and trends.	___	___	
A2. PHA is identifying immediate and long-term solutions including funding sources, i.e., operating budget, reserves, city, CIAP, etc.	___	___	
<b>B. Previous HUD Review(s) or Internal PHA Review(s)</b>			
B1. PHA has corrected and is monitoring previously identified problems.	___	___	
<b>C. Supervision of Maintenance Operations:</b>			
C1. Supervisory staff conduct regular inspections to ensure quality control.	___	___	
C2. Overall number of maintenance personnel and type of skills are adequate.	___	___	
C3. Maintenance personnel are appropriately deployed and used (matching skills to assignments, determining contracting needs).	___	___	



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Percent Decreased:

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Percent Increased:

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E. PHA/Project Management-Related Items:

- E1. Maintenance-management relations are mutually supportive and coordinated.   \_\_\_   \_\_\_
- E2. Efforts to control vandalism are effective.   \_\_\_   \_\_\_
- E3. Municipal services are adequate and appropriately monitored.   \_\_\_   \_\_\_
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F. Inspections:

- F1. There are inspections of every unit, building and project by trained maintenance staff.   \_\_\_   \_\_\_
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	No. Inspected	Percent Inspected
Units	#	%
Buildings	#	%
Projects	#	%

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2/90

2

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APPENDIX 7

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Items	Yes	No	Comments/Explanations
F. Inspections (Cont.):			
F2. Annual Preventive Maintenance (PM) inspections include mechanical, plumbing, heating, electrical, structural, and roofing systems and maintenance equipment.	___	___	
F3. Deficiencies identified by PM inspections are corrected on a timely basis.	___	___	
F4. PHA is conducting regular exterior painting.	___	___	

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of contracts. \_\_\_\_\_

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J. Procurement:

J1. Materials, equipment, and supplies are available when needed and of acceptable quality. \_\_\_\_\_

J2. Emergency purchases are limited. \_\_\_\_\_

J3. Repair or replacement of relatively new items is limited. \_\_\_\_\_

J4. CSPs are used to maximum extent as possible. \_\_\_\_\_

J5. PHA's efforts to obtain lowest possible prices are adequate. \_\_\_\_\_

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K. Inventory:

K1. Inventory system, including disposition, for equipment, materials and supplies is adequate. \_\_\_\_\_

K2. Stock record cards are maintained. \_\_\_\_\_

K3. Purchases and withdrawals are adequately posted. \_\_\_\_\_

K4. There are no problems of overstocking. \_\_\_\_\_

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Amount Overstocked More Than  
6 Months  
\$

K5. Use of petty cash for small purchase orders is not excessive (understocking). \_\_\_\_\_

K6. Annual inventory of expendable and nonexpendable goods is taken. \_\_\_\_\_

K7. Security of inventory is adequate. \_\_\_\_\_

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L. Modernization/CIAP:

L1. Modernization work is of acceptable quality and timeliness. (If not, schedule a modernization monitoring visit.) \_\_\_\_\_