

MAINTENANCE GUIDEBOOK II INSPECTION OF DEVELOPMENTS

CHAPTER FIVE - RECORD-KEEPING

SECTION A FORMS

The vehicle by which HAs control maintenance activities is a Work Order System, of which the Inspection Form and other related documents are a part. These and the Work Order are the basic documents through which the maintenance of developments is accomplished. There are, however, other forms and records, such as those mentioned in Maintenance Guidebook I, which are essential supporting documents to the maintenance of developments.

To expedite repairs, the HA should generate work orders immediately upon completion of the inspection.

SECTION B ANALYSES

A good inspection program, supported by a strong, effective maintenance operation, will have a positive impact on improving maintenance service levels. Analyses of inspections can provide insight into each development. Compilation of this information can assist in estimating life expectancy of equipment, patterns of abuse by residents, selecting materials and equipment to be installed during modernization programs, and evaluating the quality of work performed by contractors. Further, the inspection reports enable the HA to evaluate condition of its developments and to compile data necessary to complete a realistic modernization program. It could also improve the quality of management of developments.

END OF CHAPTER FIVE