MAINTENANCE GUIDEBOOK II
INSPECTION OF DEVELOPMENTS
SCHEDULES

The following pages contain Inspection Schedules for various components and systems for use by HAs as samples for inspections.
ANNUAL PREVENTIVE MAINTENANCE SCHEDULE
MARCH
GRATES AND WINDOW WELLS

1) Remove grates; remove all foreign materials and debris.
2) Check gas venting, remove all grass and weeds.
3) Check for proper mounting brackets/safety hazards.

COMMENTS:
ANNUAL PREVENTIVE MAINTENANCE SCHEDULE
APRIL/MAY
PLAYGROUND EQUIPMENT

1) Inspect chains, bolts, bearings, and seats for safety. Repair or replace as needed.

2) Paint all playground items as needed. (Remove peeling paint and rust, and prime with rust-inhibitive paint before application of final coat.)

3) Use NAVLAP approved paint.

4) Check all welds, inspect steps and handrails, for safety hazards. Repair and/or replace as needed.

5) Remove grass and weeds from mulch beds.

6) Install mulch where needed.

7) Order materials for playground before April.

COMMENTS:
START DATE: ___________ W.O.: ______________

COMPLETE DATE: ________________

ANNUAL PREVENTIVE MAINTENANCE SCHEDULE
JUNE
SIDEWALKS, STOOPS/HANDRAILS

_____ 1) Check all handrails for safety. Repair and/or replace as needed.

_____ 2) Check for safety hazards at sidewalks, stoops. To prevent areas from becoming more deteriorated, replace and repair as required.

COMMENTS:
ANNUAL PREVENTIVE MAINTENANCE SCHEDULE
JUNE/July
STORM SEWERS, INLETS, SWALES

____ 1) Clean and clear storm sewer grates, inlets, swales, etc.

____ 2) Clean, flush, and clear, if needed.

____ 3) Check and repair as needed, all lid coverings. Secure all lid coverings.

COMMENTS:
ANNUAL PREVENTIVE MAINTENANCE SCHEDULE
JUNE/JULY
STREETS AND PARKING BAYS

1) Evaluate surface for required replacement/repair of
   A) Sealing and capping;
   B) Pavement striping or parking lines.

2) Patch any blacktop or concrete needed to be repaired.

3) Inspect and repair any sink holes in streets and parking bays.

4) Check that all parking bumpers are secure and in good condition.

5) Check handicap parking area, traffic signs, street signs, and
   recreation signs.

COMMENTS:
START DATE: ___________  W.O.: ______________

COMPLETE DATE: ________________

ANNUAL PREVENTIVE MAINTENANCE SCHEDULE
JULY
GRAFFITI REMOVAL

1) Inspect building exteriors and interior common areas.

2) Use proper safety equipment and cleaning solvents during removal. Refer to safety data sheet for proper use of chemicals.

COMMENTS:
ANNUAL PREVENTIVE MAINTENANCE SCHEDULE
AUGUST
INSPECT BOILER ROOM

1) Check all boiler rooms to ensure there are no gas or water leaks.
2) Test gas lines with gas detector, and soap test elbows, unions, cutoff valves, risers and lines.
3) Check all gas venting for blockage, and clear where needed.
4) Perform efficiency test (CO₂ test) on boilers.
5) Visually check all water lines for leaks.
6) Log all recommendations and repairs.

COMMENTS:
ANNUAL PREVENTIVE MAINTENANCE SCHEDULE
SEPTEMBER, OCTOBER, NOVEMBER
BUILDING INSPECTION EXTERNAL

1) Check all buildings on site.

2) Check fire escapes for proper operation, cable weights, ladders, and for deterioration.

3) Check all fire escapes for debris.

4) Check all building crawl-space vents.

5) Inspect meter boxes or meters for safety hazards and proper mounting and check all lock applications.

6) Check building lights for proper operation and any mechanical repairs.

7) Clean gutters, replace stainers and gutter guards.

8) Repair leaks and damage to bent gutters or downspouts. Use pop rivets for repairs and concrete splash blocks at drainage outlets.

9) Unstop any water held in gutters and downspouts.

10) Clean roofs and canopies of any debris.

11) Replace worn shingles, check metal flashing.

COMMENTS: