

# **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.

START DATE: \_\_\_\_\_

W.O.: \_\_\_\_\_

COMPLETE

DATE: \_\_\_\_\_

\_\_\_\_\_

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:

START DATE: \_\_\_\_\_

W.O.: \_\_\_\_\_

COMPLETE

DATE: \_\_\_\_\_

**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:

START DATE: \_\_\_\_\_

W.O.: \_\_\_\_\_

COMPLETE

DATE: \_\_\_\_\_

\_\_\_\_\_

**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:

START DATE: \_\_\_\_\_

W.O.: \_\_\_\_\_

COMPLETE  
DATE: \_\_\_\_\_

**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:

START DATE: \_\_\_\_\_

W.O.: \_\_\_\_\_

COMPLETE

DATE: \_\_\_\_\_

\_\_\_\_\_

**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 (CO<sub>2</sub> test) on boilers.
- \_\_\_\_\_ 5) Visually check all water lines for leaks.
- \_\_\_\_\_ 6) Log all recommendations and repairs.

COMMENTS:

START DATE: \_\_\_\_\_

W.O.: \_\_\_\_\_

COMPLETE

DATE: \_\_\_\_\_

**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: