

**PREVENTIVE MAINTENANCE  
PROCEDURE**

**PREVENTIVE MAINTENANCE ELECTRIC WALL HEATERS:  
ANNUALLY**

1. If radiant heat, check for proper operation, including thermostat.
2. Clean and dust, if needed.

**PREVENTIVE MAINTENANCE BATTERY EMERGENCY  
LIGHTING:  
ANNUALLY**

1. Check for proper operation during a power outage - disconnect AC power by unplugging unit or using the test switch.
2. Change battery and/or light bulbs as required.

**PREVENTIVE MAINTENANCE SMALL BATHROOM EXHAUST FANS :  
ANNUALLY**

1. Check switch operation.
2. Check operation of fans:
  - a. Listen for any unusual noises or vibrations for indication of misaligned fan.
  - b. Check fan for proper speed.
3. Open housing and clean fan motor and blades, if required.

## **PREVENTIVE MAINTENANCE ROOF: ANNUALLY**

1. Remove any trash or debris from roof.
2. Thoroughly inspect roof for damage and deterioration. Check for the following items:
  - a. Punctures.
  - b. Raised fasteners.
  - c. Bare felt - missing shingles. d. Lack of aggregate.
  - e. Loose or cracked flashing.
  - f. Gutters and downspouts (check to see if they are clean: clean when necessary).
  - g. Ridge and saddle condition.
  - h. Stack vents free of obstruction.
3. Perform minor roof repairs, as needed.
4. Visually check gutters and downspouts - checking to make sure they are secured.

## **PREVENTIVE MAINTENANCE WINDOWS AND WINDOW HARDWARE:**

### **ANNUALLY**

1. Check general condition of windows and window frames. Make any necessary repairs.
  - a. Replace broken or cracked panes.
  - b. Replace rotten wooden sills or frames.
  - c. Prime pitted metal frames.
  - d. Re-caulk missing or cracked caulking.
2. Check window lock operation.
3. Open and close windows to check operation.
4. Check window screens and replace torn screens.

## **PREVENTIVE MAINTENANCE INTERIOR OF UNITS/APARTMENTS: ANNUALLY**

### Walls and Ceilings

1. Check for general condition. Patch all cracks and holes.
2. Look for water stains as an indication of roof or plumbing leaks.
3. Check ceramic tile walls for grouting condition, and cracked or missing tiles. Replace as required.
4. Check bathroom mirrors and cabinets. Replace broken glass.

### Floors

1. Inspect concrete floors for cracks and pitting. Patch as required.
2. Check the floors for missing, cracked or loose tiles. Replace as required.
3. Check carpeted floors for wear, loose seams, tears and condition. Repair as required.
4. Check for loose baseboards and reattach.

### Cabinets, Desks, Bookshelves and other Furniture

1. Check for general condition. Look for warping, missing panels, missing hardware and loose Formica.
2. Tighten latches and hinges.

### Stairs

1. Look for loose stair treads and reattach.
2. Tighten loose handrails.
3. Replace handrail brackets as needed.

### Smoke Alarms

1. Open the cover to brush and clean.
2. Depress activator to test and use "smoke in a can" to smoke test. 3. Check alarm installation for proper connection.
4. Replace battery if needed or annually.
5. Replace unit, if defective beyond minor repair.

### Carbon Monoxide Alarm

1. Check alarm installation for proper connection.
2. Depress activator to test.

### GFCI's

1. Depress Activator to test, reset GFI.

### Outlets

### Outlets

1. Use test light to test outlets that are accessible. If test light does not glow, identify and correct problem.

### Closets

1. Check doors, door hardware, shelving, and rod(s)

### Fire Exits

1. Where applicable - check that sign(s) are clearly marked and visible.

**PREVENTIVE MAINTENANCE GARBAGE DISPOSAL UNIT :  
ANNUALLY**

1. Check for proper operation:
  - a. Turn on and make sure it rotates. b.  
Check for vibration.
2. Look down with light into the surface of the unit to check the condition of of blades. Remove any foreign material.



**PREVENTIVE MAINTENANCE WATER COOLERS:  
ANNUALLY**

1. Check operation of water valve.
2. Inspect for water leaks.
3. Check drains for clogging. Clean drains, if needed.
4. Check water temperature.
5. Inspect the water bowl for scale buildup.
6. Check compressor compartment, fan motor, fan blades, and condenser coils - clean if needed. Straighten any bent fins.
7. Inspect cord and plug (or wiring) for breaks in insulation.

## **PREVENTIVE MAINTENANCE DOMESTIC HOT WATER HEATER (NG & ELEC):**

### **ANNUALLY**

1. Check operation, including controls.
2. Inspect unit and piping for leaks, holes, or loose connection.
3. Natural gas fired units:
  - a. Inspect and clean burners, if needed.
  - b. Check auto pilot operation.
  - c. Inspect condition of flue and clean, if needed.
  - d. Check firebox for soot buildup.
4. Record temperature on work order.
5. Reduce temperature setting if higher than 130°.
6. Check temperature/pressure valve for proper operation, and check that drain pipe has a length sufficient to satisfy code requirements.
7. Check and remove combustibile materials.
8. Clean around and beneath hot water heater.

## **PREVENTIVE MAINTENANCE PLUMBING SYSTEMS: ANNUALLY**

### **Kitchens and Rest Rooms**

1. Check kitchen sink, bathroom lavatory, commode and urinal:
  - a. Inspect fixtures for cracks.
  - b. Inspect for plumbing leaks and repair. Check operation of all water valves and faucets.
  - c. Check commode seat and hardware. Tighten if loose and replace as required.
  - d. Check commode flush valve operation.
  - e. Check drains to see if they are clear - Treat all drains with enzymes. f. Check commode base for leak.
  
- 2 Check hot water heater (refer to domestic hot water heater P.M Procedure)

### **Other Areas**

1. Check floor drains, where applicable, to see if they are clear. Replace covers if broken.

**PREVENTIVE MAINTENANCE THROUGH-THE-WALL AIR  
CONDITIONING UNITS (P-TAC):**

**ANNUALLY**

1. Check to be sure air conditioning unit is functioning properly.
2. Listen for unusual knocks or noises.
3. Inspect unit for condensate leaks.
4. Clean filter if reusable; change filter if throwaway type.
5. Remove unit for cleaning:
  - a. Blow out condenser and evaporator coils.
  - b. Wash coils if they become sticky or clogged.
6. Inspect all wiring and clean all controls.

## **PREVENTIVE MAINTENANCE SPLIT SYSTEM UNITS AND AIR TO AIR HEAT PUMPS: ANNUALLY**

### Interior Evaporator

1. Listen for any unusual noises or vibrations and check to make sure the unit is cooling properly.
2. Replace filters - quarterly.
3. Check unit for proper operation:
  - a. Check operation of all controls - cycle unit on and off.
  - b. Listen for any unusual noises or vibrations and make sure the fan is properly aligned.
4. Remove cover and clean all coils, fan blades, condensate pans, and make sure condensate drain line is clear of obstruction. Straighten any bent fans.
5. Lubricate all non-sealed bearings.
6. Check for refrigerant and oil leaks.
7. Inspect all wiring and clean all controls
8. Check operation of supplemental electric heat strips on air-to-air heat pumps.
9. Vacuum interior of unit and clean blower blades.

### Exterior Compressor and Air Cooled Condenser

1. Check unit to make sure no trash, debris or vegetation is blocking proper air flow.
2. Listen for any unusual noises or for "short-cycling".
3. Thoroughly clean condenser coils and fan blades and straighten bent fins or fan blades.
4. Lubricate all non-sealed bearings.
5. Check for refrigerant and oil leaks.
6. Inspect all wiring and clean all controls. Check contactors and tighten electrical connections.
7. Thoroughly inspect both the interior and exterior of the unit for corrosion. Remove corrosion with sandpaper and/or naval jelly and repaint with a rust inhibitor paint.

## **PREVENTIVE MAINTENANCE ELECTRIC AND GAS RANGE: ANNUALLY**

1. Check surface and oven burners for proper operation:
  - a. Check standing pilot operation.
  - b. Check color of flame.
2. Clean and adjust burners, if needed.
3. Check for any gas leaks (odor check and use gas leak detector on all fittings).
4. Check oven door operation (gaskets and hinges) and replace as needed
5. Check oven light and replace as required.
6. Visual check of automatic shutoff.
7. Check knobs for legible temperature settings and replace as needed.
8. Check for electrical shorts.
9. Check elements and drip pans and replace as needed.
10. Check grease buildup for potential fire hazard.

### Range Hood Vents

1. Check exhaust vent/fan motor
  - a. Check proper speed.
  - b. Check noise/vibration.
2. Check light bulb and replace as needed.
3. Check for peeling paint on units that are painted.
4. Check grease buildup for potential fire hazard.
5. Check all connections.
6. Replace filters as needed.

## **PREVENTIVE MAINTENANCE REFRIGERATORS: ANNUALLY**

1. Check operation by turning thermostat to highest and lowest setting and listen to hear if the compressor responds.
2. Clean compressor and compressor compartment, if needed. Inspect for any refrigerant oil leaks.
3. Clean condenser coils.
4. Check condition of door gasket and adjust or replace it if necessary.
5. Inspect cord and plug. Replace if insulation is broken.
6. Inspect interior of unit for interior wall cracks.
7. If refrigerator has fan:
  - a. Check operation of fan motor:
  - b. Clean fan motor and blades, if needed.
8. Inspect refrigerator bar and brackets (repair/replace as needed).
9. Inspect door handles and replace as needed.
10. Inspect defrost pan.
11. Check temperature controls.
12. Check interior shelves and supports.
13. Check light switch/bulb and replace as needed.
14. Check crisper tray.
15. Check kick plate.





## **PREVENTIVE MAINTENANCE DOORS AND DOOR HARDWARE: ANNUALLY**

1. Check door latching and locking operation:
  - a. Open and close door - check for any difficulties or problems and correct.
  - b. Make sure panic bars, door knobs and door pulls work and are not loose.
  - c. Lock and unlock door - check for any problems.
2. Check, adjust and lubricate door closures.
3. Lubricate door hinges - using door hinge lubrication.
4. Inspect door and door frame for general condition and alignment and make necessary repairs. Check door glass, kick plates, push plates, weather stripping, etc.
5. Check door stops and replace as needed.

## **PREVENTIVE MAINTENANCE EXTERIOR BUILDING SURFACES:**

### **ANNUALLY**

1. Check for graffiti and remove.
2. Inspect walls for cracks, painting requirements and condition of grout on brick walls.
3. Check building numbers and signs - replace and tighten as required.
4. Check condition of entrance steps, handrails, porches and patios - make the necessary repairs.
5. Check exterior lighting fixtures are in place and working properly.  
Repair/replace as needed.

**PREVENTIVE MAINTENANCE LARGE EXHAUST FANS:  
ANNUALLY**

1. Check to see if units are operating properly. Listen for any unusual noises or vibrations and correct.
2. Lubricate all non-sealed bearings.
3. Inspect belt condition, alignment and condition on belt driven units.  
Replace, align and adjust tension as required.
4. Inspect exhaust fan superstructure.
5. Check motor and fan bearings.
6. Clean fan or blower blades (where applicable).
7. Inspect general condition of exterior and interior of unit. Treat and paint corroded areas.
8. Check operation of controls.
9. Clean exhaust grill.

## **PREVENTIVE MAINTENANCE ELECTRIC SPACE HEATERS: ANNUALLY**

1. Check operation:
  - a. Turn thermostat to highest and lowest settings and check response of unit.
  - b. Listen for any unusual noises or vibration as an indication of fan misalignment.
2. Clean and inspect fan motor and blades.
3. Lubricate non-sealed motor bearings.
4. Check electrical heating element and clean.
5. Check electrical cord. Replace or repair as necessary.

**PREVENTIVE MAINTENANCE GROUND, EXTERIOR  
INSPECTION:  
ANNUALLY**

Driveways and Sidewalks

1. Surface material unbroken; free of obstruction or trip hazard.

Trees and Shrubs

1. Pruned.

Playgrounds

1. Free of debris; containers in good repair.

Parking Lots

1. Litter free; no abandoned vehicles.

Clotheslines

1. Check - tighten or replace as needed.

Drains

1. Check for debris and in good repair.

Erosion

1. Check and report.