

MAINTENANCE ACTIVITY CALENDAR

Overview

The attached list of maintenance items is intended as a starting guide to help develop an ongoing, routine and preventative maintenance plan for your community. An ongoing maintenance plan can have the effect of ensuring that the needs of individual homeowners are routinely being met and helps to ensure the preservation and enhancement of common property. More importantly, it can help to limit injury to homeowners, avoid disruptive breakdowns, and prolong the useful life of physical assets.

An effective maintenance system helps to avoid crisis-oriented maintenance, budget overruns and buildings and grounds that appear "run-down". It can ensure that buildings and grounds are in good condition; it is cost-effective and can ensure smooth daily operation of the community.

Definitions of Subcategories of Physical Assets:

- **Landscaped Areas:** Includes grounds, garden tasks, common areas, front yards, and entrance beds.
- **Building Exterior:** Includes roof, gutters.
- **Recreation Facility / Community Service Facility / Building Interiors:** Includes pool, clubhouse; Facilities for services provided by the community association to individual residents in order to maintain the community's physical assets; i.e. trash storage, recycling facilities and equipment; Building interiors includes entrance access system, plumbing system and elevators when applicable.
- **Safety/General:** Includes general safety issues, such as fire extinguishers, smoke detectors, dryer vent, etc.



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Spring Maintenance Activity Calendar

(List of items to consider addressing during March, April and May as part of overall, ongoing, routine and preventative maintenance plan for your community).

Landscaped Areas

- * **Spring Clean-up:** Remove winter debris from all landscaped areas; Clean wood lines of debris (March—Weather Permitting)
- * **Lawn Care:** Lawn raking and reseedling: Apply pre-emergent and fertilize to lawns (April)
- * **Spring Plantings:** Plant flowers in beds (Memorial Day target)
- * **Landscape Care:** Edge walkways and beds: Mulch Beds (May)
- * **Landscape Care:** Tree and shrub fertilization (May)
- * **Lawn Sprinklers:** Start-up irrigation (May)
- * **Landscape Care:** Review needed tree work; Replace trees and shrubs as needed (May)

Building Exterior

- * **Snow Stakes:** Take down snow stakes weather permitting (March)
- * **Winter Damage Assessment:** Inspect roads, parking lots, curbs, and walks for winter plow damage and crack and pot-holes (March)
- * **Spring Clean-up:** Remove sand barrels; Remove sand from roads (March/April)
- * **Exterior Water:** Turn outdoor faucets on/return hoses (March End of month)
- * **Spring Clean-up:** Check and clean catch basins and yard drains; check entry and road signs - restore as required (March)
- * **Exterior, Common Area and Signage Lighting:** Plan one night to check lighting; Inspect and adjust timers or photocells (March)
- * **Exterior of Buildings:** Spring walk around to assess winter damage; Assess all buildings for overall needs; Inspect for wood rot; loose or damaged trim, painting deterioration and loose or damaged siding, as well as caulking needs (April)
- * **Gutters:** Inspect for secure fastenings and clean (May)
- * **Playground:** Safety checks playground equipment; Recondition courts and playground (April)
- * **Swimming Pool:** Schedule pool opening; clean pool deck and facility (May)
- * **Recreation Facility:** Clean recreation facility bathroom/windows (May)
- * **Decks:** Power wash decks and patios; Stain decks (April/May)

Recreation Facility / Community Service Facility / Building Interiors

- * **Interior:** Spring tune-up HVAC systems/filters (April)
- * **Interior:** Heavy cleaning of front entrance and common hallways (April)

Safety/General

- * **Daylight Savings:** Reset timers to Daylight Savings Time (March)
- * **Smoke Alarms:** Test batteries on emergency lights, Test batteries on smoke and heat detectors (March)
- * **Fire Extinguishers:** Check fire extinguishers

Summer Maintenance Activity Calendar

(List of items to consider addressing during June, July and August as part of overall, ongoing, routine and preventative maintenance plan for your community).

Landscaped Areas

- * **Landscape Care:** Lawn and Tree/Shrub sprayed (June/July)
- * **Lawn care:** Lawn grub control (July)

Building Exterior

- * **Storm Drain:** Inspect Catch Basins for Cleaning (June)
- * **Windows:** Window Washing (June)
- * **Exterior of Buildings:** Power wash buildings where needed (June/July)

Recreation Facility / Community Service Facility / Building Interiors

- * **Air Filters:** Change indoor air filters (June/July/August)
- * **Water Heaters:** Flush water heater and refill (June/July/August)

Safety/General

- * **Fire Safety** – Evaluate fire hydrants, signs, fire lanes for painting (June)



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Fall Maintenance Activity Calendar

(List of items to consider addressing during September, October and November as part of overall, ongoing, routine and preventative maintenance plan for your community).

Landscaped Areas

- * **Landscape Care:** Plant Flowers in Association landscape beds (September)
- * **Landscape Care:** Replace Tree and Scrubs as needed (September)
- * **Landscape Care:** Conduct Pruning (September)
- * **Lawn Care:** Spray Lawn (September)
- * **Landscape Care:** Landscape walk around (October)
- * **Lawn Sprinklers:** Winterize irrigation system (October)
- * **Landscape Care:** Fall clean up (November)

Building Exterior

- * **Swimming Pool:** Close pool and winterize; store winter furniture (September)
- * **General Maintenance:** Maintenance walk-around (October)
- * **Exterior of Buildings:** Fall walk around to assess winter damage; Assess all buildings for overall needs; Inspect for wood rot; loose or damaged trim, painting deterioration and loose or damaged siding, as well as caulking needs (October)
- * **Work orders:** Resolve all open work orders (December)
- * **Snow Prep:** Mark location of heat exchange, exhaust vents or other areas that cannot be covered by snow (November)
- * **Snow Prep:** Put out sand barrels and snow stakes (November)
- * **Snow Prep:** Shut off outside faucets, winterize, and remove hoses (November)
- * **Gutters:** Inspect for secure fastenings and clean (end of November)

Recreation Facility / Community Service Facility / Building Interiors

- * **Water Heaters:** Fall inspection and tune-up of common heat and hot water systems (October)

Safety/General

- * **Smoke Alarms:** Test batteries on emergency lights, Test batteries on smoke and heat detectors (October)
- * **Fire Extinguishers:** Inspect and recharge (October)
- * **Fire Safety:** Mark fire hydrants for winter (November)
- * **Dryer Vent:** Dryer vent cleaning and replacement

Winter Maintenance Activity Calendar

(List of items to consider addressing during December, January and February as part of overall, ongoing, routine and preventative maintenance plan for your community).

Landscaped Areas

- * **Landscape Care:** As weather permits direct reduction pruning (January)

Building Exterior

- * **Exterior of Buildings:** Start building prep addressing rotted wood replacement for next year's painting cycle (December)
- * **Winterization:** Check potential freeze-up issues (pools, bathhouse, and outdoor faucets) (January)

Recreation Facility / Community Service Facility / Building Interiors

- * **Interior Repairs and Painting:** Inspect interior common hallway and storage and conduct repairs and painting as needed (January)
- * **Common Building Systems:** General assessment of life expectations of common element building systems

Safety/General

- * **Site Improvement Assessment:** Assess site improvement goals (for example - streets and drives, exterior parking lot, street light fixtures, common sidewalks, retaining walls, and draining facilities)
- * **Scheduled Replacement Assessment:** Evaluate replacement needs of physical assets based of the projected life of physical asset



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