

January Preventive Maintenance Tasks

1. Keep roadway, walks and paths clear of snow and ice. Use sand as needed and plow as necessary.
2. Maintain equipment; truck, plow, snow blower, sander, tractor, shovels and all other used equipment. Keep supply of sand and ice melt in stock.
3. Vehicle Inspection:
 - Check all fluid levels: crank case, transmission, etc.
 - Check antifreeze, radiator rust inhibitor and thermostat.
 - Check windshield washer fluid.
 - Check belts and hoses.
 - Check plugs, wiring, battery, clean and grease terminals.
 - Clean out air cleaner.
 - Check wheel alignment and tire balance (signs of uneven wear).
 - Check heater and defroster.
 - Check wiper blades for wear.
 - Check underbody for corrosion and hose off.
 - Change engine oil in all vehicles. (1st quarter)
 - State inspection
6. Test carbon monoxide detectors and replace batteries located in hall, office and maintenance barn.

February Preventive Maintenance Tasks

1. Keep roadway, walks and paths clear of snow and ice. Use sand as needed and plow as necessary.
2. Maintain equipment; truck, plow, snow blower, sander, tractor, shovels and all other used equipment. Keep supply of sand and ice melt in stock.
3. Vehicle Inspection:
 - Check all fluid levels: crank case, transmission, etc.
 - Check antifreeze, radiator rust inhibitor and thermostat.
 - Check windshield washer fluid.
 - Check belts and hoses.
 - Check plugs, wiring, battery, clean and grease terminals.
 - Clean out air cleaner.
 - Check wheel alignment and tire balance (signs of uneven wear).
 - Check heater and defroster.
 - Check wiper blades for wear.
 - Check underbody for corrosion and hose off.

March Preventive Maintenance Tasks

1. Keep roadway, walks and paths clear of snow and ice. Use sand as needed and plow as necessary.
2. Maintain equipment; truck, plow, snow blower, sander, tractor, shovels and all other used equipment. Keep supply of sand and ice melt in stock.
3. Quarterly Clearwater maintenance of septic system.
4. Inspection of heat and smoke detectors and pull stations in all buildings
5. Clean windows in the front and back hall of tenant buildings and community hall.
6. Second Sunday, reset light timers and clocks for daylight saving time.
7. Vehicle Inspection:
 - Check all fluid levels: crank case, transmission, etc.
 - Check antifreeze, radiator rust inhibitor and thermostat.
 - Check windshield washer fluid.
 - Check belts and hoses.
 - Check plugs, wiring, battery, clean and grease terminals.
 - Clean out air cleaner.
 - Check wheel alignment and tire balance (signs of uneven wear).
 - Check heater and defroster.
 - Check wiper blades for wear.
 - Check underbody for corrosion and hose off.

April Preventive Maintenance Tasks

1. Clean and store snow equipment for next seasons use.
2. Make sure spring equipment is serviced and ready for the season. (lawn mowers, edgers, clippers, rototiller etc.)
3. Set up patio furniture.
4. Turn on all water spigots on outside buildings. Get hoses ready to connect.
5. Inspect roofs and siding.
9. Cleaning of parking areas, roadways, driveways, walkways and storm drains and removal of sand.
10. Inspect trees and trim as needed (maintain 10ft distance from buildings).
11. Vehicle Inspection:
 - Check all fluid levels: crank case, transmission, etc.
 - Check antifreeze, radiator rust inhibitor and thermostat.
 - Check windshield washer fluid.
 - Check belts and hoses.
 - Check plugs, wiring, battery, clean and grease terminals.
 - Clean out air cleaner.
 - Check wheel alignment and tire balance (signs of uneven wear).
 - Check heater and defroster.
 - Check wiper blades for wear.
 - Change engine oil in all vehicles (2nd quarter)

May Preventive Maintenance Tasks

1. Mow and rake property.
2. Check equipment to make sure it does not need service. Sharpen mower blades, change oil in mower, check oil and fluid levels in truck. Use air compressor under equipment after every use.
3. Clean all manholes behind buildings only; town handles driveway/truck accessible manholes.
4. Check grounds for winter damage.
3. Call for A/C annual service.
4. Rototill garden areas for residents that signed up for gardens.
5. Turn on all water spigots on outside buildings. Get hoses ready to connect.
6. Edge, weed and mulch as needed planting beds.
7. Restraining clothesline as needed for tenants.
8. Prune/trim all shrubs and bushes
9. Vehicle Inspection:
 - Check all fluid levels: crank case, transmission, etc.
 - Check antifreeze, radiator rust inhibitor and thermostat.
 - Check windshield washer fluid.
 - Check belts and hoses.
 - Check plugs, wiring, battery, clean and grease terminals.
 - Clean out air cleaner.
 - Check wheel alignment and tire balance (signs of uneven wear).
 - Check heater and defroster.
 - Check wiper blades for wear.
10. Unit inspections- All Buildings

June Preventive Maintenance Tasks

1. Mow and rake property.
2. Check equipment to make sure it does not need service. Sharpen mower blades, change oil in mower, check oil and fluid levels in truck. Use air compressor under equipment after every use.
3. Weed and trim bushes.
4. Quarterly Clearwater maintenance of the septic system.
5. Check interior emergency lighting.
6. Check flags and replace as needed.
7. Vehicle Inspection:
 - Check all fluid levels: crank case, transmission, etc.
 - Check antifreeze, radiator rust inhibitor and thermostat.
 - Check windshield washer fluid.
 - Check belts and hoses.
 - Check plugs, wiring, battery, clean and grease terminals.
 - Clean out air cleaner.
 - Check wheel alignment and tire balance (signs of uneven wear).
 - Check heater and defroster.
 - Check wiper blades for wear.
 - State Inspection on truck

July Preventive Maintenance Tasks

1. Mow and rake property.
2. Check equipment to make sure it does not need service. Sharpen mower blades, change oil in mower, check oil and fluid levels in truck. Use air compressor under equipment after every use.
3. Vehicle Inspection:
 - Check all fluid levels: crank case, transmission, etc.
 - Check antifreeze, radiator rust inhibitor, and thermostat.
 - Check windshield washer fluid.
 - Check belts and hoses.
 - Check plugs, wiring, battery, clean and grease terminals.
 - Clean out air cleaner.
 - Check wheel alignment and tire balance (signs of uneven wear).
 - Check heater and defroster.
 - Check wiper blades for wear.
 - Change engine oil in all (3rd quarter)

August Preventive Maintenance Tasks

1. Mow and rake property.
2. Check equipment to make sure it does not need service. Sharpen mower blades, change oil in mower, check oil and fluid levels in truck. Use air compressor under equipment after every use.
3. Fire extinguishers annual recertification.
4. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.
 - i. Check wiper blades for wear.

September Preventive Maintenance Tasks

1. Mow and rake property.
2. Check equipment to make sure it does not need service. Sharpen mower blades, change oil in mower, check oil and fluid levels in truck. Use air compressor under equipment after every use.
3. Quarterly Clearwater maintenance of septic system.
4. Call for burner service for the season for the community hall and barn.
5. Emergency generator PM.
6. Clean windows in the front and back halls of the tenants buildings and in the community hall.
7. Vehicle Inspection:
 - Check all fluid levels: crank case, transmission, etc.
 - Check antifreeze, radiator rust inhibitor and thermostat.
 - Check windshield washer fluid.
 - Check belts and hoses.
 - Check plugs, wiring, battery, clean and grease terminals.
 - Clean out air cleaner.
 - Check wheel alignment and tire balance (signs of uneven wear).
 - Check heater and defroster.
 - Check wiper blades for wear.

October Preventive Maintenance Tasks

1. Mow and rake property.
2. Check equipment to make sure it does not need service. Sharpen mower blades, change oil in mower, check oil and fluid levels in truck. Use air compressor under equipment after every use.
4. Change filter in heating/ AC unit in the community building.
4. Annual cleaning of all gutters.
5. Prep for winter start service on snow equipment.
6. Turn on tenant building hallway heaters.
7. Shut off outside water spigots.
8. Rototill tenant gardens.
9. Make sure that all tenant A/C units have been removed from windows (by October 31st).
10. Leaf removal.
11. Buy and stock ice melt for winter.
12. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.
 - i. Check wiper blades for wear.
 - j. Change engine oil in all vehicles. (4th quarter)

November Preventive Maintenance Tasks

1. First Saturday in November reset light timers and clocks back 1 hour for daylight saving time.
2. Determine needed supplies for upcoming fiscal year.
3. Write up wish-list of additions and or replacements of maintenance equipment for the upcoming fiscal year.
4. Clean, service and store lawn equipment.
5. Store outdoor furniture.
6. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.
 - i. Check wiper blades for wear.
 - j. Check underbody for corrosion and hose off.

December Preventive Maintenance Tasks

1. Keep roadway, walks and paths clear of snow and ice. Use sand as needed and plow as necessary.
2. Maintain equipment; truck, plow, snow blower, sander, tractor, shovels and all other used equipment. Keep supply of sand and ice melt in stock.
3. Review supply of ice melt and reorder for the season if necessary.
4. Quarterly Clearwater maintenance of septic system.
7. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat. c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals. f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear). h. Check heater and defroster.
 - i. Check wiper blades for wear.
 - j. Check underbody for corrosion and hose off.

Preventive Maintenance Tasks

Revised 2017

Daily:

1. Unlock main building and lock before leaving.
2. Take out trash 3x's per week, Monday, Thursday, Friday from office, bathrooms and CH
3. Address any and all work orders from office and continue work on any unit turnovers.

Weekly:

1. Meet with Director to review work from prior week and address any concerns.
2. Vacuum hall, office, and community room.
3. If necessary, wash floors in community building.
4. Restock/clean/disinfect common bathrooms 3 times per week.
5. Check emergency lights and reset as needed.
6. Pick up trash & recycling from approved tenant's accommodation list.
7. Pick up trash and recycling on Monday and Thursday from the approved tenant's accommodation list.

Monthly:

1. Make purchases and update inventory as needed.
2. Order maintenance supplies and small parts.
3. Clean, paint and prepare vacant apartments.
4. Follow Buildings and Hall Cleaning Schedule