

Maintenance Specifications

JOB DESCRIPTION: Maintenance

Two-week period ending:

<i>Daily</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Comments</i>
Review work orders and problems with property manager and complete as indicated											
Place parking violation stickers on cars parked on street of Old Farm Trail											
Check lights in and around clubhouse, fitness center and replace bulbs as needed											
Check all bathroom sinks, faucets, shower heads, stall door locks, and toilets to ensure proper working order											
Visually check clubhouse interior and exterior for leaks and other problems											
Visually check fitness center interior and exterior for leaks and other problems											
Bug spray every other day inside compactor											
Clean compactor/recycle bin area											
Check all fountains											
Check pool temps											
Check pool pumps and heaters											
Close table umbrellas at the end of the day											
Accompany contractors on site, understand work underway, and report all findings, progress, and any problems to management during site visit											
Clean Kiosk area & empty trash cans											
Straighten pool furniture											
Check safety equipment and pool access security to insure it's functional											
Police all grounds for debris and maintenance problems											
Drive outside perimeter of property and remove all trash from all entrances and clubhouse parking lot											

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Weekly	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Comments</i>
Blow all Condo. Breezeways 2x per week											
Recheck Condo bldgs at end of week											
Wednesdays after trash pick up, pick up any trash that truck did not pick up and any gabage cans left in street											
Clean dog pet waste stations											
Clean Condo breezeway light fixtures. 2 bldgs. every week											
Empty & clean Condo ashtray urns											
Pressure clean condo breezeways											One building per week
Check all electrical boxes and circuit breakers											
Check all timers to insure that they are set properly											
Clean fountains											
Check and clean brick paths to keep moss from growing on walk and fill with sand as needed											
Check the monument walls for rodent holes and fill with rock and dirt as needed											
Straighten store rooms & take inventory as needed											

Monthly	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Comments</i>
Update Maintenance inventory, marking any new tools purchased, and turn into management											
Sweep Storage rooms and Fire closests											

Quarterly	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Comments</i>
Check all Elevator Shafts for Water											

Annually	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Comments</i>
Learn annual inspection requirements and track to insure there are no lapses											

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Inventory equipment in exercise room; make sure operating manuals are available for each piece of equipment												
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As Required	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Comments</i>
Perform minor repairs											
Set up and breakdown recreation room for scheduled events											
Touch up paint in and around clubhouse and fitness center											
Pressure wash clubhouse area and parking areas as needed											
Spray weeds around pool, sidewalk entrances, and paths											
Perform minor irrigation repair											
Blow pool deck											
Wash/hose down pool furniture											
Make list of supplies needed											
Spray ant hills around clubhouse and Tot Lot											
Keep record of maintenance contracts in place and monitor to help ensure that maintenance is being performed as stipulated											
Keep record of permits in place and monitor to ensure inspections are performed in advance of expiration dates											
Make sure first-aid stations are filled											
Maintain mechanical, electrical, and fire equipment rooms free of County code violations											
Assist with hurricane preparedness											

Completed by: _____