

## **Preventive Maintenance Schedule**

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**Brian, our property maintenance man has been our employee for many, many years. His schedule is managed by Ameri-tech Property Management Company to whom he reports. Always willing to assist our residents within the scope of his responsibilities, Brian is a valued member of our community.**

### **DAILY (based on 3/days per week):**

- Police grounds and parking lots for litter, downed branches, and large deadfall and trees. Report deferred maintenance to Property Manager
- Inspect all community areas to identify problems, report to Property Manager if unable to resolve immediately.
- Treat for ants and remove wasp nests as discovered and fill in animal holes as discovered.

### **TWICE WEEKLY:**

- Clean pool deck and furniture, arrange chairs and tables, verify umbrellas are working. Clean pool restrooms, empty trash receptacles at pool, and maintain pool toys in proper container.
- Check all exterior lighting, replace bulbs if needed and maintain as necessary.

### **TWICE MONTHLY:**

- Check all exterior lighting, replace bulbs if needed and maintain as necessary (for example, excess dirt, bugs, etc.).
- Wipe down windowsills with damp cloth.
- Wipe down handrails on common walkways.
- Stairwells shall be blown clean,
- Check and refill Rid-O-Rust container related to sprinkler system.

### **QUARTERLY:**

- Pressure washes all pool deck, walkways, stairwells and under carport.

### **TWICE ANNUALLY:**

- Pressure wash sidewalks
- Manually turn off water valves to ensure they are operable; report to Ameri-Tech after each inspection with results

### **AS NEEDED:**

- Troubleshoot and repair minor electrical and plumbing problems, make wood repairs when necessary and feasible, touch up paint where needed, check windowsills for cracks, keep maintenance room inventory with routine supplies for maintenance, pool and restrooms, maintain a calendar with dates and inventory of supplies purchased.
- Power washing under carports shall be required more frequently during the rainy months.
- Any of the above duties may be rescheduled due to unforeseen priorities or as directed by supervisor.
- Any other activities as directed by Ameri-Tech

