

# Maintenance Checklist

Maintaining an apartment building requires a combination of regular monthly checks and annual inspections to ensure the safety, functionality, and aesthetics of the property. Here's a general maintenance checklist for both monthly and yearly tasks:

## Monthly Maintenance:

### Exterior Inspection:

Check for any signs of damage to the building's exterior, including walls, roof, windows, and doors.

Inspect the parking lot and sidewalks for cracks or hazards.

### Landscaping:

Trim bushes, trees, and other vegetation.

Check irrigation systems for proper functioning.

### Common Areas:

Inspect common areas for cleanliness and address any necessary cleaning or repairs.

Test and replace light bulbs as needed.

### HVAC Systems:

Change air filters in HVAC systems.

Check for any unusual noises or issues with heating and cooling units.

### Plumbing:

Inspect for leaks in common areas and individual units.

Check water pressure in faucets and address any issues.

#### Fire Safety:

Test smoke detectors and replace batteries if necessary.

Inspect fire extinguishers and ensure they are in working order.

#### Garbage and Recycling:

Check dumpster areas for cleanliness and schedule regular pickups.

#### Security Systems:

Test security cameras and alarms.

Ensure all entry points are secure.

#### Elevator Maintenance:

Test and inspect elevators for proper functioning.

### **Yearly Maintenance:**

#### Roof Inspection:

Hire a professional to inspect the roof for any damage or potential issues.

#### Exterior Paint and Siding:

Evaluate the condition of the exterior paint and siding.

Schedule repainting or repairs as needed.

#### Parking Lot Maintenance:

Repair any cracks or damage to the parking lot surface.

Consider resealing the parking lot for protection.

#### Electrical Maintenance:

Should be checked by a qualified technician annually or biennially (every 2 years).

#### Appliance Check:

Inspect and service major appliances in common areas and individual units.

#### Gutter Cleaning:

Clean and inspect gutters for debris and proper drainage.

#### Termite and Pest Inspection:

Schedule an annual inspection for termites and pests.

#### Common Area Flooring:

Check the condition of common area flooring and address any necessary repairs or replacements.

#### Window Inspection:

Inspect windows for leaks, drafts, and general condition.

#### Safety Inspections:

Conduct a thorough safety inspection, including handrails, stairwells, and emergency exits.

#### Community Spaces:

Assess the condition of community rooms, gyms, or other shared facilities.

Address any maintenance or repair needs

Regular maintenance not only helps prevent major issues but also enhances the overall living experience for residents. It's important to document and keep records of all maintenance activities for future reference.

