

TASK	Frequency	Performed by	Jan	Feb	Mar	Apr	Mag	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inspections														
Building interior common areas--check for damage, make repairs	monthly	staff	X	X	X	X	X	X	X	X	X	X	X	X
Building exterior--check for damage, make repairs	monthly	staff	X	X	X	X	X	X	X	X	X	X	X	X
Units--check for damage, cleanliness, make repairs	annual	staff						X						

Building Exterior														
Siding--wash if needed, monitor condition of paint, spot re-paint as needed	annual	staff				X								
Windows--wash, re-caulk if needed	annual	vendor				X								
Doors--wash, check weather stripping, re-paint as needed	annual	staff				X								
Signage--inspect, clean, repair as needed	monthly	staff		X										
Lighting--clean fixtures, change lamps as needed	monthly	staff	X	X	X	X	X	X	X	X	X	X	X	X
Roof--clear debris off flat areas and from drains/scuppers, monitor condition for cracking, water pooling, leaks, loose flashing	monthly	staff	X	X	X	X	X	X	X	X	X	X	X	X
Roof--remove moss off sloped areas, clear debris from gutters/downspouts	annual	vendor							X					
Decks and stairs--wash	annual	staff				X								
Foundation--monitor for cracking, check vent covers, confirm no pests	annual	staff				X								

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Building Interior														
Hallways & stairs--vacuum carpet, mop linoleum and stained concrete	weekly	staff	XXXX											
Floors--professionally clean common area carpet	annually	vendor				X								
Walls--wash off hand prints and dirt in high traffic areas	weekly	staff	XXXX											
Laundry--wipe down all surfaces, empty trash, mop floor, clean behind machines, check lint traps and clean as needed	weekly	staff	XXXX											
Laundry--professionally clean dryer vents	annually	vendor		X										
Trash/Recycling Room--clean, mop floor, wash out containers	weekly	staff	XXXX											
Lighting--clean fixtures, replace lamps as needed	monthly	staff	X	X	X	X	X	X	X	X	X	X	X	X
Unit Appliances--clean interior and exterior, vacuum under and behind	annually	resident/staff						X						