



Preventive Maintenance Guide

www.CSLmanagement.com

Location	DEVICE / APPARATUS / APPLIANCE / AREA	SCOPE	FREQUENCY	AVERAGE LIFE EXPECTANCY	GENERAL COMMENTS
Exterior	Building envelope	Inspect and repair as needed.	Semi-annually	Dependent on type of material and wear and tear.	Look for cracked or loose mortar around brick, deteriorating caulk and weather stripping around doors and windows, wood rot, loose or damaged siding and trim. Inspect condition of paint, etc.
Exterior	Roof Systems	Inspect and clean.	Semi-annually	20 plus years, depending on type.	Roof and gutters should be inspected and cleaned every six months. Look for missing or damaged shingles, punctures or holes in flat roofs, debris clogging roof drains, and gutters or downspouts that leak, are pulling away from the building or are clogged. Recommend preventive maintenance.
Exterior	Porches and Decks	Inspect and clean. Repair As needed.	Annually	10 plus years, depending on type.	Look for any damage to railings, floors or ceilings, including wood rot, deteriorating paint, cracks in concrete, roof leaks, etc. Check for any hidden drains and clean as needed.
Exterior	Windows	Inspect and repair as needed.	Annually	15 plus years for wood, 20 plus years for vinyl.	Check for broken or missing screens and glass, inspect seals, look for deterioration of caulk and weather stripping, ensure each window opens and closes properly.
Exterior	Fire escape/Exits from building	Inspect and repair as needed.	Semi-annually	Depends on material. Steel or aluminum, if maintained, should be good for up to 50 years.	Ensure railings are secure, stairs are not damaged, landings and steps are clear of debris and not blocked. Paint should be maintained to extend life of stairs. There should be no storage in or around emergency exits.
Exterior	Parking Lot	Inspect and repair as needed.	Semi-annually	10-20 years, depending on area of country, use (i.e. heavy delivery trucks), and level of maintenance.	Check for potholes, cracks and any other damage, repaint lines as needed, consider sealing every few years.
Exterior	Walkways, sidewalks and steps	Inspect and repair as needed.	Quarterly	Dependent on wear.	Look for cracks, uneven spots, and deterioration. NOTE: Properties where snow and ice are prevalent during winter months should expect great frequency of repairs due to chemicals and manual scraping used to clean surfaces.
Exterior	Lawn	Inspect and repair as needed.	Quarterly	Should plan on a large scale re-landscaping project every 10-15 years.	Exterior grounds should be walked at least once per quarter to remove trash and any dangerous debris (broken glass and bottles), ensure no overgrowth of trees and bushes, look for any clogs in drains (storm drains, downspouts, etc.), inspect the garbage enclosure/dumpster, and ensure there are no areas in which someone can hide.
Exterior	Lawn sprinkler system	Inspect and repair as needed. Winterize.	Semi-annually	Dependent on wear and tear.	System needs to be inspected and lines cleared prior to winter season, then inspected again prior to warmer months
Exterior	Doors and access control	Inspect and repair as needed.	Semi-annually	Dependent on wear and tear.	Ensure the access control system is operating as designed and battery backup is operational, check doors for any damage (i.e. automatic closer is functional, door handle, sweep, frame and trim are intact, the door properly locks, etc.). It is very important to ensure that the doors close and latch properly, especially in areas where doors may be prone to seasonal swelling.



Preventive Maintenance Guide

www.CSLmanagement.com

Location	DEVICE / APPARATUS / APPLIANCE / AREA	SCOPE	FREQUENCY	AVERAGE LIFE EXPECTANCY	GENERAL COMMENTS
Exterior	Lighting	Inspect and repair as needed.	Monthly	Dependent on type of device.	Check to see all exterior lights are working properly, as designed.
Interior	Life safety devices	Inspect	Quarterly		While a separate schedule should be developed specifically for life safety inspections and testing, it is also recommended to perform quarterly checks of smoke and carbon monoxide detectors, emergency lighting and railings and banisters along stairs and balconies.
Interior	Doors	Inspect and repair as needed.	Annually		Check all interior doors for damage, ensure they shut properly, and make certain all locks and hardware (handles, hinges, etc.) are operational. This should include closet doors as well.
Interior	Plumbing	Inspect and repair as needed.	Semi-annually		Check all drains for clogs. Ensure toilets are tight to the floor and running properly, as well as all other plumbing devices, especially shower heads and sink handles. Have water heater drained and de-scaled. Consider having all drain lines "snaked" twice a year.
Interior	Electrical , including covers and switches	Inspect and repair as needed.	Annually		The house's electrical systems need to be inspected by an electrician once a year, including switches, receptacles, appliances including stoves and dryers, and vents and exhaust fans. Inspect breaker boxes to ensure all breakers are tight with no empty spots. Check for any damaged or missing cover plates, outlets or light switches that should be replaced.
Interior	Fireplace	Inspect and clean.	Annually		Fireplaces and chimneys should be inspected and professionally cleaned every year. NOTE: It is ideal that the use of fireplaces are prohibited and they be sealed off.
Interior	Vents	Inspect and clean as needed.	Monthly		Inspect and clean all bathroom vents.
Interior	Kitchen equipment	Inspect and repair. Clean as needed.	Annually	10 or more years, depending on wear and tear.	In addition to any life safety and code inspections, stoves, vents and hoods should be professionally cleaned. All refrigerators and freezers should be cleaned out and the temperature controls inspected. Inspect any other equipment to ensure it is operating properly.
Interior	HVAC- furnace/boiler	Inspect and service.	Annually	15 plus years, depending on type of system.	Annual inspections of boilers are required by most city and state regulations. These systems should be inspected and serviced prior to the start of colder weather. Recommend a preventive maintenance contract.
Interior	HVAC- air conditioning	Inspect and service.	Varies	12 plus years, depending on type of system and area of the country.	Filters should be changed at least quarterly; some facilities may need it monthly. Annual tune-ups are recommended prior to start of warmer weather. Recommend a preventive maintenance contract.



Preventive Maintenance Guide

www.CSLmanagement.com

Location	DEVICE / APPARATUS / APPLIANCE / AREA	SCOPE	FREQUENCY	AVERAGE LIFE EXPECTANCY	GENERAL COMMENTS
Interior	Fitness equipment	Inspect and repair as needed.	Monthly	Dependent on wear and tear.	Visual inspection of all equipment should occur every month by someone at the facility. At a minimum all equipment should be professionally inspected and serviced annually.
Interior	Mattresses	Inspect and replace as needed.	Annually	3 plus years, depending on type and wear and tear.	Look for rips in covers, sagging, excessive wear, staining, etc.
Interior	Furniture	Inspect and replace as needed.	Annually	5 plus years, depending on type and wear and tear.	Common area and bedroom furniture needs to be inspected for any damage or signs of excessive wear, especially any lofting or bunk bed equipment.
Interior	Flooring	Inspect and replace. Clean as needed.	Annually	Carpet: 3 to 5 years, Hardwood: 5 to 10 years, Synthetic/Vinyl/Tile: 20 plus years. Lifespan depends on location and wear.	All flooring should be professionally cleaned annually, based on manufacturers specifications. Check for worn or damaged areas, any uneven areas, and potential tripping hazards. Hardwood and solid surface floors normally need refinished/waxed every 3 to 5 years.
Interior	Laundry room and equipment	Inspect and clean as needed.	Semi-annually	3 to 5 years, depending on number of units vs. number of users.	All machines should be checked to ensure they are working properly and the lint traps are being properly cleaned. Dryer vents should be cleaned and properly secured to the unit and wall, and the exterior vent should have an exterior cover to keep birds out.
Interior / Exterior	Paint	Inspect and repair as needed.	Annually	Dependent on wear and tear.	Inspect for deterioration and chipping, especially trim work both inside and out. Recommend that a routine painting schedule be developed, every 2 to 4 years for interior, 5 to 7 years for exterior. The frequency for both depends on wear and tear and (for the exterior) weather patterns.