

MEADOW CREEK
Maintenance Calendar
2005

<u>Month</u>	<u>Item</u>
January	Check hot water recirculation pumps.
February	Trim trees and shrubs. Check keys, and update key list.
March	Turn off plug-ins (consistently at or above 15 degrees at night). Analyze water bills. Inspect, test and service water softeners. Start process for pool opening: -- Advertise for pool monitors. -- Inspect pool furniture and pool area equipment & signs. Order needed replacements. -- Inspect pool house, patio and pool area. Order needed repairs & maintenance. Advertise for summer maintenance worker.
April	Exterior brick maintenance. Test water meters as needed. Inspect asphalt areas. Schedule lot maintenance: sweeping, crack sealing & striping. Power wash dumpsters & carts, and schedule needed maintenance/replacement. Inspect grounds for needed landscaping repairs. Schedule aerating & seeding for spring & fall. List cable TV issues, and make demand for maintenance on Time/Warner & OmniVision. Inspect flat & pitched roofs, and do needed maintenance. Identify roofs to be replaced. Clean gutters. Identify chimneys to be rebuilt. Insert downspouts into rain leaders: 932/4 and 942/4. Arrange for door maintenance work: -- Inspect front, back & storm doors, and do needed maintenance. -- Identify doors needing replacement. -- Start cycling front-door hardware for refinishing. Wash second-floor entry windows. Arrange for shampooing hall carpeting.
May	Do lot maintenance: sweeping, crack sealing & striping. Turn on pool house phone. Inspect tennis courts, and order needed maintenance. Inspect grills, and turn on. Inspect signage. Inspect windows, shutters, soffits & facias, and arrange needed maintenance. Inspect gable siding, and order needed maintenance. Turn on and check all outside faucets (sillcocks). Open upper louvers in boiler rooms. Inspect garages & trash/recycling buildings: -- Spec siding & cladding repairs. Take photos of damage, and notify any responsible parties. -- Spec other needed maintenance. -- Determine water problems in garages. Shampoo hall carpeting. Prepare & open pool. Install pool signs. Open tennis courts. Plant accent flower beds. Deliver resident notice: opt-out on shrub trimming.
June	Undertake laundry room maintenance work: -- Move laundry equipment, and strip/wax floors.

-- Replace dryer vent hoses.
-- Inspect washer hoses & shut-offs, and order needed replacements.
Trim shrubs.
Shut off heat by 6/15, and analyze gas bills.
Inspect roof-top fans, and order maintenance/replacement.
Flush & test hydrants.
Replace entry mats and repair hall carpet, both as needed.
Make siding & cladding repairs on garages & trash/recycling buildings.

July Inspect railings & sidewalks.
Check & service water shut-offs. Ensure all securely locked.
Power wash dumpsters & carts.
Check hot water recirculation pumps.

August Inspect chimneys every third year (next inspection: 2005).
Deliver resident notice: opt-out on shrub trimming.

September Close & winterize pool.
Shut off pool house phone.
Store pool signs.
Inspect garages & trash/recycling buildings.
-- Take photos of damage, and notify any responsible parties.
Trim shrubs.
Check for cable TV issues, and make demand on Time/Warner & OmniVision.
Check & service plug-ins.
Check exterior outlets.
Inspect gutters, and make any needed repairs.

October Power wash dumpsters & carts.
Close tennis courts.
Close upper louvers in boiler rooms.
Wash second-floor entry windows.
Prepare for snow & ice removal:
-- Purchase supplies & equipment, and service existing equipment.
-- Check snow plowing lanes, and install snow markers at curbs & on hydrants.
Inspect front, back & storm doors, and do needed maintenance work.
Exterior brick maintenance.
Inspect flat & pitched roofs, and do needed maintenance.
Clean gutters.
Remove downspouts from rain leaders: 932/4 and 942/4.

November Service fire extinguishers.
Inspect gutters, and do any needed cleaning & winter prep.
Inspect all washers & dryers, and order budgeted replacements.
Turn on plug-ins, and move assigned parking spaces as requested.
Put chain up for snow plowing push area in large Smetana Road lot.

December Arrange for pick-up of Christmas trees.

Other Scheduled Maintenance

Preventive maintenance program for boilers, water heaters & softeners.
Periodic drain cleaning program.
Monthly checking of water pressure, temperature & hardness.
Light bulb replacement schedule.