

HRDE – Annual Guidelines and Preventive Maintenance

Month	Tasks to be Accomplished	Responsible Party	Date Completed	Initials
January	Check Dryer Vent Connections and Clean Vent (Inside/Outside)	Maintenance		
	Exterminator w/ Bed Bug Monitoring Checks and Fire Extinguishers	Mgr. & Maint.		
	Update Annual Inventory located on Webpage	Manager		
	Check Exhaust Motors (Lift hood/check belts)	Maintenance		
February	Exterminator w/Fire Extinguishers	Mgr. & Maint.		
	Trim Trees and Shrubs	Maintenance		
	Inspect MP Room and Kitchen	Mgr. & Maint.		
	Inspect Restrooms and Offices	Mgr. & Maint.		
	Inspect Activity Rooms and Laundry	Mgr. & Maint.		
March	Exterminator w/Emergency Pull Cord Check and Fire Extinguishers	Mgr. & Maint.		
	Quarterly Contractor Logs are due on the last working day of month	Manager		
	Check all Common Area outlets for damage and ensure GFCI's work	Maintenance		
	Clean all Common Area floor drains	Maintenance		
	Annual telephone & emailing of advertising materials to the appropriate agencies listed on the AFHMP	Manager		
	Quarterly AFHMP Info (Race/Ethnicity) from FHA due last working day of month	Manager		
	Check Exhaust Motors (Lift hood/check belts)	Maintenance		
April	Fire Drill	Manager		
	Update Mulch	Maintenance		
	Exterminator w/ Bed Bug Monitoring Checks and Fire Extinguishers	Mgr. & Maint.		
	Check & Clean Roof Drains/Check Exhaust Motors	Mgr. / Maint.		
	Change and/or clean filters in HVAC equipment for common areas	Maintenance		
	Ensure there are no combustibles near HVAC equipment for common areas	Maintenance		
May	Exterminator w/Smoke Detector Checks and Fire Extinguishers	Mgr. & Maint.		
	Inspect Building Exterior (EIFS, caulking, lighting)	Mgr. & Maint.		
	Inspect property/building signage (damage or fading)	Mgr. & Maint.		
	Inspect property fence (damage and no growth on fence)	Mgr. & Maint.		
	Clean PTAC Filters – Office and Multi-purpose room	Maintenance		
	Inspect Parking Lot (damage, no ponding and no potholes)	Mgr. & Maint.		
	Check Exhaust Motors (Lift hood/check belts) and Inspect Roof	Maintenance		
	Check all Emergency Lighting in Common Areas	Maintenance		
June	Exterminator w/Fire Extinguishers	Mgr. & Maint.		
	Check and Repair Window Screens – Common Areas	Maintenance		
	HUD – End of Fiscal Year – invoices due by end of month	Manager		
	Quarterly Contractor Logs are due on last working day of month	Manager		
	Mail annual contact letters with advertising materials to appropriate agencies listed on the AFHMP	Manager		
	Quarterly AFHMP Info (Race and Ethnicity) in FHA due last working day of month	Manager		
	Update Site Emergency Contact Sheet on the bulletin board in the office	Manager		
	Annual Performance Appraisals due on the last working day of month	All		

Month	Tasks to be Accomplished	Responsible Party	Date Completed	Initials
July	Check Exhaust Motors (Lift hood/check belts)	Mgr. & Maint.		
	Exterminator w/ Bed Bug Monitoring Checks and Fire Extinguishers	Mgr. & Maint.		
	Power Wash Exterior Concrete and/or Fencing	Maintenance		
	Touch-Up Exterior Curb Painting/Striping of Parking Lot	Maintenance		
	Check Dryer Vent Connections and Clean Vent (Inside/Outside)	Maintenance		
August	Exterminator w/Fire Extinguishers	Mgr. & Maint.		
	Clean Refrigerator Evaporation Pans – Common Kitchen	Maintenance		
	Caulk voids at base of building and as needed on sidewalks	Maintenance		
	Check all Emergency Lighting in Common Areas	Maintenance		
September	Exterminator w/Fire Extinguishers	Mgr. & Maint.		
	Check Exhaust Motors (Lift hood/check belts) and Inspect Roof	Maintenance		
	Annual Person to Person contacts with advertising materials to the appropriate agencies as listed on AFHMP	Manager		
	Quarterly Contractor Logs are due on last working day of month	Manager		
	Quarterly AFHMP Info (Race and Ethnicity) in FHA due on last working day of month	Manager		
October	Change and/or clean filters in HVAC equipment for common areas	Maintenance		
	Ensure there are no combustibles near HVAC equipment for common areas	Maintenance		
	Fire Drill	Manager		
	Exterminator w/ Bed Bug Monitoring Checks & Fire Extinguishers	Mgr. & Maint.		
	Check common area ceilings for damage, holes or stains	Mgr./Maint.		
November	Clean Out Roof Drains	Maintenance		
	Check Exhaust Motors (Lift hood/check belts) and Inspect Roof	Mgr. & Maint.		
	Exterminator w/Smoke Detector Checks & Fire Extinguishers	Mgr. & Maint.		
	Inspect Trash Chute Doors and Compactor	Mgr. & Maint.		
December	Exterminator w/Fire Extinguishers	Mgr. & Maint.		
	BPA/LIHTCP/ NMTC– End of Fiscal Year – invoice must be submitted by end of month	Manager		
	Check all Emergency Lighting in common areas	Maintenance		
	Quarterly Contractor Logs are due on last working day of month	Manager		
	Quarterly AFHMP Info (Race and Ethnicity) from FHA due on last working day of month	Manager		
	Scan/E-mail Labor Statistics (OSHA Form 300) to HR Manager at MO	Manager		
	Update Site Emergency Contact Sheet on the bulletin board in the office	Manager		

→ EUA – check chimney for damage

→ EUA, HVU & WUA – check retaining wall for damage

Sign, scan and email completed copy to the Administrative Assistant.

Manager Signature

Date