

# Schedule of Routine Maintenance for Apartments, Condos, and Dwellings

Adequate maintenance of apartments, condos, and dwellings can be time consuming and overwhelming. This general maintenance schedule can help in scheduling and performing routine inspections and maintenance of your property. In addition, it can help you develop checklists to document your maintenance activities.

For more detailed information/suggestions about maintenance for your buildings, please refer to the flyer, Maintenance Requirements for Apartments, Condos, and Dwellings.

Weekly	Monthly	Quarterly	Seasonal	Semi-Annual/ Annual
Cleaning and general housekeeping of common areas: vacuum, mop, wash windows, removal of flyers, newspapers, etc.	Inspect lighting in common areas and replace bulbs as needed.	Perform pest control treatments to effectively prevent common pests.	Winterize and reopen vacant units as needed	Inspect chimneys making sure they're not blocked or deteriorating. Clean chimneys as needed.
Walk property to inspect grounds, common areas, and amenities (playgrounds, basketball courts, tennis courts, etc.).	Inspect common attic and basement areas for water leaks, verify sump pump is in working order if applicable.	Clean or change air filters in HVAC systems.	Inspect roof for potential damage, soft spots, and missing shingles or tiles.	Inspect and service mechanical and HVAC systems in the buildings and units.
Clean and empty trash receptacle areas and recycling areas.	Ensure all window and door locks are working properly, including panic hardware if present on exit doors.	Check interior of building for the presence of mold.	Clean gutters to ensure proper drainage and to help prevent debris from building up and clogging gutters.	Inspect smoke detectors and carbon monoxide detectors (semi-annually), fire alarms, fire extinguishers, and sprinkler system. Inspections for fire department access to hydrants, FDCs, and clearance for trucks to building, etc.
Inspect condition of walking surfaces, including parking lots, sidewalks, stairs, etc.	If emergency lighting and illuminated exit signs are present, make sure they're working properly.	Inspect exterior building finishes (siding, doors, window seals, screens, etc.).	Perform proper grounds and landscape maintenance (mowing, weeding, trimming trees and bushes, plowing, shoveling, etc.).	Clean external dryer vents to remove lint accumulations.