

Middleborough Housing Authority

Preventative Maintenance Schedule

Adopted by the Board of Commissioners on February 21, 2018

Reviewed: May 18, 2022

**MIDDLEBOROUGH HOUSING AUTHORITY
PREVENTIVE & ROUTINE MAINTENANCE SCHEDULE**

IV. Preventive Maintenance Policies and Procedures

A. Maintenance Staff Structure and Reporting Policy

- Mechanic/Carpenter reports directly to the Maintenance Supervisor and/or the Executive /Director
- The Maintenance Supervisor reports directly to the Executive /Director
- The Maintenance Mechanic/Carpenter reports directly to the Maintenance Supervisor and/or the Executive /Director
- The Maintenance Mechanic/Laborer reports directly to the Maintenance Supervisor and/or the Executive /Director
- The Maintenance Custodian/Maintenance Mechanic II reports directly to the Maintenance Supervisor and/or the Executive /Director
- The Maintenance Custodian/Laborer reports directly to the Maintenance Supervisor and/or the Executive /Director
- If maintenance staff is unsure how to handle a situation or an emergency, staff should contact the Maintenance Supervisor for assistance

B. Preventative Maintenance and Routine Maintenance Policy

- The Maintenance staff performs maintenance procedures for the systems of the Authority in accordance with the Preventative Maintenance Implementation Schedule as outlined by month below.

C. 689 / DDS Maintenance Responsibilities

- Routine maintenance- Cleaning activities performed on a regular basis: Cleaning such as sweeping, vacuuming, dusting, washing floors, windows, walls, bathrooms & appliances; replacing light bulbs, broken outlet or switch covers; unclog toilets; care of exterior grounds including raking leaves mowing lawns, snow removal, disposal of trash; seasonal placement of screens & storm windows
- Preventative Maintenance – Checking building systems; goal is to identify items that need MHA attention: Baths: caulking, toilets & sinks operations; Kitchens: appliances operational; Exterior: damage to roof, walkways, patios, fences, driveway & siding; Test fire extinguishers, CO2 alarms, sprinkler & fire emergency systems

D. MHA Responsibilities at 689-1 property

- Preventative Maintenance – Regular painting of exterior trim; interior walls & trim as needed. Regularly service mechanical systems. Repair driveways and sidewalks. Clear gutters. Repair roof leaks. Conduct semi-annual inspections to evaluate all building systems & components
- Minor Repairs- Correction of malfunctioning or damaged building equipment or components. Does not include total replacement: Repair broken windows, doors, and screens; gouged walls, replace damaged siding & trim, repair leaky plumbing fixtures or malfunctioning electrical outlets and switches. Patch holes in paving.
- Major System Repairs - Replacement of building systems or structural components. Scheduled replacement of major appliances & toilets; rehabilitation of bathrooms, kitchens, floor coverings, decks, roofs and siding; upgrade to electrical, plumbing, HV AC and fire safety systems
- Emergency Repairs Necessary when condition poses immediate health & safety hazard to residents and staff in home: replacement of failed boilers, hot water heaters, central AC units, toilets, tubs, plumbing, wiring, life safety systems or major appliances

Preventative Maintenance Tasks

JANUARY

1. DAILY - Grounds & Buildings
 - a) Roads, walks & parking areas- Ice and/or snow removal as needed
 - b) Contact private snow removal contractor as needed for snow removal & sanding; NOTE: 689-1/DDS employs an outside contractor for routine maintenance, mowing & snow removal
2. DAILY - All Boiler Rooms
 - a) Boiler Pressure: Archer Court = oil fired; all others gas fired
 - b) Area lighting
 - c) Clean floors
 - d) Hot water tanks/water saver units
 - e) Water leaks
 - f) Circulators
 - g) Oil Tanks- Archer Court
 - h) Odor of Gas – Nemasket, Riverview & 689-1
3. DAILY- Monitor work orders
4. WEEKLY -Empty trash & recycling at all community buildings, common areas & laundry rooms
5. BI- WEEKLY - Clean community rooms, common areas & laundry rooms weekly (Private cleaning company handles cleaning on off weeks)
6. Check lights & signage
 - a) Outdoor building lighting & signage
 - b) Parking lot lighting & signage
 - c) Emergency lighting & signage
 - d) Hallway lighting & signage
7. Check Sump Pumps – Nemasket 667-2
8. Visual inspection from ground of roofs, gutters& downspouts
9. Visual inspection from ground of glass in windows & doors
10. Visual inspection from ground of all exterior painted surfaces
11. Clean around dumpsters & recycling bin (Riverview) as needed
12. Unit turnovers, as needed
13. Check inventory & order supplies as needed/depleted
14. Vehicle Inspections- interior & exterior cleaning, fluid levels, tires, wipers etc

Preventative Maintenance Tasks

FEBRUARY

1. DAILY - Grounds & Buildings
 - a) Roads, walks & parking areas- Ice and/or snow removal as needed
 - b) Contact private snow removal contractor as needed for snow removal & sanding; NOTE: 689-1/DDS employs an outside contractor for routine maintenance, mowing & snow removal
 - c) Pick up additional sand/salt mixture from DPW as needed
2. DAILY - All Boiler Rooms
 - i) Boiler Pressure: Archer Court = oil fired; all others gas fired
 - a) Area lighting
 - b) Clean floors
 - c) Hot water tanks/water saver units
 - d) Water leaks
 - e) Circulators
 - f) Oil Tanks- Archer Court
 - g) Odor of Gas – Nemasket, Riverview & 689-1
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5. BI- WEEKLY - Clean community rooms, common areas & laundry rooms weekly (Private cleaning company handles cleaning on off weeks)
6. Check lights & signage
 - e) Outdoor building lighting & signage
 - f) Parking lot lighting & signage
 - g) Emergency lighting & signage
 - h) Hallway lighting & signage
7. Check Sump Pumps – Nemasket 667-2
8. Visual inspection from ground of roofs, gutters& downspouts
9. Visual inspection from ground of glass in windows & doors
10. Visual inspection from ground of all exterior painted surfaces
11. Clean around dumpsters & recycling bin (Riverview) as needed
12. Unit turnovers, as needed
13. Check inventory & order appliances, tools & supplies as needed/depleted
14. Vehicle Inspections- interior & exterior cleaning, fluid levels, tires, wipers etc

15. Clean dryer vents
16. Clean heater vents in all common areas
17. Oil all gates valves 667-1

Preventative Maintenance Tasks

MARCH

1. DAILY - Grounds & Buildings
 - a) Roads, walks & parking areas- Ice and/or snow removal as needed
 - b) Contact private snow removal contractor as needed for snow removal & sanding; NOTE: 689-1/DDS employs an outside contractor for routine maintenance, mowing & snow removal
2. DAILY - All Boiler Rooms
 - a) Boiler Pressure: Archer Court = oil fired; all others gas fired
 - b) Area lighting
 - c) Clean floors
 - d) Hot water tanks/water saver units
 - e) Water leaks
 - f) Circulators
 - g) Oil Tanks- Archer Court
 - h) Odor of Gas – Nemasket, Riverview & 689-1
3. DAILY- Monitor work orders
4. WEEKLY -Empty trash & recycling at all community buildings, common areas & laundry rooms
5. BI- WEEKLY - Clean community rooms, common areas & laundry rooms weekly (Private cleaning company handles cleaning on off weeks)
6. Check lights & signage
 - i) Outdoor building lighting & signage
 - j) Parking lot lighting & signage
 - k) Emergency lighting & signage
 - l) Hallway lighting & signage
7. Check Sump Pumps – Nemasket 667-2
8. Visual inspection from ground of roofs, gutters& downspouts
9. Visual inspection from ground of glass in windows & doors
10. Visual inspection from ground of all exterior painted surfaces
11. Clean around dumpsters & recycling bin (Riverview) as needed
12. Unit turnovers, as needed
13. Check inventory & order appliances, tools & supplies as needed/depleted
14. Vehicle Inspections- interior & exterior cleaning, fluid levels, tires, wipers etc

15. Service Lawn Equipment
16. Reset all wall, date stamp & time clocks one hour ahead for daylight savings time (second Sunday)
17. Clean storage rooms and maintenance areas

Preventative Maintenance Tasks

APRIL

1. DAILY - Grounds & Buildings
2. DAILY - All Boiler Rooms
 - a) Boiler Pressure: Archer Court = oil fired; all others gas fired
 - b) Area lighting
 - c) Clean floors
 - d) Hot water tanks/water saver units
 - e) Water leaks
 - f) Circulators
 - g) Oil Tanks- Archer Court
 - h) Odor of Gas – Nemasket, Riverview & 689-1
3. DAILY- Monitor work orders
4. WEEKLY -Empty trash & recycling at all community buildings, common areas & laundry rooms
5. BI- WEEKLY - Clean community rooms, common areas & laundry rooms weekly (Private cleaning company handles cleaning on off weeks
6. Check lights & signage
 - i) Outdoor building lighting & signage
 - j) Parking lot lighting & signage
 - k) Emergency lighting & signage
 - l) Hallway lighting & signage
7. Check Sump Pumps – Nemasket 667-2
8. Visual inspection from ground of roofs, gutters& downspouts
9. Visual inspection of glass in windows & doors, cracking or loose caulking
10. Visual inspection of foundation for cracks of loose brick mortar (Nemasket)
11. Visual inspection from ground of all exterior painted surfaces
12. Clean around dumpsters & recycling bin (Riverview) as needed
13. Unit turnovers, as needed
14. Check inventory & order appliances, tools & supplies as needed/depleted
15. Vehicle Inspections- interior & exterior cleaning, fluid levels, tires, wipers etc

16. Mow lawns as needed - NOTE: 689-1/DDS employs an outside contractor for mowing
17. Remove snow stakes & speed bumps (Hale Ave)
18. Wash & wax floors in community rooms - Nemasket & Riverview
19. Wash rugs in Riverview common areas & halls
20. Clean parking lots, roads & walkways - Repair as needed
21. Inspect roofs and siding-repair as needed
22. Clean gutters & downspouts- repair as needed; ensure downspouts directed away from buildings
23. Check flags and replace as needed (Nemasket & Riverview)

Preventative Maintenance Tasks

MAY

1. DAILY - Grounds & Buildings
2. DAILY - All Boiler Rooms
 - a) Boiler Pressure: Archer Court = oil fired; all others gas fired
 - b) Area lighting
 - c) Clean floors
 - d) Hot water tanks/water saver units
 - e) Water leaks
 - f) Circulators
 - g) Oil Tanks- Archer Court
 - h) Odor of Gas – Nemasket, Riverview & 689-1
3. DAILY- Monitor work orders
4. WEEKLY -Empty trash & recycling at all community buildings, common areas & laundry rooms
5. BI- WEEKLY - Clean community rooms, common areas & laundry rooms weekly (Private cleaning company handles cleaning on off weeks)
6. Check lights & signage
 - m) Outdoor building lighting & signage
 - n) Parking lot lighting & signage
 - o) Emergency lighting & signage
 - p) Hallway lighting & signage
7. Check Sump Pumps – Nemasket 667-2
8. Visual inspection from ground of roofs, gutters& downspouts; glass in windows & doors
9. Visual inspection from ground of all exterior painted surfaces
10. Clean around dumpsters & recycling bin (Riverview) as needed
11. Unit turnovers, as needed
12. Check inventory & order appliances, tools & supplies as needed/depleted
13. Vehicle Inspections- interior & exterior cleaning, fluid levels, tires, wipers etc

14. WEEKLY - Mow lawns as needed - NOTE: 689-1/DDS employs an outside contractor for mowing
15. Repaint crosswalks, parking lines, numbers & Handicap parking symbols as needed
16. Inspect trees and shrubs. Trim as needed
17. Service A/C units at 8 Benton Street; Check for proper installation of tenants A/C's
18. Pickup mulch for Riverview & Nemasket
19. Inspect railings, exterior stairs & porches (Riverview)- repair as needed
20. Inspect fencing – all sites-repair/replace as needed

Preventative Maintenance Tasks

JUNE

1. DAILY - Grounds & Buildings
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 - c) Clean floors
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 - q) Outdoor building lighting & signage
 - r) Parking lot lighting & signage
 - s) Emergency lighting & signage
 - t) Hallway lighting & signage
7. Check Sump Pumps – Nemasket 667-2
8. Visual inspection from ground of roofs, gutters & downspouts; glass in windows & doors
9. Visual inspection from ground of all exterior painted surfaces
10. Clean around dumpsters & recycling bin (Riverview) as needed
11. Unit turnovers, as needed
12. Check inventory & order appliances, tools & supplies as needed/depleted
13. Vehicle Inspections- interior & exterior cleaning, fluid levels, tires, wipers etc

14. WEEKLY - Mow lawns as needed - NOTE: 689-1/DDS employs an outside contractor for mowing
15. Unit Inspections - Archer Court
 - a) Replace batteries in smoke & carbon monoxide detectors
 - b) Complete inspection work orders
16. Check heat & water lines in Nemasket crawl spaces
17. Schedule termite inspections
18. Schedule 689-1 annual inspection

Preventative Maintenance Tasks

JULY

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 - u) Outdoor building lighting & signage
 - v) Parking lot lighting & signage
 - w) Emergency lighting & signage
 - x) Hallway lighting & signage
7. Check Sump Pumps – Nemasket 667-2
8. Visual inspection from ground of roofs, gutters& downspouts and glass in windows & doors
9. Visual inspection from ground of all exterior painted surfaces
10. Clean around dumpsters & recycling bin (Riverview) as needed
11. Unit turnovers, as needed
12. Check inventory & order appliances, tools & supplies as needed/depleted
13. Vehicle Inspections- interior & exterior cleaning, fluid levels, tires, wipers etc

14. WEEKLY - Mow lawns as needed - NOTE: 689-1/DDS employs an outside contractor for mowing
15. Fire alarm testing
16. Emergency light testing
17. Check siding & trim boards-repair as needed
18. 689-1 Annual unit inspections by Town
19. Complete Deferred Work Orders, as time available

Preventative Maintenance Tasks

AUGUST

1. DAILY - Grounds & Buildings
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9. Visual inspection from ground of glass in windows & doors
10. Visual inspection from ground of all exterior painted surfaces
11. Clean around dumpsters & recycling bin (Riverview) as needed
12. Unit turnovers, as needed
13. Check inventory & order appliances, tools & supplies as needed/depleted
14. Vehicle Inspections- interior & exterior cleaning, fluid levels, tires, wipers etc

15. WEEKLY - lawns as needed - NOTE: 689-1/DDS employs an outside contractor for mowing
16. Complete Deferred Work Orders, as time available
17. Check all heating systems
18. Clean dryer vents- Riverview & Nemasket
19. Check/clean storm drains – town does Riverview & Nemasket
20. Oil all gate valves 667-1

Preventative Maintenance Tasks

SEPTEMBER

1. DAILY - Grounds & Buildings
2. DAILY - All Boiler Rooms
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8. Visual inspection from ground of glass in windows & doors
9. Visual inspection from ground of all exterior painted surfaces
10. Clean around dumpsters & recycling bin (Riverview) as needed
11. Unit turnovers, as needed
12. Check inventory & order appliances, tools & supplies as needed/depleted
13. Vehicle Inspections- interior & exterior cleaning, fluid levels, tires, wipers etc

14. WEEKLY – Mow lawns as needed - NOTE: 689-1/DDS employs an outside contractor for mowing
15. Unit Inspections - Nemasket
 - a) Replace batteries in smoke & carbon monoxide detectors
 - b) Complete inspection work orders
16. Touch up /paint common areas- Nemasket & Riverview
17. Clear leaves from walkways as needed

Preventative Maintenance Tasks

OCTOBER

1. DAILY - Grounds & Buildings
 - a) Clear leaves from walkways
2. DAILY - All Boiler Rooms
 - i) Boiler Pressure: Archer Court = oil fired; all others gas fired
 - a) Area lighting
 - b) Clean floors
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 - e) Circulators
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8. Visual inspection from ground of roofs, gutters & downspouts and glass in windows & doors
9. Visual inspection from ground of all exterior painted surfaces
10. Clean around dumpsters & recycling bin (Riverview) as needed
11. Unit turnovers, as needed
12. Check inventory & order appliances, tools & supplies as needed/depleted
13. Vehicle Inspections- interior & exterior cleaning, fluid levels, tires, wipers etc

14. Mow lawns as needed - NOTE: 689-1/DDS employs an outside contractor for mowing
15. Fall cleanup - Leaf Removal
16. Service snow blowers and other equipment
17. Pick up sand/salt from Town DPW Pick up sand/salt from Town DPW & distribute to all developments;
purchase ice melt
18. Clean and store lawn equipment
19. Schedule Fire extinguisher inspections (Riverview & Nemasket); check common area egresses

Preventative Maintenance Tasks

NOVEMBER

1. DAILY - Grounds & Buildings
 - a) Roads, walks & parking areas- Ice and/or snow removal as needed
 - b) Contact private snow removal contractor as needed for snow removal & sanding;
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 - c) Emergency lighting & signage
 - d) Hallway lighting & signage
7. Check Sump Pumps – Nemasket 667-2
8. Visual inspection from ground of roofs, gutters, downspouts, windows & doors, painted surfaces
9. Clean around dumpsters & recycling bin (Riverview) as needed
10. Unit turnovers, as needed
11. Check inventory & order appliances, tools & supplies as needed/depleted
12. Vehicle Inspections- interior & exterior cleaning, fluid levels, tires, wipers etc

13. Unit Inspections - Nemasket
 - a) Replace batteries in smoke & carbon monoxide detectors
14. Complete inspection work orders
15. Reset all wall, date stamp & time clocks one hour back for daylight savings time
16. Put in snow stakes; Install speed bumps Hale Ave
17. Check for removal of all tenants A/C's
18. Clean gutters and downspouts- repair as needed

Preventative Maintenance Tasks

DECEMBER

1. DAILY - Grounds & Buildings
 - a) Roads, walks & parking areas- Ice and/or snow removal as needed
 - b) Contact private snow removal contractor as needed for snow removal & sanding; NOTE: 689-1/DDS employs an outside contractor for routine maintenance & snow removal
 - c) Pick up additional sand/salt mixture from DPW as needed
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10. Unit turnovers, as needed
11. Check inventory & order appliances, tools & supplies as needed/depleted
12. Vehicle Inspections- interior & exterior cleaning, fluid levels, tires, wipers etc

13. Check heat & water lines in Nemasket crawl spaces
14. Signage- check all building, interior & road signs- order & replace as needed