

**Royal St Andrew
Maintenance Checklist**

Week of: _____

Daily Tasks	Mon	Tues	Wed	Thurs	Fri
Safety and Security					
Check for vandalism or other damage in the parking lot, both levels, all exits, pool area, equipment area, shed and North garden area.					
Check functioning of all doors, gates, and associated locks.					
Check decals and hang tags for unauthorized vehicles.					
Check all common areas on the first floor.					
Walk the stairs and check the halls and laundries for signs of water leaks, burned out light bulbs, damage to walls in halls, misuse of laundry equipment, remove boxes, etc., left in garbage chute rooms.					
Maintenance					
Arrange pool furniture in an orderly manner if out of place, check to see if pumps are running and remove leaves from pool.					
Report any irregularities to property manager immediately.					
Check elevators for cleanliness. Install protective pads in the south elevator when contractors, vendors, movers are in the building. Remove pads at end of day or sooner if no longer needed.					
Set out garbage (Mon, Wed, Fri) / recycle containers (Mon evening) per pick up schedules					
Remove accumulated debris from door entrances and driveway approaches to Palm Avenue entrance.					
Replace burned out light bulbs in the building and parking area if noted on rounds.					
Pickup fallen debris from trees.					

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Maintenance					
Monitor Fire Pump test run – Monday AM					
Monitor Generator test run – Tuesday AM					
Blow out leaves and debris from lower and upper parking areas.					
Check photocell / timed light circuits operation. Replace burned out bulbs.					
Water potted plants along building and on pool deck at least twice weekly.					
Pool Deck – Hose down deck, pull weeds (pavers & along walls), wipe furniture, clean grill. Check propane tanks. Ensure there is always a full spare tank stored outside the shed.					
Sweep and clean dumpster room					

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Month of: _____

Monthly	Date Completed
Maintenance	
Inspect roof for damages. Remove any debris.	
Test elevator and pool emergency phones for proper operation.	
Test irrigation system operation. Maintain and make repairs.	
Test Emergency and Exit Lights	
Stairwells – Sweep and wipe down handrails.	

Quarter: _____

Quarterly	Date Completed
Maintenance	
Pressure clean pool deck and furnishings.	
Pressure clean concrete walk and entry from Gulfstream and walk and entry from garage entry. Clean walls under the east building canopies and parking garage steps.	
Remove leaves from gutters and drains and debris from parking canopies.	
Operate Main Water Valves on all supply risers	