

Electrical: Must have an electrical license EXCEPT for "Minor Repair Work"
Maintenance staff can by law adjust, repair or replace worn or defective electrical equipment
Plumbing: Must have a license EXCEPT for "Minor Repair Work"
Maintenance can stop leaks or clear stoppages providing the work does
not involve replacement or rearrangement of valves, pipes or fixtures
#1 priority= Health, Safety, and Water Issues
clean dryer vents (fire hazard)
repair washers
repair dryers
fix/replace door closers-if it causes security issue
replace smoke/co2 detectors- not "on call work"
replace electrical breakers
fix chirping smoke/co2 detectors
garage key switches-emergency only
adjust garage doors- up and down only bldg 12, 15
service hall heat/ac Bldgs. 12,11,15
install heat pumps in Bldg. #12
test pool every day
remove snow from walks
salt walks
snow removal
install locks- only if emergency
lock outs
replace emergency lights in buildings
maintain gas grills
drain backup
turn water off to unit
clean up from water leaks- to stop more damage
check sump pumps- during major rain events
Appliances:
appliance repairs: oven, ranges, refrigerators
replace stove burners
replace burner knobs on range front
replace refrigerator door bracket
replace water filter in refrigerator

hook up washer and dryers
install microwave hood over range
install/replace dishwashers
replace batteries for air conditioner remote
put on A/C cover
measure for new refrigerator and stove
pull out appliances for cleaning
clean dryer vents
replace filters for air conditioners
clean filters for air conditioners
change light in microwave/oven/refrigerator
Bath:
adjust shower door
install new handheld shower
install new towel bars
caulk tub
replace bath ceiling tiles
repair bath toilet paper holder
Cabinets:
replace cabinet slides
fix cabinet drawer
tighten cabinet hinges
adjust cabinet doors
Cable/TV
cable TV Line repair
run cable for TV
Carpentry:
replace threshold
fix closet rod and shelf
screw in ceiling hooks in units and decks

install mirror
install under the counter paper towel holder
Doors and windows:
adjust closet doors
fix wheels on patio door
replace latch for screen door
put screen doors back on track
caulk windows
install peep holes in door
change door hardware (remodel)
install door chain
install new door stops
replace handle on closet door
install plastic on windows
repair closet doors
take screens to repair and install
hangs blinds
Electrical:
reset electrical breakers
repair/clean bath fans
install GFI
change out all electric outlets and covers (remodel)
install new thermostat
clean bath exhaust fan
install/replace switches/outlets
Garage
change batteries for remotes
install garage door openers
clean eyes of garage door openers
repair garage openers
check and clean when renters vacate

Garbage:
take garbage to recycling center
power wash trash areas
pick up Christmas trees and dispose of
maintain garbage enclosures
HVAC:
change furnace filter
cooling tower maintenance #12
boiler checks
work on boilers
HVAC- heat pumps (bldg. 12)
Fan motor replacement in air unit
Grounds and Pool:
empty garbage and clean pool of debris
maintain pool lawn
trim weeds
clear leaves from roofs of buildings/garages
brush removal
repair webbing on chairs
power wash chairs and tables
Keys and locks/security
program phone numbers into security system
rekey locks
mailbox locks
program pool keys
Lighting:
install new light fixtures- repair

replace light bulbs in units
Install all new light fixtures (remodel)
adjust setting on fan
change batteries for ceiling fan remote
replace broken globe in light fixture in unit
Misc:
pull down bird nests
pull down bee nest
fix curtain rod
educate residents on using too much soap in appliances
put up or take down elevator pads when caretaker can't
install soap dispenser in kitchen
mount hand vac
preventative maintenance on equipment & trucks
weld and paint railings
repair vacuums for caretakers and residents
spray for bugs
change flags
secure loose railings
Parking Lots:
parking lot repatch
parking lot cleanup
parking lot signage
parking lot striping
report vehicle violations- educate resident
Plumbing:
caulk around toilet
remove garbage disposal at no expense
tighten toilet seat
fix toilets
install/replace toilets
move toilet paper holder
replace toilet seat
install new plumbing in kitchen-remodel
install new plumbing in bath- remodel

replace sprayer on sink
replace bathtub plugs
clean off drain plunger in bathroom sink
install new tub spout
clean hair out of shower drain
install/replace faucets
snake drains
fix faucets
Water:
turn water on to unit
turn up hot water heater
put salt in softener (12)
repair leaks

What we should not or do not do

install carpet

install vinyl

major appliance repairs

clean units

show rentals

rent units

get rid of mosquito's

carpet cleaning

tile work

install vanity, tops, sinks

install ceiling fans

painting in units

replace bifold door

install kitchen cabinets

jump start vehicles

repair air conditioners older than 2 years

run water lines for refrigerator

cut old caulking out of tubs

planting

landscape

window screen repair

stucco repair

move personal items

push or pull cars during snowstorms

welfare checks

install outlet for dishwasher

help get oxygen hooked up

window washing
cable TV programs
install shower grab bar
troubleshoot cable problems
program new tv's
deck replacement
remove mold and mildew from walls & ceilings repair
balcony top board & wall flashing
program new thermostat
sweep garages on request
empty garbage from common areas
trim trees and shrubs at pool
buckthorn removal
trim weeds at building 1
cut keys
lower locking device to 48' height (from 72') on front door
remove and dispose of construction debris
install or remove hanging plants
hang moth balls on deck areas to keep bats away
program water softener
install water filter
install T.V. Mount
sync vehicles with garage openers