

Woodridge Housing Authority
357 Mountindale Rd
Woodridge, NY 12789
(845)434-4451 phone/text; (845)-434-2420 Fax
www.woodridgeha.org

10/29/24

BIMONTHLY UNIT INSPECTION SCHEDULE

Beginning November 5, WHA will be scheduling bimonthly work order/inspection days for each unit.

Unit(s) will be inspected for any NSPIRE/REAC deficiencies. Deficiencies will be recorded in the work order system and if possible, resolved that day. Deficiencies requiring follow-up will be scheduled at that time.

Tenants must still notify the office of any needed repairs or issues that arise.

Please take note of the following:

- Maintenance will do its best to secure the required materials to resolve issues within the unit during that workday. If necessary, another workday will be scheduled.
- If another issue arises that takes priority, that unit will be skipped until its next scheduled workday unless the tenant calls in a specific work order.
- Weeks containing holidays will not have inspections scheduled.

The unit inspection calendar is listed on the back of this notice and will be posted on the website as well- www.woodridgeha.org

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Unit Inspection Schedule

Inspection months- November, January, March, May, July, September.

	Tuesday	Wednesday	Thursday
1 st Week of the Month	Unit 49	48, 2	47
2 nd Week of the Month	Unit 46	41, 1	40, 3
3 rd Week of the Month	Unit 39, 4	38, 5	37, 36
4 th Week of the Month	Unit 20	35	34

Inspection Months- December, February, April, June, August, October.

	Tuesday	Wednesday	Thursday
1 st Week of the Month	Unit 33	32, 6	31, 7
2 nd Week of the Month	Unit 30, 8	29, 9	28,10
3 rd Week of the Month	Unit 27	26	25
4 th Week of the Month	Unit 24	23	22

*NO INSPECTIONS ON HOLIDAY WEEKS

*NO INSPECTIONS IF THERE IS ANOTHER EMERGENCY ON THE
GROUNDS

*TENANTS MUST STILL REPORT REPAIRS NEEDED/UNIT DAMAGES

This schedule will remain in effect until notice of cancellation is given in writing.

This serves as notice for entry on the dates specified above.

No further notice will be given