**Maintenance**

You are required to follow the manufacturer’s recommendations or the Company’s prescribed schedule to clean, replace, treat and maintain gates, doors, computers, air condition filters, motors, fire extinguishers or other parts that have a maintenance schedule. Failure to comply with the manufacturer’s recommendations or Company’s prescribed schedule may result in immediate termination.

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| Function | Part | Frequency | Action |
| Air Conditioner | Filter | Every 60 days | Replace according to manufacturer’s recommendations but not less than every 60 days. |
| Doors | Exit Doors | Daily | Inspect and repair hallway doors that do not latch when automatically closing. |
| Fire Extinguishers | Fire Extinguishers | Annually | Have certified inspector certify fire extinguisher is functioning. |
| Gate | Chain | Every 30 days | Inspect to ensure gate glides smoothly on the track; chain is treated with lithium or silicon based spray (never WD40); tighten as needed. |
| Lights | Exit Lights | Daily | Inspect to ensure functioning; replace bulb or battery as needed. |
| Lights | Exterior Lights | Monthly | Inspect when possible to ensure lights remain lit in the evening hours.  **NOTE:** You are never required to inspect lights during your off hours. |
| Other | Other | As Needed | Follow the manufacturers recommended schedule or Company prescribed schedule as parts and functions are added. |
| Truck | Engine Oil  Tire Pressure  Tire Rotation | Annually or 30k miles, whichever comes first. Monthly inspect and maintain tires. | Change oil, check tire pressure, rotate tires. |
| Unit Doors | Latch, Track | At move out. | Inspect to ensure door glides comfortably on the track; track is treated accordingly with a lithium or silicon based spray (never WD40); tighten as needed. |
| Zone Inspection | Facility | Daily | You are required to follow your locations zone maintenance schedule and activities. |

I understand the Maintenance Policy as described to me on September 26, 2016. I also understand the following:

Managers, Floating Managers and Assistant Managers are required to follow the manufacturer’s recommendations or the Company’s prescribed schedule to clean, replace, treat and maintain gates, doors, computers, air condition filters, truck engine oil, fire extinguishers or other parts that have a maintenance schedule.  Failure to comply with or compromise the manufacturer’s recommendations or Company’s prescribed schedule may result in immediate termination.

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| Name | Location(s) | Signature |
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