



## Beck Renovations

# CONDO MAINTENANCE SCHEDULE

This is a list of services we will provide for a monthly service fee of \$35.00. Fee is based on first hour of call, any additional services requiring additional time will be billed at a rate of \$45.00 per hour.

Material is not included in any fee and is the responsibility of the home owner and will be added to your monthly statement.

### MONTHLY

Plumbing	Description	Date last completed		
		Date	Date2	Date3
Faucets and shower heads	Check interior faucets for leaks. Clean aerators. Replace washers if necessary.			
Drains	Clean with baking soda. Pour water down unused drains.			
Pipes	Inspect visible pipes for leaks.			
Kitchen and bathroom cabinets	Check under and around for leaks.			
Toilets	Check for stability and leaks.			
Water heater	Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.			

Electrical and Appliances	Description	Date		
		Date	Date2	Date3
Heating and cooling systems	Clean and replace filters if necessary.			
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.			
Refrigerator	leaks.			
Dishwasher	Check for leaks.			
Light Bulbs	Check all light bulbs. Replace if necessary.			
Smoke detector	Test for proper operation and replace batteries if necessary.			
GFI outlets	Test for proper operation.			

Exterior - If Applicable	Description	Date		
		Date	Date2	Date3
General Exterior Inspection	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.			

Light Bulbs:	A/C Filter Size:	Batteries:	
Foyer-		TV Remote	
Kitchen-			
Stove-			
Dining Room		Smoke Alarms	
Living Room			
Hall			
Bedroom		Thermostat	
Master Bedroom			
Bath-Guest			
Bath-Master			

Address \_\_\_\_\_ Unit # \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## FALL - Additional one hour charge required.

		Date last completed		
Plumbing	Description	Date	Date2	Date3
Interior doors	Lubricate hinges. Check for proper closing			
Water heater	Flush out hot water to remove accumulated sediment. Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.			
Faucet aerators				
Interior	Description	Date	Date2	Date3
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required. Reseal Granite Countertops			
Tiled areas	Inspect for loose or missing grout or caulking. Recaulk where required.			
Weather stripping	Check caulking around windows and doors. Check window and door screens. Recaulk where required.			
Electrical and appliances	Description	Date	Date2	Date3
Cooling system	Clean and replace filters if necessary.			
Refrigerator coils	Clean.			
Dryer	Inspect and clean lint vent and dryer hose.			
Exterior - If Applicable	Description	Date	Date2	Date3
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.			
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.			

## SPRING- Additional one hour charge required.

		Date last completed		
Plumbing	Description	Date	Date2	Date3
Water heater	Flush out hot water to remove accumulated sediment.			
Interior	Description	Date	Date2	Date3
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required.			
Tiled areas	Inspect for loose or missing grout or caulking. Recaulk where required.			
Shower doors/tub enclosures	Inspect for proper fit.			
Weather stripping	Check caulking around windows and doors. Check window and door screens. Recaulk where required.			
Electrical and appliances	Description	Date	Date2	Date3
Circuit breakers	Exercise.			
Refrigerator	Clean coils.			
Dryer	Inspect and clean lint vent and dryer hose.			
Exterior - If Applicable	Description	Date	Date2	Date3
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.			
Concrete and asphalt	Check for cracks or deterioration.			