

HRDE – Annual Guidelines and Preventive Maintenance

Month	Tasks to be Accomplished	Date Completed	Initials
January	Inspect Water Heaters and Prime Water Heater Traps		
	Exterminator w/Common Area Temperature Readings		
	Update Annual Inventory located on Webpage		
February	Exterminator w/Smoke Detector Checks		
	Check Dryer Vent Connections and Clean Vent (Inside/Outside)		
	Trim Trees and Shrubs		
	Annual Performance Appraisals due on the last working day of month		
March	Exterminator w/Emergency Pull Cord Check		
	Quarterly R&R Request for next quarter is due by the 10th		
	Quarterly Contractor Logs are due on the last working day of month		
	Annual telephone contact with appropriate agencies listed on the AFHMP		
	Quarterly AFHMP Info (Race/Ethnicity) due last working day of month		
April	Fire Drill		
	Update Mulch		
	Exterminator w/Common Area Temperature Readings		
	Quarterly R&R Request due by the 10 th		
	Check & Clean Roof Drains/Check Exhaust Motors		
	Change and/or clean filters in HVAC equipment for common areas		
May	Exterminator w/Smoke Detector Checks		
	Inspect Building Exterior		
	Clean PTAC Coils and Filters		
	Check Exhaust Motors and Inspect Roof		
June	Exterminator w/Smoke Detector Checks		
	Check and Repair Window Screens		
	Quarterly R&R Request for next quarter is due by the 10th		
	HUD – End of Fiscal Year – no purchases after the 15 th		
	Quarterly Contractor Logs are due on last working day of month		
	Mail annual contact letters to appropriate agencies listed on the AFHMP		
	Quarterly AFHMP Info (Race and Ethnicity) due last working day of month		
	Update Site Emergency Contact Sheet on the bulletin board in the office		
July	Check Exhaust Motors		
	Exterminator w/Common Area Temperature Readings		
	Power Wash Exterior Concrete and/or Fencing		
	Touch-Up Exterior Curb Painting/Striping of Parking Lot		
August	Exterminator w/Smoke Detector Checks		
	Clean Refrigerator Coils		
September	Exterminator w/Emergency Pull Cord Check		
	Check Exhaust Motors and Inspect Roof		
	Check Dryer Vent Connections and Clean Vent		
	Annual Person to Person contacts with appropriate agencies as listed on AFHMP		
	Quarterly R&R Request for next quarter is due by the 10th		
	Quarterly Contractor Logs are due on last working day of month		
	Quarterly AFHMP Info (Race and Ethnicity) due on last working day of month		
October	PTAC's - Clean Air Filters		
	Check Exhaust Motors		
	Fire Drill		
	Exterminator w/Common Area Temperature Readings		
	Change and/or clean filters in HVAC equipment for common areas		

November	Clean Out Roof Drains/Check Exhaust Motors		
	Exterminator w/Smoke Detector Checks		
December	Exterminator w/Smoke Detector Checks		
	LIHTCP – End of Fiscal Year – no purchases after the 15 th		
	Quarterly R&R Request for next quarter is due by the 10th		
	Quarterly Contractor Logs are due on last working day of month		
	Quarterly AFHMP Info (Race and Ethnicity) due on last working day of month		
	Scan/E-mail Labor Statistics (OSHA Form 300) to HR Manager at MO		
	Update Site Emergency Contact Sheet on the bulletin board in the office		
	Sign and maintain this guideline in a permanent file onsite.		

 Manager Signature

 Date