

## HRDE – Annual Guidelines and Preventive Maintenance

Month	Tasks to be Accomplished	Responsible Party	Date Completed	Initials
January	Inspect Water Heaters and Prime Water Heater Traps	Mgr. / Maint.		
	Check Dryer Vent Connections and Clean Vent (Inside/Outside)	Maintenance		
	Exterminator w/ Bed Bug Monitoring Checks	Mgr. / Maint.		
	Update Annual Inventory located on Webpage	Mgr. / Maint.		
	Check Exhaust Motors (Lift hood/check belts)	Maintenance		
February	Exterminator w/Smoke Detector Checks	Manager		
	Trim Trees and Shrubs	Maintenance		
	Annual Performance Appraisals due on the last working day of month	All		
March	Exterminator w/Emergency Pull Cord Check	Manager		
	Quarterly R&R Request for next quarter is due by the 10th	Manager		
	Quarterly Contractor Logs are due on the last working day of month	Manager		
	Annual telephone contact with appropriate agencies listed on the AFHMP	Manager		
	Quarterly AFHMP Info (Race/Ethnicity) due last working day of month	Manager		
	Check Exhaust Motors (Lift hood/check belts)	Maintenance		
April	Fire Drill	Manager		
	Update Mulch	Maintenance		
	Exterminator w/ Bed Bug Monitoring Checks	Mgr. / Maint.		
	Quarterly R&R Request due by the 10 <sup>th</sup>	Manager		
	Check & Clean Roof Drains/Check Exhaust Motors	Mgr. / Maint.		
	Change and/or clean filters in HVAC equipment for common areas	Maintenance		
	Check Dryer Vent Connections and Clean Vent (Inside/Outside)	Maintenance		
May	Exterminator w/Smoke Detector Checks	Manager		
	Inspect Building Exterior	Mgr. / Maint.		
	Clean PTAC Filters – Office and Multi-purpose room	Maintenance		
	Caulking – Bldg base, sidewalks, parking curbs	Maintenance		
	Check Exhaust Motors (Lift hood/check belts) and Inspect Roof	Maintenance		
	Check all Emergency Backup Lighting	Mgr. / Maint.		
June	Exterminator w/Smoke Detector Checks	Manager		
	Check and Repair Window Screens – Common Areas	Maintenance		
	Quarterly R&R Request for next quarter is due by the 10th	Manager		
	HUD – End of Fiscal Year – no purchases after the 15 <sup>th</sup>	Manager		
	Quarterly Contractor Logs are due on last working day of month	Manager		
	Mail annual contact letters to appropriate agencies listed on the AFHMP	Manager		
	Quarterly AFHMP Info (Race and Ethnicity) due last working day of month	Manager		
	Update Site Emergency Contact Sheet on the bulletin board in the office	Manager		
July	Check Exhaust Motors (Lift hood/check belts)	Maintenance		
	Exterminator w/ Bed Bug Monitoring Checks	Maintenance		
	Power Wash Exterior Concrete and/or Fencing	Maintenance		
	Touch-Up Exterior Curb Painting/Striping of Parking Lot	Maintenance		
	Check Dryer Vent Connections and Clean Vent (Inside/Outside)	Maintenance		
August	Exterminator w/Smoke Detector Checks	Manager		
	Clean Refrigerator Evaporation Pans – Common Kitchen	Maintenance		

	Check Emergency Lighting	Mgr. / Maint.		
September	Exterminator w/Emergency Pull Cord Check	Manager		
	Check Exhaust Motors (Lift hood/check belts) and Inspect Roof	Maintenance		
	Annual Person to Person contacts with appropriate agencies as listed on AFHMP	Manager		
	Quarterly R&R Request for next quarter is due by the 10th	Manager		
	Quarterly Contractor Logs are due on last working day of month	Manager		
	Quarterly AFHMP Info (Race and Ethnicity) due on last working day of month	Manager		
October	PTAC's - Clean Air Filters – Office and Multi-purpose room	Maintenance		
	Fire Drill	Manager		
	Exterminator w/ Bed Bug Monitoring Checks	Manager		
	Change and/or clean filters in HVAC equipment for common areas	Maintenance		
	Check Dryer Vent Connections and Clean Vent (Inside/Outside)	Maintenance		
November	Clean Out Roof Drains/ Check Exhaust Motors (Lift hood/check belts)	Mgr. / Maint.		
	Exterminator w/Smoke Detector Checks	Manager		
	Check all Emergency Backup Lighting	Mgr. / Maint.		
December	Exterminator w/Smoke Detector Checks	Manager		
	LIHTCP – End of Fiscal Year – no purchases after the 15 <sup>th</sup>	Manager		
	Quarterly R&R Request for next quarter is due by the 10th	Manager		
	Quarterly Contractor Logs are due on last working day of month	Manager		
	Quarterly AFHMP Info (Race and Ethnicity) due on last working day of month	Manager		
	Scan/E-mail Labor Statistics (OSHA Form 300) to HR Manager at MO	Manager		
	Update Site Emergency Contact Sheet on the bulletin board in the office	Manager		
	Sign and maintain this guideline in a permanent file onsite.	Manager		

Scan and email completed copy to the Administrative Assistant.

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Manager Signature

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Date