

GENERAL PREVENTIVE MAINTENANCE CHECKLIST

HWC Systems

PO Box 835742

Richardson, TX 75083

P (972) 247-1354 F (972) 386-2650

2011

Interior Building

CEILING

A/C Return Vents (Dust/Seal)

INCLUDED IN CONTRACT

ELECTRICAL INTER.

*All Lighting Working

*Wiring- Exposed or Loose

All Switches Have Covers

All Plugs Have Covers

*Panels Secured (Screws missing?)

No Open Slots in Panels

*Door Announcer Working

WILL CHECK: NOT UNDER CONTRACT

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INCLUDED IN CONTRACT

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WILL CHECK: NOT UNDER CONTRACT

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PAINTING

Door Frames (Touch-up)

Doors (Touch-up)

Wall (Touch-up)

Ceiling (Touch-up)

INCLUDED IN CONTRACT

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INCLUDED IN CONTRACT

PLUMBING

Kitchen Sink

Bathroom Sinks

Mop Sink

Drains Leaking

WILL CHECK: NOT UNDER CONTRACT

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FLOOR TILE/FRP

Broken Tile

Tile Warped or Missing

FRP /Paneling

Cove Base/Shoe Mould

INCLUDED IN CONTRACT: UP TO 6 TILES

INCLUDED IN CONTRACT: UP TO 4 TILES

WILL CHECK: NOT UNDER CONTRACT

INCLUDED IN CONTRACT

DOORS

*Kick Plates

Door Knobs

Self Closures

WILL CHECK: NOT UNDER CONTRACT

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WILL CHECK: NOT UNDER CONTRACT

RESTROOMS

Toilet Tissue Holder Secure

Fan/Light Working

Mirror in Good Condition

Toilet Secured to Floor

Toilet Seat Secure/Not Loose

Toilet Tank Had a Lid

Sink in Good Condition

INCLUDED IN CONTRACT

WILL CHECK: NOT UNDER CONTRACT

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FEBRUARY, MARCH, & APRIL

Change Out All Fluid Masters

Change Out Toilet Flappers

Change Out Seats and Washers In ALL Sinks

Rebuild ALL Faucets

INCLUDED IN CONTRACT

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GENERAL PM CONTRACT CLARIFICATION ISSUES ITEMS SPECIFIED UNDER PM CONTRACT ARE:

1. ROOF CLEANING:

Description- keeping roof free of debris and other trash.

2. GUTTERS:

Description- keeping gutters free from leaves and other debris.

3. TRASH AROUND FENCE LINE:

Description- picking up trash around fence line, other trash around house will be noted but extra charges will insure if HWC SYSTEMS spends time cleaning it up.

4. VENT CLEANING:

Description- vacuum and clean all vents (soffit).

5. ELECTRICAL SWITCHES AND OUTLETS:

Description- HWC SYSTEMS will fix any damaged or loose electrical covers on switches and outlets.

6. TREE PRUNING (Up to 15' in height): Feb/Oct

7. EXTERIOR DOOR LOCK ADJUSTMENT

8. TOUCH UP PAINTING:

Description- HWC SYSTEMS will touch up any areas of home with matching paint that are in need of painting. We will not, under contract, be responsible for painting large areas of home, with out permission of Owner. Any extra work requested by Owner will be billed at time and materials.

9. TILE AND COVE BASE:

Description- HWC SYSTEMS will replace up to 6 damaged or visually unattractive floor tiles (Ceramic/VCT) under this contract. Cove base will be repaired and re-attach to wall were necessary.

10. BATHROOM FIXTURES:

Description- If home needs a fixture HWC SYSTEMS will not install a new fixture as part of contract. If dispenser has been damaged or broken by customer HWC SYSTEMS will bill tenant for time and materials.

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GENERAL PM CONTRACT CLARIFICATION ISSUES ITEMS SPECIFIED UNDER PM CONTRACT ARE:

11. FLAPPERS AND FILL VALVES ON TOILETS, SEATS AND WASHERS ON SINKS:

Description- HWC SYSTEMS will replace any of the above as needed under this current contract.

12. CHANGE HVAC FILTER MONTHLY

13. DRAIN CLEANING (Hydro Jet) (First 30 days of PM)

THE ITEMS SPECIFIED IN THE ABOVE LIST ARE CONTRACTED ITEMS AT A SET PRICE PER MONTH.
HWC SYSTEMS WILL SPEND ALL TIME NECESSARY TO COMPLETE THIS CONTRACT WORK.
IF THERE ARE QUESTIONS ON CONTRACTED ITEMS OR IF THE OWNER REQUESTS MORE
WORK TO BE DONE, IT WILL BE BILLED AT HWC SYSTEMS NORMAL HOURLY RATE PLUS MATERIALS.