

FALL: WCHO MAINTENANCE SCHEDULE

1st Quarter: October 1 - December 31

PROVIDER: _____

Year: _____

INSPECTION	DATE(S) COMPLETED	STAFF	PLAN OF CORRECTION & DATE OF IMPLEMENTATION	COMMENTS
Inspect & clean trash containers. Replace bent, cracked units/missing lids.				
Inspect all interior and exterior fixtures, switches, and cords on all electrical items. Repair/replace as needed.				
Inspect all floor covering and replace as needed.				
Inspect integrity of all doors and jambs for damage. Check door passage hardware for operation of each and to ensure that they correctly latch.				
Inspect all cupboards and cabinets, tracks, hinges, pull knobs, and repair or replace as needed.				
Inspect oven and range elements; move and clean underneath; clean underneath drip catchers. Wash drip catchers in dishwasher or replace as needed.				
Inspect refrigerator and freezer door seals for leaks. Move and clean underneath, vacuum condenser.				
Clean lint pipe extending to outside, if needed.				
Conduct functional operation check of all appliances.				
Replace furnace air filters.				
Inspect and clean all exhaust fans.				
Wash windows, install storm windows, store screens.				
Clean out gutters and downspouts (may need to repeat), secure extension, make sure splash blocks in place.				
Adjust garage doors & opener assuring smooth operation. Check safety stop.				
Clean out garage. Remove oil stains from garage or driveway area, etc.				
Check fences & gates for structural integrity & aesthetic acceptability.				
Remove yard debris, check for soil erosion/damage				
Inspect yard for low spots, accumulated water, etc.				
Maintain lawn care/landscaping/grounds maintenance program consistent with neighborhood				
Wash interior walls & repair damage, patch, repaint as needed.				
Inspect all floor drains and clean as needed by pouring water down them.				
Clean carpeting & mats.				
Inspect the exterior for cracks, caulking, weather stripping, and roof condition.				
Deep clean barbeque grill.				
Inspect chimney and vents for damage.				
Vacuum heat registers.				
Maintain outdoor furniture-Repair, including repainting of chairs, tables & benches.				
Disconnect garden hoses and store for winter.				
**Electrical system commercial inspected/repairs.				

I certify that the information contained herein is accurate and that any plan for compliance will be carried out as indicated.

Provider Representative (Print)

Provider Representative Signature

Date