

WINTER: WCHO MAINTENANCE SCHEDULE

2nd Quarter: January 1 - March 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 as needed.				
Inspect oven and range elements; move and clean underneath; clean underneath drip catchers. Was drip catchers in dishwasher or replace as needed.				
Conduct fundtional operation check of all appliances.				
Outdoor furniture stored				
Deep clean and store barbbque grill / Store LP gas cylinder in a shed detached from the house				
Inspect windows for signs of excessive sweating or frost buildup. Assure that window sills are dry. Adjust humidifier where applicable.				
Visually inspect roofs and gutters for ice damming.				

Clean out garage. Remove oil stains from garage or driveway area, etc.				
Inspect all floor drains and clean as needed by pouring water down them.				
Assure that walkways, driveways are clear of ice and snow. Maintain snow removal equipment including shovels and supply of de-icer.				
Wash interior walls & repair damage, patch, repaint as needed.				
Clean carpeting & mats				
Routine vehicle maintenance check				
Boiler inspection (by professional)				

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