

SPRING: WCHO MAINTENANCE SCHEDULE

3rd Quarter: April 1 - June 3

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 functional operation check of all appliances.				
Return outdoor furniture to outside - Repair, including repainting of chairs, tables & benches				
Check fences & gates for structural integrity & aesthetic acceptability.				
Return hoses, faucets on, open crawlspace vents				
Inspect & clean trash containers. Replace bent, cracked units/missing lids.				

Wash windows, remove storm windows, install or pull screens into place. Repair or replace screens as needed.				
Gutters cleaned out (may need to repeat) extensions secured, splash blocks in place				
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, check shrubs/tress for winterkill & trim, prepare flower beds, add plants, mulch or stones, etc.				
Inspect yard for low spots, accumulated water, etc.				
Begin lawn care/landscaping/grounds maintenance program consistent with neighborhood				
Wash interior walls & repair damage, patch, repaint as needed.				
Check all floor drains and clean as needed by pouring water down them.				
Inspect all floor drains and clean as needed by pouring water down them.				
Clean carpeting & mats				
Deep clean barbeque grill				
Vacuum heat registers				
Annual commercial air conditioning inspection, cleaning, & repair				

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