

# MANAGEMENT AND MAINTENANCE SCHEDULE

Address:

Date:

Check Box	Weekly Tasks	Person / Company Responsible	Estimated Cost
	1 Mow lawn and trim shrubs, including parkway		\$
	2 Remove trash and recyclables		\$
	3 Remove graffiti		\$
	4		\$

## Monthly Tasks

	1	Inspect indoor & outdoor lighting, replace as necessary	\$
	2	Inspect interior and exterior walls of all common areas and repair/paint as necessary	\$
	3	Pull weeds	\$
	4		\$

## Quarterly Tasks

	1	Test smoke detectors	\$
	2	Exterior window wash	\$
	3	New flowers - color	\$
	4		\$

## Annual Tasks

	1	Inspect and repair driveway and sidewalks as necessary	\$
	2	Trim large trees and shrubs	\$
	3	Pressure wash exterior walls and walkways	\$
	4	Replace screens as necessary	\$
	5	Clean out gutters	\$
	6	New grass/re-seed	\$
	7	Inspect roof and chimney	\$
	8	Pest control	\$
	9		\$

## Long Term Tasks

	1	Paint interior of common areas - every 3 years	\$
	2	Paint interior of units - every 3 to 5 years	\$
	3	New shrubs as necessary	\$
	4		\$