

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			\$