



## Preventative Maintenance Program

We are offering a Preventative Maintenance Program for worry-free condominium operation. Designed to minimize unscheduled maintenance, we also include timely property condition reports. You'll receive a detailed service list outlining maintenance procedures. After each service, you'll get an Inspection report for your records.

### Quarterly Program (\$825.00 per year)

- Replace disposable air filters or clean washable air filters. **Additional charges may apply based on the availability of your filter.**
- Check all doors, exterior and interior, for proper opening and closing. Adjust as needed. \*\*\*
- Check for proper operation of sliding doors and screens. Make minor adjustments as needed. \*\*\*
- Check all cabinet and drawer hardware for proper operation.
- Check all exposed plumbing connections for leaks. \*\*\*
- Check for proper operation of all toilets.\*\*\*
- Check the ice maker connection for leaks. \*\*\*
- Replace faucet screens as needed.
- Check all windows and screens for damage. \*\*\*
- Check for water and air infiltration around doors and windows. \*\*\*
- Clean out all accessible shower, tub, and vanity drains.
- Remove lime/calcium build-up from shower heads.
- Test all GFI outlets for proper operation. \*\*\*
- Note all miscellaneous damages and/or suggested repairs.
- Check lights. \*\*\* (replacement of bulbs/fixtures is at the owner's expense).
- Run short cycle for dishwasher, run garbage disposal.

\*\*\* Necessary repairs will be included on the Inspection Report for homeowner approval before completion.



### Included Annually for Quarterly Program Participants

- Drain and flush water heaters and change upper and lower heating elements.
- Check fill valves, flush valves, flappers, and water levels in all toilets. Check for leaks in all toilets. Replace fill valves. (Three bathrooms are included.)
- Clean out tracks of sliding glass doors and adjust the door if needed.\*\*\*
- Replace backup batteries in smoke alarms and thermostats where needed.

**Additional charges may apply for units with multiple furnaces, water heaters, or more than three bathrooms. We'd be happy to provide you with a customized quote.**