Quarterly Building Maintenance Schedule – Bennett Street, Manchester

1. Plumbing

1.1. Taps:

Check interior and exterior taps for leaks. Replace washers if necessary.

1.2. Drains

Clean with baking soda. Pour water down unused drains.

1.3. Pipes

Inspect visible pipes for leaks.

1.4. Kitchen and bathroom cabinets

Check under and around for leaks.

1.5. Toilets

Check for stability and leaks.

1.6. Boiler/Radiators

Check around boiler and radiators for leaks.

2. Interior

2.1. Wood Cabinets and Trim

Apply a wood protectant.

2.2. Interior Doors

Lubricate hinges.

2.3. Windows and Door Tracks

Check to see if weep holes are open. Clean and dirt and dust. Lubricate latches.

2.4. Ceramic Tile

Check and clean grout.

3. Electrical and Appliances

3.1. Heating and Cooling Systems

Clean and replace filters if necessary.

3.2. Kitchen Extract Fan

Remove and clean filter. Clean any grease deposits from fan housing.

3.3. Refrigerator

Clean drain pan. Clean and defrost freezer if applicable.

3.4. Dishwasher

Check for leaks.

3.5. Wiring, Electrical Cords and Plugs

Check for wear or damage. Replace if necessary.

3.6. Smoke Detectors

Test for proper operation and replace batteries if necessary.

4. Exterior

4.1. Foundation

Impact visible areas, vents and ducts for cracks, leaks or blockages.

4.2. Landscaping

Check for dead, dying or diseased plants and trees, replace if necessary.

4.3. Concrete and Asphalt

Clean any oil/grease.