

Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
 COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Aaron Gornstein, Undersecretary

Public Housing Notice 2013-03

To: All Local Housing Authority Executive Directors,
 Maintenance Staff and Directors of Maintenance

From: James Marathas, Director of Facilities Management

Subject: Preventative Maintenance Monthly Reminders

Date: January 29, 2013

The Facilities Management Specialist Unit has developed a uniform set of tasks in order to help assist LHA's in their responsibility to effectively preserve and extend the useful life of materials, equipment, fixtures and other elements of their property.

This program is designed to assist LHA's of all sizes and varying degrees of capacity. The program is a set of reminders not to be interpreted as a complete and comprehensive preventative maintenance program (PMP).

DHCD is providing all LHA's with monthly PHN's in hopes that this information will be useful in establishing or complimenting your own PMP and would assist in protecting your assets.

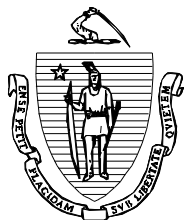
Attached you will find all monthly reminders for the 2013 calendar year. The PHN's will be re-sent as a reminder on the first Monday of every month starting in February.

Adopting the program will help to avoid costly emergency situations that threaten your budget and the health and safety of your staff and residents.

All executive directors and maintenance directors are asked to forward and share these reminders with your maintenance staff and to ensure the tasks contained in the monthly PHN's generate work orders for completion.

If you have any questions pertaining to the reminders, please contact your Facilities Management Specialist for guidance or assistance.

Southeastern MA	James Marathas, Director of Facilities Management	781 858-4008
Western & North Central MA	Dennis Balling, Facilities Management Specialist	617 459-3004
South Central MA	Robert Marcolini, Facilities Management Specialist	617 314-2363
Northeastern MA	Bruce McCarrier, Facilities Management Specialist	617 791-3491



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PHN 2013-03 Attachment - Jan

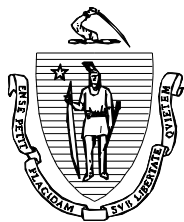
To: All Local Housing Authority Executive Directors and Heads of Maintenance
From: James Marathas, Director of Facilities Management
Subject: Preventative Maintenance Monthly Reminder
Date: January 1, 2013

January Preventative Maintenance Task

1. Monitor and issue on-going snow removal work orders.
2. Hot air furnace / Boiler winter PM.
3. Oil circulator pumps.
4. Clean dryer vents.
5. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.
 - i. Check wiper blades for wear.
 - j. Check underbody for corrosion and hose off.
 - k. Change engine oil in all vehicles. (1st quarter)
6. Check Smoke and Carbon Monoxide detectors during annual inspections.
7. Clean/disinfect compactor and trash chutes.
8. Inventory tools, equipment, refrigerators and stoves in stock.

9. Inventory of supplies and small parts.
10. Unit inspections – schedule so as to complete 100% each year.
11. Lease enforcement: Snow removal from front and rear egress.

Holiday: January 21st – Martin Luther King Jr. Day.



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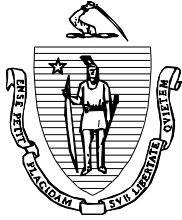
PHN 2013-03 Attachment – Feb

To: All Local Housing Authority Executive Directors and Heads of Maintenance
From: James Marathas, Director of Facilities Management
Subject: Preventative Maintenance Monthly Reminder
Date: February 1, 2013

February Preventative Maintenance Task

1. Monitor and issue on-going snow removal work orders.
2. A/C, heat and air handler filter change.
3. Clean sanitary systems, lubricate valves and pumps.
4. Clean and lubricate trash chutes and doors
5. Strip, wax and buff VAT and linoleum flooring.
6. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.
 - i. Check wiper blades for wear.
 - j. Check underbody for corrosion and hose off.
7. Check Smoke and Carbon Monoxide detectors during annual inspections.
8. Clean/disinfect compactor and trash chutes.
9. Inventory of supplies and small parts.

10. Unit inspections – schedule so as to complete 100% each year.
11. Lease enforcement: Common hallways and stairs free from all obstructions.
12. Holiday: February 18th – Presidents Day.



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PHN 2013-03 Attachment – Mar

To: All Local Housing Authority Executive Directors and Heads of Maintenance
From: James Marathas, Director of Facilities Management
Subject: Preventative Maintenance Monthly Reminders
Date: March 1, 2013

March Preventative Maintenance Task

1. Second Sunday, reset light timers and clocks for daylight saving time.
2. Monitor and issue on-going snow removal work orders.
3. Clean storage rooms and maintenance areas.
4. Touch up all common area paint.
5. Clean heater vents in all common areas.
6. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.
 - i. Check wiper blades for wear.
 - j. Check underbody for corrosion and hose off.
7. Check Smoke and Carbon Monoxide detectors during annual inspections.
8. Clean/disinfect compactor and trash chutes.
9. Unit inspections – schedule so as to complete 100% each year.

10. Lease enforcement: Furniture, trash and debris free from exteriors.

11. Inventory of supplies and small parts.



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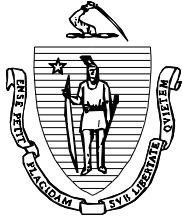
PHN 2013-03 Attachment – Apr

To: All Local Housing Authority Executive Directors and Heads of Maintenance
From: James Marathas, Director of Facilities Management
Subject: Preventative Maintenance Monthly Reminders
Date: April 1, 2013

April Preventative Maintenance Task

1. Fire extinguisher annual recertification.
2. Inspect all entry doors.
3. Clean dryer vents, exhaust vents and roof vent motors.
4. Service lawn equipment.
5. Inspect roofs and siding.
6. Clean common area flooring and carpeting.
7. Clean/disinfect dumpsters and compactor.
8. Cleaning of parking areas, roadways, driveways, walkways and storm drains.
9. Inspect trees and trim as needed (maintain 10ft distance from buildings)
10. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.

- i. Check wiper blades for wear.
 - j. Change engine oil in all vehicles (2nd quarter)
- 11. Check Smoke and Carbon Monoxide detectors during annual inspections.
- 12. Inventory of supplies and small parts.
- 13. Unit inspections – schedule so as to complete 100% each year.
- 14. Lease enforcement: Check for proper AC installation (according to policy)
- 15. Holiday: April 15th – Patriots Day



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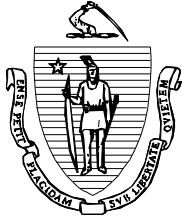
PHN 2013-03 Attachment – May

To: All Local Housing Authority Executive Directors and Heads of Maintenance
From: James Marathas, Director of Facilities Management
Subject: Preventative Maintenance Monthly Reminders
Date: May 1, 2013

May Preventative Maintenance Task

1. Clean all manholes.
2. Emergency generator PM.
3. Clean A/C condensers.
4. Sidewalk and parking lot crack and crevice sealing and repair.
5. Weed treatment at all sites.
6. Edge and mulch all planting beds.
7. Clean/disinfect compactor and dumpsters.
8. Prune/trim all shrubs and bushes away from buildings (maintain 2ft clearance from all structures).
9. Fertilize lawns.
10. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.

- i. Check wiper blades for wear.
- 11. Inventory of supplies and small parts.
- 12. Check Smoke and Carbon Monoxide detectors during annual inspections.
- 13. Unit inspections – schedule so as to complete 100% each year.
- 14. Lease enforcement: Cooking grills and fire pits (according to policy)
- 15. Holiday: May 27th – Memorial Day



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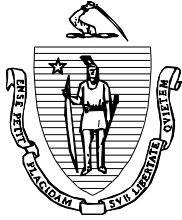
PHN 2013-03 Attachment – Jun

To: All Local Housing Authority Executive Directors and Heads of Maintenance
From: James Marathas, Director of Facilities Management
Subject: Preventative Maintenance Monthly Reminders
Date: June 1, 2013

June Preventative Maintenance Task

1. Summer boiler shut-down and PM service. (non-heating season June 16th to September 14th)
2. Change A/C, heat and air handler filters.
3. Check interior emergency lighting.
4. Weed and edge all planting beds every 2 weeks (June 1st to Oct 1st)
5. Inspect site railings, walkways and stairs for potential hazards. Identify and repair as needed.
6. Edge and mulch all planting beds.
7. Clean/disinfect dumpsters and compactor.
8. Check flags and replace as needed
9. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.
 - i. Check wiper blades for wear.

10. Check Smoke and Carbon Monoxide detectors during annual inspections.
11. Inventory of supplies and small parts.
12. Unit inspections – schedule so as to complete 100% each year.
13. Lease enforcement: Pools, trampolines and swing-sets (according to policy)
 - a. Furniture, trash and debris free from exterior.



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PHN 2013-03 Attachment – Jul

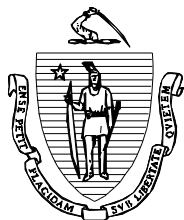
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From: James Marathas, Director of Facilities Management
Subject: Preventative Maintenance Monthly Reminders
Date: July 1, 2013

July Preventative Maintenance Task

1. Clean dryer vents, exhaust vents and roof vent motors.
2. Inspect gutters, downspouts and splash blocks – repair as needed.
3. Inspect common area windows (glass, seals, balances and locks).
4. Inspect and repair site fencing
5. Clean/disinfect dumpsters and compactor.
6. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.
 - i. Check wiper blades for wear.
 - j. Change engine oil in all (3rd quarter)
7. Inventory of supplies and small parts.
8. Check Smoke and Carbon Monoxide detectors during annual inspections.
9. Unit inspections – schedule so as to complete 100% each year.

10. Lease enforcement: Pet policy (according to pet policy)

11. Holiday: July 4th – Independence Day



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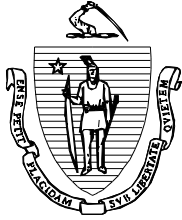
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PHN 2013-03 Attachment – Aug

To: All Local Housing Authority Executive Directors and Heads of Maintenance
From: James Marathas, Director of Facilities Management
Subject: Preventative Maintenance Monthly Reminders
Date: August 1, 2013

August Preventative Maintenance Task

1. Make up air units PM.
2. Strip, wax and buff VAT and linoleum flooring.
3. Clean/disinfect dumpsters compactor.
4. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.
 - i. Check wiper blades for wear.
5. Inventory of supplies and small parts.
6. Check Smoke and Carbon Monoxide detectors during annual inspections.
7. Lease enforcement: Common hallways and stairs free from all obstructions.
8. Unit inspections – schedule so as to complete 100% each year.



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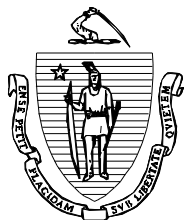
PHN 2013-03 Attachment – Sep

To: All Local Housing Authority Executive Directors and Heads of Maintenance
From: James Marathas, Director of Facilities Management
Subject: Preventative Maintenance Monthly Reminders
Date: September 1, 2013

September Preventative Maintenance Task

1. Check electrical panels in boiler rooms and all common areas .
2. Domestic hot water systems PM.
3. Clean storage rooms and maintenance areas.
4. Touch up all common area paint.
5. Clean heater vents in all common areas.
6. Clean/disinfect dumpsters and compactor.
7. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.
 - i. Check wiper blades for wear.
8. Inventory of supplies and small parts.
9. Check Smoke and Carbon Monoxide detectors during annual inspections.

10. Unit inspections – schedule so as to complete 100% each year.
11. Lease enforcement: Removal of all AC's (according to policy)
12. Holiday: September 2nd – Labor Day



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PHN 2013-03 Attachment – Oct

To: All Local Housing Authority Executive Directors and Heads of Maintenance
From: James Marathas, Director of Facilities Management
Subject: Preventative Maintenance Monthly Reminders
Date: October 1, 2013

October Preventative Maintenance Task

1. October 7th through the 13th – Fire Prevention Month – Perform PM and check all fire systems, sprinklers, fire pumps, fire extinguishers, common area egress, etc.
2. Annual cleaning of septic systems.
3. Annual sewer station PM.
4. Boiler tune-up. (Heating season is September 15th through June 15th)
5. Change A/C, heat and air handler filters.
6. Clean/disinfect dumpsters and compactor.
7. Annual cleaning of all gutters.
8. Leaf removal.
9. Prune and trim all shrubs and bushes. (maintain 2ft clearance from all structures)
10. Fertilize lawns.
11. Buy and stock ice melt for winter.
12. Clean dryer vents, exhaust vents and roof vent motors.
13. Service snow blowers.
14. Cleaning of parking areas, roadways, driveways, walkways and storm drains.

15. Clean, service and store lawn equipment.

16. Vehicle Inspection:

- a. Check all fluid levels: crank case, transmission, etc.
- b. Check antifreeze, radiator rust inhibitor, and thermostat.
- c. Check windshield washer fluid.
- d. Check belts and hoses.
- e. Check plugs, wiring, battery, clean and grease terminals.
- f. Clean out air cleaner.
- g. Check wheel alignment and tire balance (signs of uneven wear).
- h. Check heater and defroster.
- i. Check wiper blades for wear.
- j. Change engine oil in all vehicles. (4th quarter)

17. Inventory of supplies and small parts.

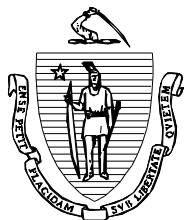
18. Check Smoke and Carbon Monoxide detectors during annual inspections.

19. Unit inspections – schedule so as to complete 100% each year.

20. Lease enforcement: Decorations (Halloween) cords running through doors and windows.

- a. Inspect all basements for proper clearance from heating systems (5ft).
- b. Fire prevention notices to tenants.

21. Holiday: October 14th – Columbus Day



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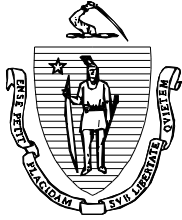
PHN 2013-03 Attachment – Nov

To: All Local Housing Authority Executive Directors and Heads of Maintenance
From: James Marathas, Director of Facilities Management
Subject: Preventative Maintenance Monthly Reminders
Date: November 1, 2013

November Preventative Maintenance Task

1. First Saturday in November reset light timers and clocks back 1 hour for daylight saving time.
2. Monitor and issue on-going snow removal work orders.
3. Inspect trees and trim as needed (maintain 10ft clearance from all structures).
4. Monitor and issue on-going snow removal work orders.
5. Clean common area carpets and flooring.
6. Clean/disinfect compactor and trash chutes.
7. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.
 - i. Check wiper blades for wear.
 - j. Check underbody for corrosion and hose off.
8. Inventory of supplies and small parts.
9. Lease enforcement: Blocked egresses.

10. Holidays: November 11th – Veterans Day
 i. November 28th – Thanksgiving



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PHN 2013-03 Attachment – Dec

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From: James Marathas, Director of Facilities Management
Subject: Preventative Maintenance Monthly Reminders
Date: December 1, 2013

December Preventative Maintenance Task

1. Monitor and issue on-going snow removal work orders.
2. Check and replace flags as needed.
3. Clean/disinfect compactor and trash chutes.
4. Vehicle Inspection:
 - a. Check all fluid levels: crank case, transmission, etc.
 - b. Check antifreeze, radiator rust inhibitor, and thermostat.
 - c. Check windshield washer fluid.
 - d. Check belts and hoses.
 - e. Check plugs, wiring, battery, clean and grease terminals.
 - f. Clean out air cleaner.
 - g. Check wheel alignment and tire balance (signs of uneven wear).
 - h. Check heater and defroster.
 - i. Check wiper blades for wear.
 - j. Check underbody for corrosion and hose off.
5. Inventory of supplies and small parts.
6. Lease enforcement: Decorations (Christmas) Cords running through doors and windows.
7. Holidays: December 25th – Christmas Day