

**Please review Lease Attachment A:
Maintenance responsibilities**

NOTE: Provider/ Agency responsibilities are identified in shaded rows.

Type of Maintenance	Description	Tasks (lists are not all-inclusive)	Responsible Parties
Routine Maintenance	Maintenance and cleaning activities that must be performed on a regular basis.	Cleaning, such as sweeping, vacuuming, dusting, washing floors, windows and walls, maintaining clean bathrooms and appliances. Regularly replace light bulbs or broken outlet or switch covers. Unclog toilets. Care of exterior grounds, such as raking leaves, moving lawns, snow removal, removing trash. Seasonal placement and removal of screen and storm windows.	PROVIDER/ AGENCY
Preventive Maintenance	Checking and monitoring building systems and components. Performed on a regular basis. Goal to identify items needing LHA attention before repairs become major. Join Authority on scheduled inspections.	Baths: caulking, checking operation of toilets and sinks. Kitchen: checking operations of appliances. Exterior: checking for damage to walkways, roofs, patios, fences, driveways and siding. Test fire extinguishers, CO2 alarms, sprinkler and fire emergency systems as specified by manufacturer and/ or DDS/DMH and Authority protocols. Join Authority on scheduled inspections.	PROVIDER/ AGENCY
Preventive Maintenance		Regular painting of exterior walls, trim and decks; interior walls and trim as needed. Regularly service mechanical systems. Repair driveways and sidewalks. Clear gutters. Repair roof leaks. Conduct semi-annual inspections to evaluate all building systems and components. Test CO2 alarms, sprinkler and fire emergency systems as specified by manufacturer and/ or DDS/DMH and Authority protocol. If applicable, test fire extinguishers provided by the Authority.	Housing Authority
Minor Repairs	Minor repairs: Correction of malfunctioning or damaged building equipment or components. Does not include total replacement.	Repair broken windows, doors, and screens; gouged walls, Replace damaged siding and trim. Repair leaky plumbing fixtures or malfunctioning electrical outlets and switches. patch holes in paving.	Housing Authority
Major System Repairs	Replacement of building systems or structural components.	Scheduled replacement of major appliances and toilets; rehabilitation of bathrooms, kitchens, floor coverings, decks, roofs and siding; upgrade to electrical, plumbing, HVAC and fire safety systems.	Housing Authority
Emergency Repairs	Necessary when condition poses immediate health and safety hazard to residents and staff in home.	Replacement of failed boilers, hot water heaters, central air conditioners, toilets, tubs, plumbing, wiring, life safety systems or major appliances.	Housing Authority

NOTE: The Parties acknowledge that the monthly rent payment is inclusive of the LHA's maintenance responsibilities.

Updated: July 2022