



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

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

**PHN 2013-03 Attachment – Dec**

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

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**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.

Holidays: December 25<sup>th</sup> – Christmas Day