



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

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

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.

Holiday: February 18th – Presidents Day.

NOTE: Carbon monoxide (CO) detectors that were installed in 2006 are due to expire at the end of this calendar year. DHCD has researched the current market for the best possible replacement product and negotiated favorable prices from three vendors. In April, DHCD will release a public housing notice with instructions on how to place an order for delivery. If you are planning on replacing your CO detectors this spring or summer, please look out for this notice and take advantage of these negotiated prices.