



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**Public Housing Notice 2015-05**

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: February 19, 2015

---

As a reminder 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.

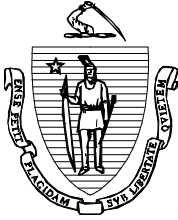
Attached you will find all monthly reminders for the 2015 calendar year. The PHN's will be re-sent as a reminder on the first Monday of every month starting in February.

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	Bruce Budrick, Facilities Management Specialist	617-780-5332
South Central MA	Harry Avery, Facilities Management Specialist	508-868-5077
Northeastern MA	Bruce McCarrier, Facilities Management Specialist	617-791-3491



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**PHN 2015-05 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

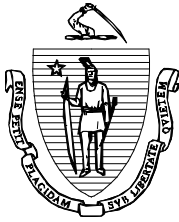
Date: January 1, 2015

---

**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:
  - Check all fluid levels: crank case, transmission, etc.
  - Check antifreeze, radiator rust inhibitor, and thermostat.
  - Check windshield washer fluid.
  - Check belts and hoses.
  - Check plugs, wiring, battery, clean and grease terminals.
  - Clean out air cleaner.
  - Check wheel alignment and tire balance (signs of uneven wear).
  - Check heater and defroster.
  - Check wiper blades for wear.
  - Check underbody for corrosion and hose off.
  - Change engine oil in all vehicles. (1<sup>st</sup> 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.
  - It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
  - It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.
11. Lease enforcement: Snow removal from front and rear egress.
12. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.
  - Blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.
13. Holidays: January 1<sup>st</sup> – New Year's Day  
January 19<sup>th</sup> – Martin Luther King Jr. Day.



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**PHN 2015-05 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, 2015

---

**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.
  - It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
  - It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.
11. Lease enforcement: Clear common hallways and stairs free from all obstructions. (PHN 2012-12)
  - According to the State Sanitary code 105 CMR 410.451 - No person shall obstruct any exit or passageway. The owner is responsible for maintaining free from obstruction every exit used or intended for use by occupants of more than one dwelling unit or rooming unit. The occupant shall be responsible for maintaining free from obstruction all means of exit leading from his unit and not common to the exit of any other unit.
12. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.
  - Blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.
13. Holiday: February 16<sup>th</sup> – Presidents Day.



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**PHN 2015-05 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

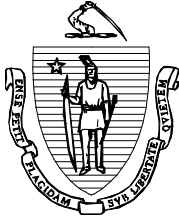
Date: March 1, 2015

---

**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.
  - It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
  - It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.
10. Lease enforcement: Furniture, trash and debris free from exteriors.
11. Inventory of supplies and small parts.
12. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.
  - Blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.
13. Holiday - March 17<sup>th</sup> Evacuation Day (Suffolk County only, state and municipal offices are open)



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**PHN 2015-05 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, 2015

---

**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 (2<sup>nd</sup> quarter)

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

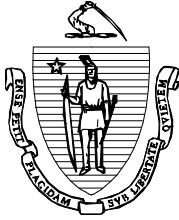
12. Inventory of supplies and small parts.

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

- It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
- It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.

14. Lease enforcement: Check for proper AC installation (according to policy)  
(See attached recommended Air Conditioner Policy)

15. Holiday: April 20<sup>th</sup> – Patriots Day



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**PHN 2015-05 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, 2015

---

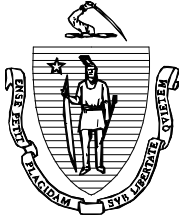
**May Preventative Maintenance Task**

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.

**NOTE:** Please note that in accordance with 527 CMR 17, which took effect September 2012, the new application of mulch within 18 inches around combustible exteriors of buildings such as wood or vinyl, but not brick or concrete, is prohibited. (See attachment.)

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.
  - It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
  - It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.
14. Lease enforcement: Cooking grills and fire pits (according to policy)
  - DHCD recommends the ban of fire pits on all public housing property. There is extreme risk to life and safety with the unsupervised use of fire pits.
  - All cooking grills should be used a minimum of 10 feet from all structures.
15. Holiday: May 25<sup>th</sup> – Memorial Day



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**PHN 2015-05 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, 2015

---

**June Preventative Maintenance Task**

1. Summer boiler shut-down and PM service. (non-heating season June 16<sup>th</sup> to September 14<sup>th</sup>)
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 1<sup>st</sup> to Oct 1<sup>st</sup>)
5. Inspect site railings, walkways and stairs for potential hazards. Identify and repair as needed.
6. Edge and mulch all planting beds.

**NOTE:** Please note that in accordance with 527 CMR 17, which took effect September 2012, the new application of mulch within 18 inches around combustible exteriors of buildings such as wood or vinyl, but not brick or concrete, is prohibited. (See attachment.)

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.

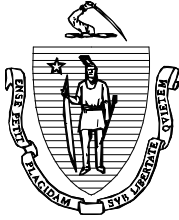
12. Unit inspections – schedule so as to complete 100% each year.

- It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
- It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.

13. Lease enforcement: Pools, trampolines and swing-sets (according to policy)

- a. Furniture, trash and debris free from exterior.

Holiday:        June 17<sup>th</sup>        Bunker Hill Day (Suffolk County only, state and municipal offices are open)



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**PHN 2015-05 Attachment – July**

To: All Local Housing Authority Executive Directors and Heads of Maintenance

From: James Marathas, Director of Facilities Management

Subject: Preventative Maintenance Monthly Reminders

Date: July 1, 2015

---

**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 (3<sup>rd</sup> 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.
  - It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
  - It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.
10. Lease enforcement: Pet policy (according to pet policy)
11. Holiday: July 4<sup>th</sup> – Independence Day



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**PHN 2015-05 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, 2015

---

**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. (PHN 2012-12)
  - According to the State Sanitary code 105 CMR 410.451 - No person shall obstruct any exit or passageway. The owner is responsible for maintaining free from obstruction every exit used or intended for use by occupants of more than one dwelling unit or rooming unit. The occupant shall be responsible for maintaining free from obstruction all means of exit leading from his unit and not common to the exit of any other unit.
8. Unit inspections – schedule so as to complete 100% each year.
  - It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
  - It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**PHN 2015-05 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

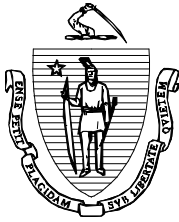
Date: September 1, 2015

---

**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.
  - It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
  - It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.
11. Lease enforcement: Removal of all AC's (according to policy)
12. Holiday: September 7<sup>th</sup> – Labor Day



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**PHN 2015-05 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, 2015

---

**October Preventative Maintenance Task**

1. October 7<sup>th</sup> through the 13<sup>th</sup> – 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 15<sup>th</sup> through June 15<sup>th</sup>)
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. (4<sup>th</sup> quarter)

17. Inventory of supplies and small parts.

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

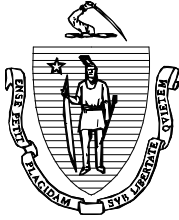
19. Unit inspections – schedule so as to complete 100% each year.

- It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
- It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.

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 12<sup>th</sup> – Columbus Day



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**PHN 2015-05 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, 2015

---

**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. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.
  - Blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.
11. Holidays: November 11<sup>th</sup> – Veterans Day  
November 26<sup>th</sup> – Thanksgiving Day



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**PHN 2015-05 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, 2015

---

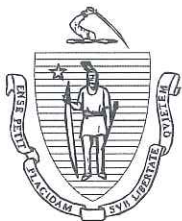
**December Preventative Maintenance Task**

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.

(Continued on next page)



7. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.
  - Blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.
8. Holiday: December 25<sup>th</sup> – Christmas Day



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

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

**Public Housing Notice 2012-12**

**Memorandum**

**To:** All Local Housing Authority Executive Directors  
**From:** Lizbeth Heyer, Associate Director, Division of Public Housing and Rental Assistance  
**Subject:** Common Area Use Policy  
**Date:** October 3, 2012

---

In response to recent circumstances related to use of common areas in state aided public housing developments, the Department of Housing and Community Development is issuing this PH Notice to provide residents and administrators with general guidance on the matter.

As a general rule, tenants cannot place personal property on or in common areas of housing authority property. They may display decorations, plants, signs and other items within the areas that are under their exclusive control, in a manner that does not obstruct an open egress route from the dwelling unit to the outside public way, and that does not pose any other safety hazard.

Should the Local Housing Authority determine that it would allow displays in common areas where egress is not at issue, residents may be allowed to display selected items in accordance with Local Housing Authority rules and policy and in compliance with local ordinances or by-laws.

The single exception is that residents may always display the American flag in common spaces, as long as it complies with safety provisions mentioned above, and is displayed respectfully in accordance with existing laws related to use of the flag.

The Local Housing Authority will promulgate the guidance for the use of common space, and will seek cooperation of the resident population in regard to enforcement.

## Suggestions for your Air Conditioner Policy

Your air conditioner policy should include:

1. Written request from tenant – followed by written permission from HA
2. Maximum BTU size. (most authorities restrict them to 5000 BTU's depending on size of room/apartment)
3. Total number of AC units allowed.
4. AC units should (must) be energy star approved.
5. Extension cords (only a 12-3 cord with a ground can be used if needed-[Appliance cord])
6. Install date (Heating season ends June 15<sup>th</sup> )
7. Removal date (Heating season starts September 15<sup>th</sup>)
8. Proper installation instructions. You should solicit 3 price quotes from local contractors that are willing to install the AC units according to the following criteria:
  - a. Wood Sash:
    - i. An "L" bracket is to be used for securing both the top sash and the lower sash together so they are not able to be opened.
    - ii. Weather stripping between the top and bottom sash.
    - iii. No duct tape, cardboard, cloth, or other unprotected/unweather proof material will be used as AC side panels.
  - b. Vinyl Sash:
    - i. A wood dowel, or other suitable material, is to be placed on top of the lower sash and directly under the handle (if present) of the upper sash, to secure both sash from being opened.
    - ii. An "L" bracket can be used where there is no upper sash handle. CAUTION: Do not install "L" bracket to close to glass edge of sash – may cause glass breakage.
    - iii. Weather stripping between the top and bottom sash.
    - iv. No duct tape, cardboard, cloth, or other unprotected/unweather proof material will be used as AC side panels.
  - c. Proper pitch of AC unit to direct condensation away from the inside of the apartment.
  - d. *The price quote list can be given out to tenants for them to choose an installer. Advise the tenant to keep their receipt as proof of approved AC installation.*
9. Air conditioners must be maintained in good working order and kept clean.
10. When a room only has 1 window, a window mounted AC is prohibited. A non-exhausting portable AC may be the only compromise but can be more expensive (\$300-\$600).