TASK	Frequency	Performed by	Jan	Feb	Mar	Apr	Мау	Jun	Jul
Inspections									
Building interior common areascheck for damage, make repairs	monthly	staff	х	х	х	Х	х	Х	Х
Building exteriorcheck for damage, make repairs	monthly	staff	х	Х	х	Х	х	Х	Х
UnitS-check for damage, dearliness, make repairs	annual	staff						х	
Building Exterior									
Siding-wash if needed, monitor condition of paint, spot re-paint as needed	annual	staff				Х			
Windows-wash, re-caulk if needed	annual	vendor				Х			
D00fS-wash, check weather stripping, re-paint as needed	annual	staff				Х			
Signage-inspect, clean, repair as needed	monthly	staff		Х					
Lightingclean fixtures, change lamps as needed	monthly	staff	х	Х	х	Х	х	Х	χ
R00fclear debris off flat areas and from drains/scuppers, monitor condition for cracking, water pooling, leaks, loose flashing	monthly	staff	Х	χ	х	х	χ	х	х
R00f-remove moss off sloped areas, clear debris from gutters/downspouts	annual	vendor							Х
Decks and stairswash	annual	staff				Х			
Foundationmonitor for cracking, check vent covers, confirm no pests	annual	staff				Х			

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