

## AMC ANNUAL MAINTENANCE CHECKLIST-GENERAL

\*Items common to all buildings

### EXTERIOR

#### Roofs-

- Inspect and clean shingles or metal roofing. Check membrane roofs
- Inspect and clean gutters and downspouts
- Inspect and clean chimneys and flues
- Inspect insulation in attics

#### Walls, windows, doors-

- Check all windows for smooth operation, tight seal, and no broken glass. Screens should fit well and have no holes.
- Check all doors for proper latching, weatherization, closing and security
  - Inspect exterior walls for weatherization (caulking/insulation), appearance (paint/stain/trim etc.), safety (loose boards, beehives, snakes, bats, etc)
  - Inspect roof trim; paint/stain as needed

#### Foundations-

- Inspect concrete/stone/wood foundations and sills for rot and deterioration. Seal rodent holes.

#### Power-

- inspect all lines and poles.
- inspect all power entrance hardware.

#### Grounds-

- check drainage and grade driveways and roads.
- clean culverts and catch basins.
- check drainage around buildings and downspouts
- check for hazard trees around each building. Limit overhanging trees.

#### Systems-

- pump septic tanks and grease traps as needed
  - inspect well house; keep well ventilated and bug/rodent free. Rebuild water pumps, chlorinators, relevant plumbing as needed. Exercise all valves annually.
- visually inspect all propane tanks for stability, regulator age, and debris

### INTERIOR

#### Systems-

- clean boiler, furnace, fireplaces/woodstoves before heating season
  - check all refrigerators, coolers, and freezers 4x/ year for proper seal and defrosting. Check condensate pans.
  - check and clean all kitchen appliances; stoves, ice machine, etc. Clean and maintain kitchen hood, screens and ventilators.
- check bulbs and lighting to insure best possible bulbs are used
  - Verify all external inspections; Range Fire Suppression, Sprinklers, Fire/smoke detection, Health, boiler, insurance, OSHA, etc.
  - inspect all building ventilators; intake and exhaust

#### Bathrooms and kitchens-

- check all faucets, showers and toilets for leaks, drips, etc
- check stability of all ADA grab bars in all locations
- check fans and ventilation for smooth, quiet, efficient operation

#### Basements-

- flush all floor drains
  - check and clean all window wells and exit tunnels; stairs, railings and ramps

#### Floors-

- carpets; inspect, clean and replace as needed
- rubber floors and stair treads
- wood floors; sand and oil as needed