



BUILDING INTERIOR MAINTENANCE

Are the walls and ceilings free of damage and faded paint?			YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:		
Is the wood trim secure and free from peeling?			YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:		
Are the handrails, doors, windows secured, recently painted or re-painted?			YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:		
Are entryway floors free of exterior salt and sand?			YES	NO
		Work Completed:		
Are all bulbs or light fixtures working?			YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:		
Has the kitchen ventilation hood been cleaned?			YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:		

EQUIPMENT MAINTENANCE

Are furnace air filters clean and/or replaced monthly?			YES	NO	Work Completed:
<small>(Air filters should be replaced monthly during December, January and February)</small>					
Are water levels in boilers checked and blown down weekly?			YES	NO	Work Completed:
Has the air been bled from radiators?			YES	NO	Work Completed: