



**WINTER**



## BUILDING INTERIOR MAINTENANCE

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

## EQUIPMENT MAINTENANCE

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