



BUILDING EXTERIOR MAINTENANCE

Has any damage from frost, snow or wind been repaired?		YES	NO
<input type="checkbox"/> Estimate Acquired	<input type="checkbox"/> Board Approved		
Target:	Amount Funded :	Work Completed:	
Have awnings been installed or repaired?		YES	NO
<input type="checkbox"/> Estimate Acquired	<input type="checkbox"/> Board Approved		
Target:	Amount Funded :	Work Completed:	
Have windows been washed?	YES	NO	Work Completed:
Has missing or cracked putty been replaced?	YES	NO	Work Completed:
Has broken glass been replaced?		YES	NO
<input type="checkbox"/> Estimate Acquired	<input type="checkbox"/> Board Approved		
Target:	Amount Funded :	Work Completed:	
Is the paint on building exterior OK?		YES	NO
<input type="checkbox"/> Estimate Acquired	<input type="checkbox"/> Board Approved		
Target:	Amount Funded :	Work Completed:	

ROOF MAINTENANCE

Have the roof valleys been cleaned?	YES	NO	Work Completed:
Have the roof drains been cleaned?	YES	NO	Work Completed:
Have the gutters been cleaned and secured?	YES	NO	Work Completed:
Have the downspouts been cleaned and secured?	YES	NO	Work Completed:
Have any necessary roof repairs been performed?		YES	NO
<input type="checkbox"/> Estimate Acquired	<input type="checkbox"/> Board Approved		
Target:	Amount Funded :	Work Completed:	





BUILDING INTERIOR MAINTENANCE

Have battery-powered smoke detectors been checked and batteries replaced (twice a year)?	YES	NO	Work Completed:
Have fire extinguishers been checked and serviced?	YES	NO	Work Completed:
Have sprinkler (fire suppression) systems been tested (tested twice a year and certified every five years)?	YES	NO	
<input type="checkbox"/> Estimate Acquired	<input type="checkbox"/> Board Approved		
Target:	Amount Funded :	Work Completed:	
Are all fire doors adjusted and able to close properly unassisted?	YES	NO	
<input type="checkbox"/> Estimate Acquired	<input type="checkbox"/> Board Approved		
Target:	Amount Funded :	Work Completed :	
Have exit doors for emergency use only been tested to be sure they open easily?	YES	NO	
<input type="checkbox"/> Estimate Acquired	<input type="checkbox"/> Board Approved		
Target:	Amount Funded :	Work Completed:	
Have all unused books, paper and other debris been disposed of?	YES	NO	Work Completed:
Have windows, blinds, draperies etc. been cleaned or replaced?	YES	NO	
<input type="checkbox"/> Estimate Acquired	<input type="checkbox"/> Board Approved		
Target:	Amount Funded :	Work Completed:	

EQUIPMENT MAINTENANCE

Has the heating system been shut down?	YES	NO	
<input type="checkbox"/> Estimate Acquired	<input type="checkbox"/> Board Approved		
Target:	Amount Funded :	Work Completed:	
Have the pumps been serviced per manuals?	YES	NO	
<input type="checkbox"/> Estimate Acquired	<input type="checkbox"/> Board Approved		
Target:	Amount Funded :	Work Completed:	



Have fireplaces and incinerator ash pits been cleaned?		YES	NO	Work Completed:
Have all air-conditioning units been serviced?		YES	NO	
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target :	Amount Funded :		Work Completed:	
Has all ventilating equipment been serviced?		YES	NO	
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target:	Amount Funded :		Work Completed:	
Have all fuel and gutter heating cables been checked?		YES	NO	
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target:	Amount Funded :		Work Completed:	