



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 Date:	Amount Funded:	Work Completed:	
Have awnings been installed or repaired?		YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	Amount Funded:	Work Completed:	
Have storm windows been removed and screens installed?		YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	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 be replaced?		YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	Amount Funded:	Work Completed:	
Is the paint on building exterior OK?		YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	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 Date:	Amount Funded:	Work Completed:	

BUILDING INTERIOR MAINTENANCE

Have battery-powered smoke detectors been checked and batteries replaced (twice yearly)?	YES	NO	Work Completed:
Have fire extinguishers been checked and serviced?	YES	NO	Work Completed:
Have automatic fire extinguishers over cook stoves and fryers been tested and certified (twice yearly)?	YES	NO	
<input type="checkbox"/> Estimate Acquired			<input type="checkbox"/> Board Approved
Target Date:	Amount Funded:	Work Completed:	
Have sprinkler (fire suppression) systems been tested (twice yearly and certified every five years)?	YES	NO	
<input type="checkbox"/> Estimate Acquired			<input type="checkbox"/> Board Approved
Target Date:	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 Date:	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 Date:	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 Date:	Amount Funded:	Work Completed:	
Has the crawl space and basement windows been opened or prepared for summer ventilation?	YES	NO	
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	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 Date:	Amount Funded:	Work Completed:	
Have the pumps been serviced per manuals?	YES	NO	
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	Amount Funded:	Work Completed:	
Have fireplaces and incinerator ash pits been cleaned?	YES	NO	Work Completed:
Have all air-conditioning units been serviced (and exterior covers removed and stored)?	YES	NO	
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	Amount Funded:	Work Completed:	
Has all ventilating equipment been serviced?	YES	NO	
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	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 Date:	Amount Funded:	Work Completed:	