

Maintenance Plan

For

Desert Willow Apartments, Inc (DWA)

Revision 2
Board Approved
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Desert Willow Apartments
Maintenance Plan

Document Change History

Revision 1 – 1/18/2012, Forrest Lloyd

Copied from old management plan.

Revision 2 – 1/24/2012, Forrest Lloyd, Susan Phipps-Carr and Bill Brown

Rewrote document. Ms Mulvihill changed monoxide to carbon-monoxide.

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- a. Prior to move-in, the resident and a management staff person will inspect the unit and complete an inspection checklist describing the condition of the unit at the time of move-in. This completed checklist will be approved and signed by both parties. The Management Company will correct any deficiency, fault, and/or damage noted on the checklist in a timely manner.
- b. At the time of move-out, the resident and a management staff person will inspect the apartment using the same checklist to evaluate the condition of the apartment at the time of move-in. The checklist will be signed by both parties and will be used to determine if any charges should be made for damages done by the resident beyond normal wear and tear.
- c. The Resident Manager will conduct heating and air conditioning equipment inspection in the spring and fall. The Resident Manager will inspect smoke and carbon-monoxide detectors biannually. During these scheduled inspections, overall condition of the unit will be evaluated for needed repairs.
- d. Deficiencies or damages beyond normal wear and tear that are the responsibility of the tenant will be noted and the tenant so notified. A follow-up inspection will be made to insure the work has been completed. All repairs beyond normal wear and tear repairs will be billed to the tenant.
- e. Interior painting is done on a five-year cycle and/or tenant move-out. Exterior wood trim and metal painting is performed on a five-year cycle. Stucco is painted every ten to fifteen years. Other maintenance tasks to be performed are scheduled on a preventive maintenance schedule.
- f. A contract will be signed with local companies or municipalities for the collection of garbage and trash from the project.
- g. Landscaping and ground maintenance will be performed as a minimum on a bimonthly basis.
- h. Entryways, community room, kitchen, and laundry room will be cleaned at least weekly.
- i. Tenants will report maintenance requirements to the resident manager as soon as identified. If the tenant causes the repair work, the tenant will be billed for the service.