

**Flat Maintenance Schedule**

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Flat Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Last Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flat Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flat Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Hallway/Vestibule** | **Frequency** | **Start /End Date** | **List all Deficiencies or Comments** |
| Ceiling/wall finishes & trim work |  |  |  |
| Flooring |  |  |  |
| Electrical switches & outlets |  |  |  |
| Light fixtures |  |  |  |
| Closet doors, hardware, rod & shelf |  |  |  |
| Smoke detector |  |  |  |
| **Kitchen** | **Frequency** | **Start /End Date** | **List all Deficiencies or Comments** |
| Ceiling/wall finishes & trimwork |  |  |  |
| Flooring |  |  |  |
| Electrical switches & outlets |  |  |  |
| Light fixtures |  |  |  |
| Range hood & filter |  |  |  |
| Cabinets |  |  |  |
| Counter tops |  |  |  |
| Sink & strainer |  |  |  |
| Faucet |  |  |  |
| Stove |  |  |  |
| Refrigerator |  |  |  |
| Heating system |  |  |  |
| **Livingroom/Diningroom** | **Frequency** | **Start /End Date** | **List all Deficiencies or Comments** |
| Ceiling/wall finishes & trimwork |  |  |  |
| Flooring |  |  |  |
| Electrical switches & outlets |  |  |  |
| Light fixtures |  |  |  |
| Windows, hardware, glazing, insect screens & weatherstripping |  |  |  |
| Heating system |  |  |  |
| **Washroom** | **Frequency** | **Start /End Date** | **List all Deficiencies or Comments** |
| Ceiling/wall finishes & trimwork |  |  |  |
| Flooring |  |  |  |
| Electrical switches & GFCI outlet |  |  |  |
| Light fixtures |  |  |  |
| Exhaust fan |  |  |  |
| Vanity & counter top |  |  |  |
| Basin & mechanical waste/stopper |  |  |  |
| Basin faucet |  |  |  |
| Mirror/medicine cabinet |  |  |  |
| Toilet & shut-off valve |  |  |  |
| Bathtub, & mechanical waste/stopper |  |  |  |
| Tub faucet, tub filler & shower head |  |  |  |
| Ceramic tile/tub surround |  |  |  |
| Shower curtain rod |  |  |  |
| Grab bars |  |  |  |
| Towel bar |  |  |  |
| Toilet paper dispenser |  |  |  |
| Soap dish & tooth brush holder |  |  |  |
| Entrance door & hardware |  |  |  |
| Heating system |  |  |  |
| **Bedroom #1** | **Frequency** | **Start /End Date** | **List all Deficiencies or Comments** |
| Ceiling/wall finishes & trimwork |  |  |  |
| Flooring |  |  |  |
| Electrical switches & outlets |  |  |  |
| Light fixtures |  |  |  |
| Closet doors, hardware, rod & shelf |  |  |  |
| Entrance door & hardware |  |  |  |
| Windows, hardware, glazing,  |  |  |  |
| Insect screens & weatherstripping |  |  |  |
| Heating system |  |  |  |
| **Bedroom #2** | **Frequency** | **Start /End Date** | **List all Deficiencies or Comments** |
| Ceiling/wall finishes & trimwork |  |  |  |
| Flooring |  |  |  |
| Electrical switches & outlets |  |  |  |
| Light fixtures |  |  |  |
| Closet doors, hardware, rod & shelf |  |  |  |
| Entrance door & hardware |  |  |  |
| Windows, hardware, glazing,  |  |  |  |
| Insect screens & weatherstripping |  |  |  |
| Heating system |  |  |  |
| **General** | **Frequency** | **Start /End Date** | **List all Deficiencies or Comments** |
| Unit entrance doors & hardware |  |  |  |
| Balcony/patio door, hardware, |  |  |  |
| Weatherstripping, glazing & insect screen |  |  |  |
| Exterior light fixture |  |  |  |
| Exterior GFCI outlet |  |  |  |
| Intercom |  |  |  |
| Fuse/breaker panel |  |  |  |