

596 NORTH AVENUE APARTMENTS

November 11, 2022

Operations and
Maintenance Manual
(DRAFT)

Operations and Maintenance Manual

596 North Avenue Apartments

Managed by TBD

Address TBD

Telephone TBD

MANAGEMENT CONTACTS

Community Manager	TBD	Telephone TBD	Email TBD
Maintenance Manager	TBD	Telephone TBD	Email TBD

OFFICE AND STAFF HOURS

Management	TBD
24 Hour Emergency Maintenance	Telephone TBD
Service Requests	Telephone TBD
Web Site	TBD

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I. COMMUNITY OPERATIONS

a. Community Description

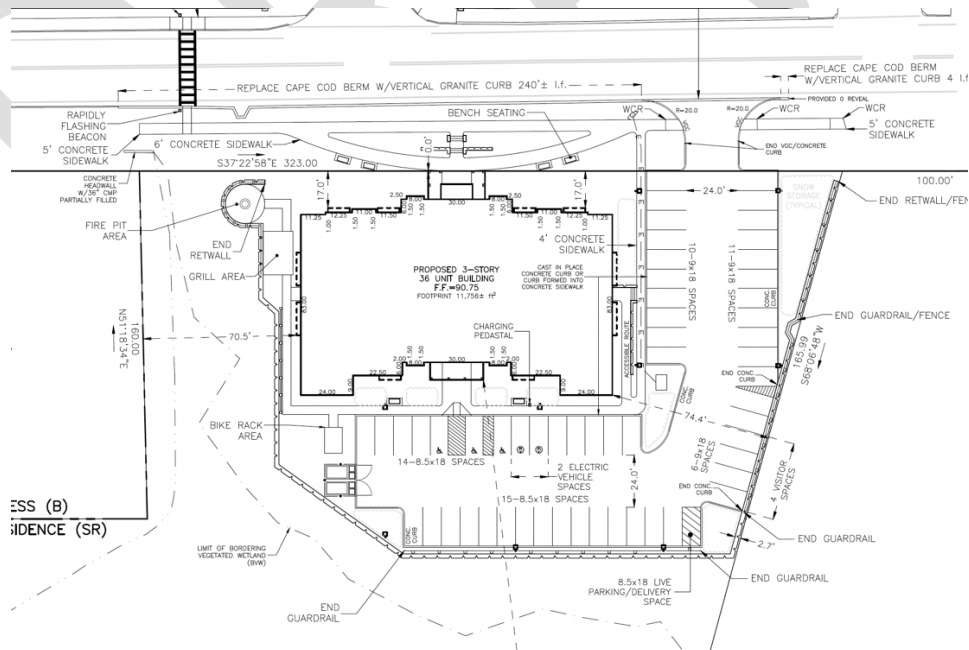
Address TBD, Wakefield, MA 01867

596 North Avenue Apartments is a 36-unit apartment development in a single 3-story building. The unit mix is as follows: 24 1-bedroom units, 8 2-bedroom units, and 4 3-bedroom units. Conceptual diagrams of the building and site are below.

Diagram 1 - Building View



Diagram 2 - Site Overview



b. Community Contacts

Community Manager	TBD	TBD	TBD
Maintenance Manager	TBD	TBD	TBD
Police Department (Non-Emergency)	TBD	TBD	TBD
Fire Department (Non-Emergency)	TBD	TBD	TBD
Wakefield Town Hall	TBD	TBD	TBD
Department of Public Works	TBD	TBD	TBD
Wakefield Municipal Gas & Light Dept	TBD	TBD	TBD

For all health, fire, and safety emergencies please dial 9-1-1 first and notify management as soon as it is safe and possible.

c. Management Company

The project will be managed by a local management company with local staff on call. Management will not have an on-site management office but personnel will be on-site on an as needed basis on weekdays during business hours for building and site upkeep, maintenance, cleaning, and operations. The management company will be selected prior to occupancy.

Address TBD, Wakefield, MA

Management
24 Hour Emergency Maintenance
Service Requests
Web Site

Monday through Friday 9am – 5pm
Telephone TBD
Telephone TBD
TBD

Ownership Headquarters (for mailing purposes only)

Address TBD

d. Trash and Recycling Procedures

Common Areas (Interior and Exterior)

596 North Avenue Apartments Management will be responsible for emptying any common area trash and recycling receptacles into the site garbage dumpster on an as-needed basis, at least once daily M-F.

Apartments (Tenant Responsibility)

Tenants are solely responsible for the timely disposal of their recycling and trash in the trash receptacles shown on Diagram 3 below. Receptacles will be clearly marked for recycling and garbage. Once recycling and trash have been disposed, residents must close the lid of each receptacle to ensure our community remains pristine. In no event may tenants throw garbage over the fence/enclosure surrounding the

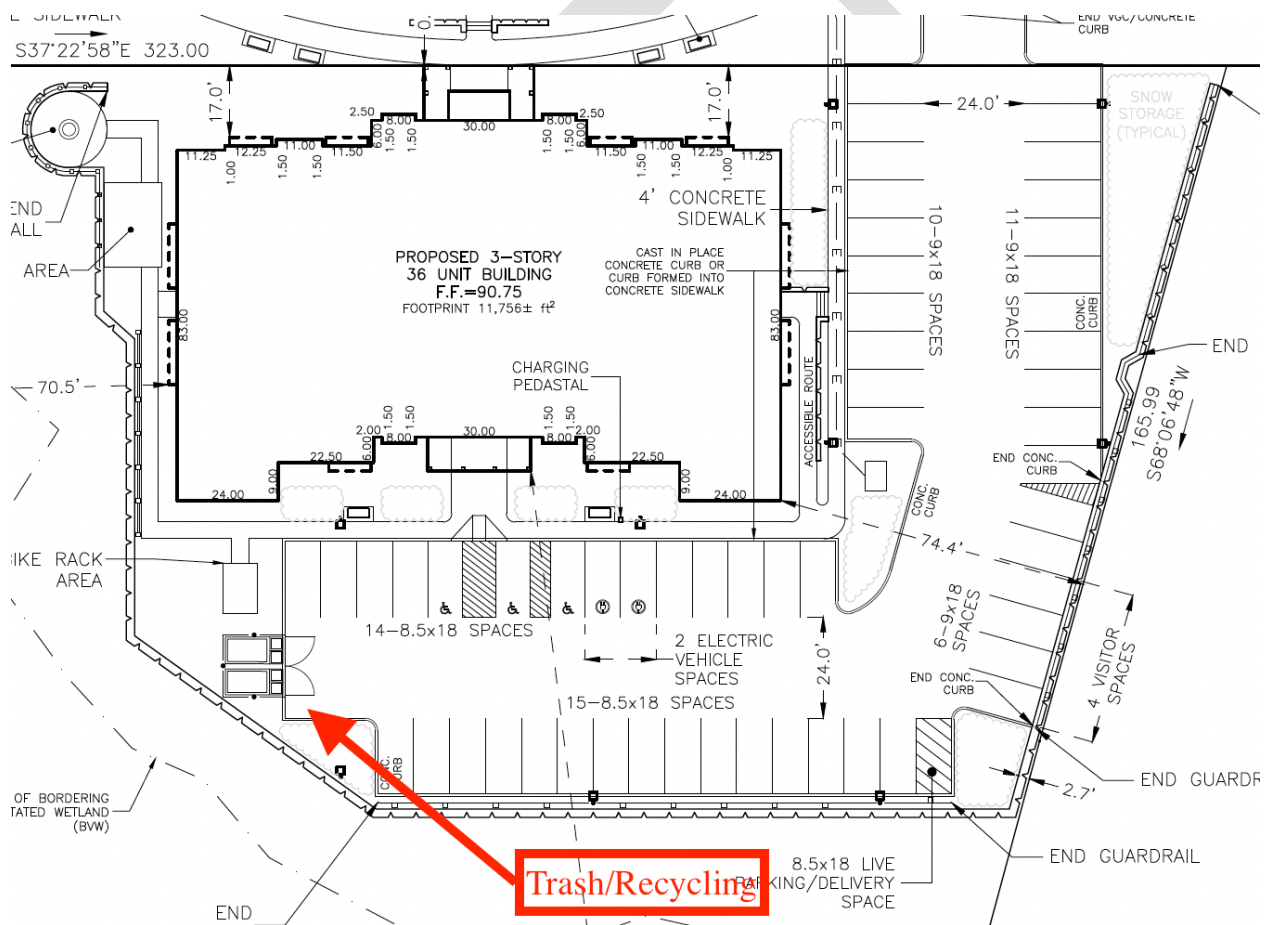
recycling/trash receptacles. Tenants are to immediately notify Management in the event cleanup of the recycling/trash areas is needed.

Absolutely no electronics, appliances, furniture, construction materials, hazardous chemicals/waste or over-sized items will be allowed in the receptacles or the receptacle area. Residents requiring large item removal should contact the community manager.

Recycling and Trash Pickup (Management Responsibility)

596 North Avenue Apartments Management will schedule all recycling and trash receptacle pick-ups from vendors during the hours of TBD, Monday-Friday, TBD per week. Should further pickups be required, management will actively monitor and schedule additional pick-ups as needed.

Diagram 3 – Trash/Recycling

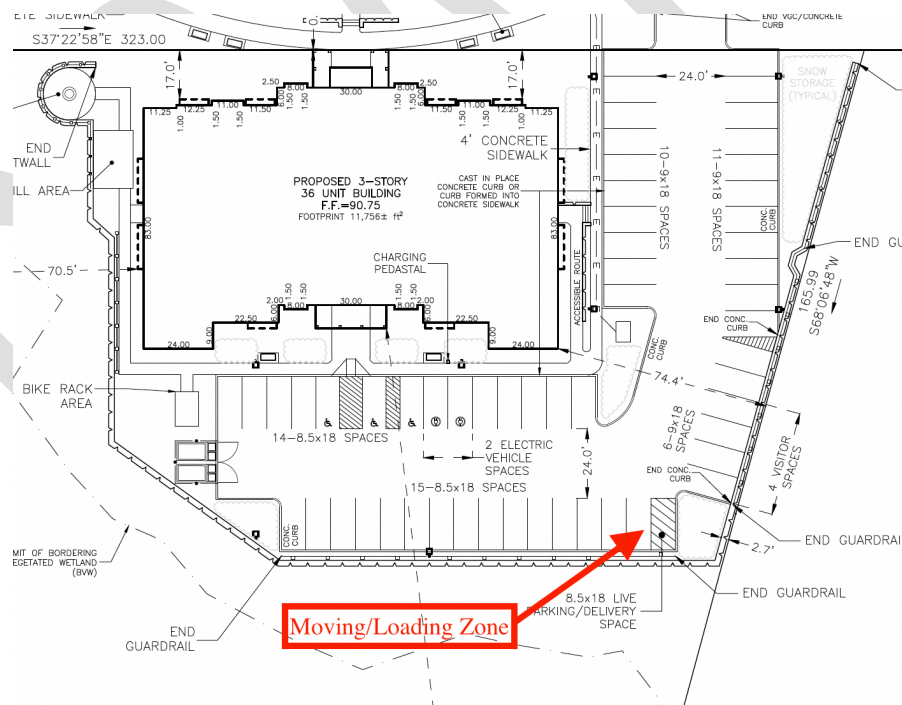


e. Move-In/Move-Out Procedures

All tenant move-in and move-out events, including all furniture and appliance deliveries, must be pre-arranged and approved by 596 North Avenue Apartments Management. Management is committed to ensuring these events have little to no impact on residents and the community. To do so, Management is committed to ensuring all aspects of said events are timely, well-planned, and overseen by Management. The following procedures apply to all moving events:

- Moving events will be scheduled solely between the hours of 9am and 5pm, Monday – Friday. Other times/days may be allowed at the discretion of Management.
- Tenants must provide Management with **not less than 3 business days' notice in writing** of all moving events. To schedule a Moving Event – tenants should contact 596 North Avenue Apartments Management.
- All moving events will require tenants to pre-pay a non-refundable moving fee of TBD, as well as a refundable damage deposit of TBD. Any damage caused during moving events will be deducted from the damage deposit, and any additional damages will be billed to tenants.
- Except during the initial lease out phase of 596 North Avenue Apartments, multiple moving events will not be scheduled for the same time. During the initial lease out phase, multiple moving events may be scheduled concurrently at the discretion of Management.
- If a moving event requires the use of the building elevator, tenants must inform 596 North Avenue Apartments Management so that arrangements can be made for use of the elevator. Tenants shall have priority over moving events in the use of elevators. In no event may elevators be blocked open during moving events except as permitted and overseen by Management.
- Moving trucks/vans shall use the site loading space (see Diagram 4) during moving events unless otherwise authorized by Management. In no event will permission be granted to park within the site drive aisle or to block parked cars.

Diagram 4 – Moving/Loading Zone



f. Parking & Loading Management Plan

Registration and Permits

Each Tenant must register their vehicle with 596 North Avenue Apartments Management and comply with all provisions of the Parking Regulations outlined herein:

- Any vehicle not registered with Management will be towed at the vehicle owner's expense.
- Parking permits may ONLY be obtained from Management and are non-transferable. Permits may be obtained by contacting the Management Office.
- Applications for resident parking permits shall include proof of residency at 596 North Avenue Apartments, a valid driver's license, proof of Massachusetts vehicle registration, and proof of insurance.
- All units will be allotted one parking permit per unit. Availability permitting, not more than one additional parking permit per unit may be approved by Management on an annual basis (January 1 – December 31) for an added fee of TBD, with priority given to 3-bedroom units, then 2-bedroom units, then 1-bedroom units. Renewal of additional parking permits is not guaranteed.
- Resident parking permits must be permanently affixed to the front windshield of the vehicle to which they are registered.
- Temporary/guest parking permits must be displayed as a mirror tag on the front windshield rearview mirror, and are valid only for the date/time and vehicle license plate number indicated on the permit.
- A new parking permit must be obtained when a registered vehicle is replaced.
- Permits will be immediately cancelled when a Tenant vacates the Premises.
- Any vehicle not displaying a valid permit or any vehicle that is incorrectly parked, including but not limited to those parked in front of trash bins, walkways, in fire lanes, or in multiple spaces will be towed at the vehicle owner's expense and may be towed without warning. Vehicles that are too large to fit within the limits of a single parking space, such as large trucks, vans, RVs or other large vehicles may not be parked at 596 North Avenue Apartments.
- No attempt will be made to contact owners of vehicles without permits prior to towing.
- Tenants/units who have obtained their maximum allotment of parking permits under this section will be eligible for temporary visitor/guest permits for non-overnight parking only, up to a maximum duration of 4 hours. Such permits will be subject to revocation/non-renewal at the discretion of management based on availability/need.
- Resident parking permits are available only for non-commercial vehicles bearing valid Massachusetts passenger-class license plates that are currently registered in Massachusetts under the name of the registered tenant at that tenant's unit in the Premises. Tenants are required to annually re-certify their (a) current residence at the Premises, and (b) current registration of their vehicle at the Premises to renew all parking permits.

Parking for Visitors and Guests

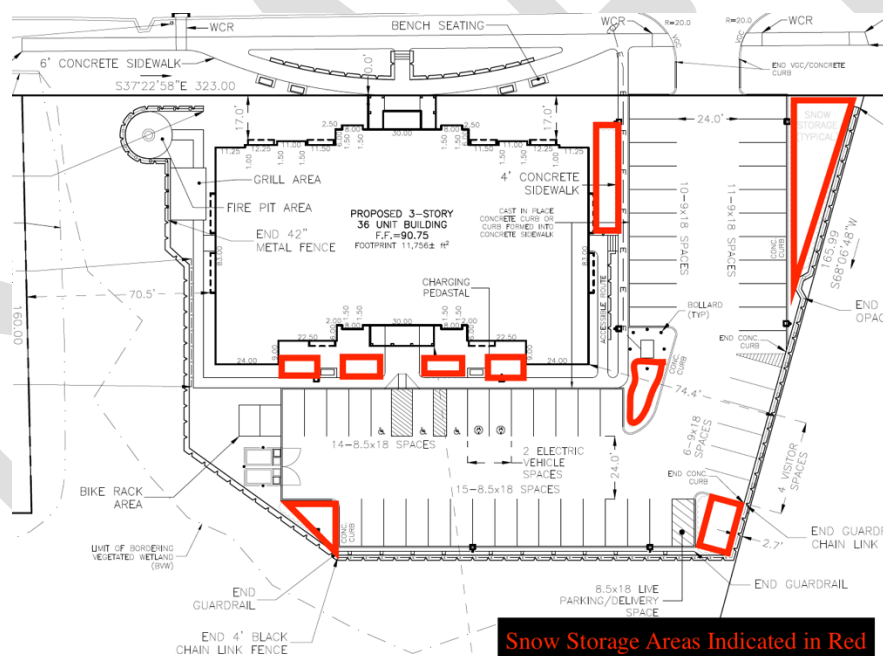
- Visitors, guests or invitees of Tenants ("Visitors") must obtain a temporary parking permit by contacting the main office during business hours when entering the Property. Tenants may request a guest parking permit up to a week in advance. If a guest arrives after hours, a note must be placed on the dashboard with the unit number of the resident they are visiting and contact information for both the visitor and resident. In such cases, the visitor must contact Management immediately on the next business day to obtain a visitor permit. If Management is unable to contact the owner of any car not bearing a valid visitor permit, that vehicle will be towed at the owner's expense. Management will not be responsible for any damages sustained to visitors' vehicles during towing. Management reserves the right to revoke a visitor parking permit at any

time during its use for any reason, and specifically in the event a resident is unable to locate a parking space.

Tenant Winter Season Parking Regulations (Effective December 1 - April 30)

- All vehicles must be parked so that neither bumper extends over a sidewalk. This prevents proper sidewalk snow removal and creates a general safety hazard.
- Management will be responsible for clearing snow from sidewalks, driveways, drive aisles, visitor parking spaces, EV parking spaces, and loading areas.
- In snowstorm events of three (3) inches or more of snow accumulation, tenants must clear their parking space of snow within one (1) hour after the end of continuous snowfall.
- No “space savers” shall be used to reserve cleared parking spaces.
- Any snow removed from a parked car or cleared from a parking space shall be deposited into a designated snow storage area (see Diagram 4). Snow may not be deposited into other parking spaces, sidewalks, site driveways, streets, or neighboring properties.

Diagram 4



Miscellaneous Parking Rules and Regulations

- Users of the parking areas shall obey all posted signs and park only in the areas designated for vehicle parking.
- ADA parking is reserved for ADA parking permit holders only.
- Maintenance/servicing of vehicles on the Property is strictly prohibited.
- The Owner and Management shall not be responsible for any damage to vehicles, injury to persons or loss of property, all of which are risks assumed by the party using the parking areas.

- All vehicles must have current inspection stickers and license tags. Storage of inoperative vehicles is not permitted. Vehicles that have expired inspection stickers or license tags, unlicensed vehicles, or vehicles that are inoperable are subject to towing at the expense of the vehicle owner.
- Vehicles taking up more than one (1) parking space will be subject to towing at the vehicle owner's expense.
- Vehicles parked in tow-away zones, fire lanes, reserved parking areas, ADA parking spaces without proper parking permits, or blocking a trash receptacle will be towed at the vehicle owner's expense in accordance with applicable law.
- All posted speed limits must be observed.
- Excessive vehicle speed or noise shall constitute a disturbance.
- Motorcycles and motorbikes are considered motor vehicles and shall be treated as such. Requests for motorcycle or motorbike permits shall be taken on a limited basis.
- No trailers, motor homes, boats, campers or large trucks shall be allowed on the Property overnight without prior consent from Management.
- Unnecessary idling of vehicles on site is not permitted.
- Neither tenants nor their guests may park vehicles on North Avenue, Willard Street, Fielding Street, Linda Road, Wolcott Street, Willow Street, Shore Road, or Cutter Street, nor on any offsite property except as may be authorized in writing by the owner of such property.
- Violators of these Parking Regulations shall be subject to towing at the vehicle owner's expense.
- All on-site bicycle parking shall be at the designated area. Bicycles locked to fences, signs, or stored elsewhere on the site shall be subject to removal by Management.

Loading Zone Rules and Regulations

- Loading Zone space can be reserved for moving trucks/oversized deliveries. To reserve, residents should contact Management a minimum of 3 business days in advance.
- See move-in/move-out procedures above.
- Violators of Loading Zone Rules and Regulations will be subject to towing at the vehicle owner's expense.
- Management will not attempt to contact Tenants who have not moved their vehicles as set forth above.

g. Amenity Spaces/Event Scheduling

All outdoor amenities spaces are for use by residents and their guests only. Hours of operation shall be 8am-10pm. Management is committed to maintaining a wholesome and peaceful community and kindly remind residents that their enjoyment of amenities and commons areas must be done so in like-kind. Excessive noise or inappropriate use of any amenity or community space will not be tolerated. All use of the outdoor grills and fire pit are at the risk of the user, and Management does not accept any liability for misuse of these amenities. Users are expected to follow posted instructions for the use of these amenities.

Amenity and Event Community Space will be available for reservation on a first-come first-served basis and can be booked up to 60 days in advance. Amenity and Event Community Space reservations are solely available at the discretion of Management and the use of said spaces can be revoked at any time without cause.

h. Mail and Package Delivery Management

596 North Avenue Apartments has provided a mail/package room located centrally in the building. All residents' mail, packages, and other deliveries must be delivered to said location. Due to limited space available, package sizes will be limited for normal delivery. Any over-sized packages greater than TBD dimensions will require tenant presence at the time of delivery. See instructions above for furniture/appliance deliveries.

i. Snow and Ice Removal Plan*Introduction*

Due to limited space on site for on-site snow storage, in events of heavy snowfall, Management will arrange for the collection and removal of excess snow from the site. Effective snow and ice removal are dependent on efficient and orderly utilization of a variety of personnel, equipment and materials. Since every snowfall is different, the specifics will change each time. However, the general order and pattern of removal will remain the same.

The Management Team has several different ways of clearing areas of snowfall with in-house resources as follows:

- 1/2, 3/4 and 1 - Ton trucks with snow blades and "ice-melt" spreader.
- Small crews of personnel with snow shovels and snow blowers.
- Tow behind top dresser (for spreading three feet wide paths of sand).
- BOBCAT front end loader (for filling excess snow into haul-away trucks).

In addition, Management will supplement in-house snow removal services with outsourced resources to conduct snow removal operations if needed. It has been Management's experience that the equipment listed above is effective for snow removal for amounts up to approximately 12 – 18 inches. Storms in excess of noted amounts will be dealt with periodically to ensure safe and expeditious removal.

Management estimates a 2-hour plan implementation response from the time of notification of a winter weather event occurrence after normal business hours or weekends.

ADA Exits/Access Clearance – To ensure that persons with disabilities have a clear path as they enter or exit complex facilities, at least one primary pedestrian route with direct access to an access door per building has been identified and will be initially cleared. All ADA ramps are considered primary, and priority of effort will be placed on them as well.

Responsibilities

1. Building Supervisor on Duty.

- a. Monitors the current weather conditions.
- b. Maintains contact and coordinate with WPD (Wakefield Police Department) and the Owner (after normal duty hours) to verify current road conditions.
- c. Call and advise Management key staff when weather conditions require execution of the snow removal plan. (See TAB 1 - Snow and Ice Removal Plan Calling Tree and TAB 2 - Key Snow and Ice Removal Plan Points of Contact)

2. Director of Operations.

- a. Responsible for the safe execution of the snow and ice removal plan.
- b. Contact the Management Team to initiate snow removal plan.
- c. Monitors the snow and ice removal operation progress and maintains contact with both Building Supervisor and the Owner to monitor calls on trouble areas that may require special attention.

3. Owner.

- a. Ensures that all grounds personnel are familiar with their designated tasks and areas of responsibility in accordance with the snow and ice removal plan.
- b. Ensures that all snow removal equipment is operational, and that adequate amounts of sand, calcium chloride pellets and non-corrosive liquid ice-melt are on hand for snow and ice removal operations.
- c. Conducts snow and ice removal operations safety briefing with on-call personnel. If inclement weather conditions occur after duty hours, contact on call personnel and have them report to the 596 North Avenue Apartments Complex.
- d. Ensures that snow removal crews are appropriately dressed to perform their duties; ensures that crews, especially those on foot, have warm up breaks.
- e. Executes the snow and ice removal plan.

4. To Be Determined - Supplemental Snow Removal Services Vendor.

- a. Provide supplemental snow removal services in accordance with established agreement and in accordance with snow and ice removal plan.

General Procedures

Current weather conditions are continually monitored by the Building Supervisor on duty. Building Supervisor utilizes the National Weather Service Doppler Radar for the Greater Boston Area as a source of information. As a rule, when accumulation is ½ inch on the Parking Area, the on-duty Building Supervisor will notify the Director of Operations who will in turn activate the snow removal

plan. To ensure that the current weather conditions warrant the execution of this plan, Building Supervisor will contact the Owner to verify the current complex conditions.

Execution

1. Trucks with Snow Blades

Management will dispatch two trucks simultaneously to apply ice melt, push and scrape snow off (if deep enough) from Parking Areas. Snow will be piled into designated snow banks designated on the landscape plan (See TAB 3 - Designated Snow Storage Site Plan). When designated snow storage has been filled, snow will be hauled away in 1- Ton Truck and/or by TDB - Snow Removal Vendor.

Designated areas by vehicle are as follows:

1/2 -TON TRUCK W/SNOW BLADE AND SPREADER BOX Operator will clear the following areas in order: TBD.

3/4 and 1-TON TRUCK W/SNOW BLADE AND SPREADER BOX Operator will clear the following routes in order: TBD.

Areas will be given applications of ice melt and scraping (dependent on depth) with trucks. The small crews of personnel with snow shovels and blowers will be used to brush snow off sidewalks, building paths, ramps, and entrances. Applying a thin layer of sand with the tow behind top dresser will treat snow and ice that small crews of personnel with snow shovels and blowers are not able to brush off. When temperatures rise, areas of ice that have been treated with sand will be removed as quickly as possible and by the best means available.

2. On Foot Personnel

While all other available equipment's is being used to clear all accessible areas, on foot personnel will clear inaccessible (by all other equipment) steps, walkways, ADA ramps. These areas will be cleared with personnel assets normally assigned to each of the Grounds Maintenance Zones.

GROUND MAINTENANCE ZONES TBD

Once these crews have cleared walks, they will apply chemical snow melt materials. The chemical snowmelt materials will only be used in small amounts on steps and ramps near building entrances.

Crews will give special attention while clearing steps to ensure that handrails are easily accessible. The use of snowmelt pellets is limited to light use near entrances because of the destructive effect it has on exposed aggregate concrete walks. Repeated applications of "ice melt" pellets have little effect at temperatures below 10 degrees.

A moderate amount of sand can be applied to provide traction. Personnel must use caution as to avoid sand from falling into drains. Pre-approved non-corrosive liquid ice-melt will be applied to surfaces when instructed. In any event, the use of ice melt shall comply with any/all applicable legal requirements based on the proximity of on-site wetlands.

In all circumstances, crew efforts should be governed by the need to provide safe pedestrian surfaces along walkways. Concurrently, snowmelt materials need to be used prudently to avoid any unnecessary destructive effects.

3. General Note. This Snow and Ice Removal Plan will be implemented during inclement weather conditions both during and after normal work hours. Any deviations from this plan must be coordinated with, and approved by, the Director of Operations. The plan's priority of work and effort may vary depending on the severity of the weather conditions. Building Supervisor will use the following calling sequence when the plan requires execution after normal work hours.

Snow Emergency Calling Tree TBD

II. COMMUNITY MAINTENANCE

a. Maintenance Commitment

596 North Avenue Apartments Management is committed to the pristine maintenance of all buildings and property. In order to live our commitment, the following principals to maintenance will be utilized:

- Regular Inspection
- Preventative Maintenance
- Immediate Remediation

All drainage (storm water) systems are to be maintained and inspected as provided for in the Stormwater Operations and Management Plan for the site.

Maintenance logs will be kept and recorded for the following:

Systems	Inspection Schedule	Log Review
All Fire Protection Systems	Weekly	Bi-Weekly
HVAC	Weekly	Monthly
Electrical	Weekly	Monthly
Intercoms	Weekly	Bi-Weekly
Elevators	Weekly	Monthly
Security	Weekly	Bi-Weekly

b. Common Area Maintenance

Tenant Responsibility

Tenants are responsible to clean-up after themselves when using common areas and amenities.

Management Responsibility

Management will inspect common areas and clean common areas as needed.

Schedule

Inspection – Monday through Friday

Cleaning – As needed

Deep Cleaning – Every other week

c. Building Exterior Maintenance

Tenant Responsibility

Tenants are responsible to clean-up after themselves when using common areas and amenities.

Management Responsibility

Management will inspect common exterior areas and all exterior property and clean common exterior areas as needed.

Schedule

Inspection – Monday through Friday

Cleaning – As needed

Landscaping – Every other Week

d. Grounds Maintenance

All landscaped areas will be irrigated with sprinklers with automatic controls and rain sensor mechanism. The level of irrigation will vary based on plant species and condition. Lawns will be watered in accordance with recommendations of the project landscape architect. During off-season months, irrigation piping must be winterized.

Lawn areas should be mowed at least once per week, subject to the discretion of Management, from May 1 to October 31. Grass clippings must be properly disposed of.

Trees adjacent to walkways will be trimmed to a minimum clearance of 7 feet.

Dead landscaping, trees, and shrubs are to be replaced as needed with similar plant species.

Damage to site curbing and parking areas to be repaired seasonally, as needed.

e. Apartment Unit Maintenance**Tenant Responsibility**

Tenants are responsible for all cleaning within their leased unit.

Management Responsibility

Management will inspect, maintain, and clean apartments prior to and after tenant move-in/move-out event.

Repair and Response

During Tenancy – Any non-emergency maintenance request will be responded to within 48hrs. Emergency issues will be prioritized and handled immediately. Repair and Remediation of any issues will be handled as quickly as possible based on scope of work. Should tenant displacement be necessary, Management will assist in accommodation placement of the tenant.

Priority	Maintenance Issue	Response Time
1	Fire, Flood, and Safety Issue	Immediate
2	No Heat, No Hot Water, and No Electricity	Immediate
3	Security, Alarms, Leaks, Elevator, Graffiti, Hazards	24 Hour Response or less
4	Vermin, Rodents, Insects, Appliances, No AC, Locks	48 Hour Response or less
5	Hand Rails, Stair Treads, Stair Landings, Trash	48 Hour Response or less
	All other non-emergency issues	72 Hour Response or less
	All other emergency issues	Immediate

Vendor Repairs

Management staff will include competent maintenance professionals. However, from time to time certain repairs or replacements may be outside Management's area of expertise. Management is committed to enlisting the services of well respected, professional vendors. Some examples of vendor work may include:

- HVAC Major Repair
- Electrical Repair
- Heating Repair
- Major Plumbing Repair
- Exterior Building Cleaning
- Exhaust Cleaning
- Major Landscaping/Hardscaping Repairs/Removals
- Fire Safety System Issues
- Major Hazard Cleanups
- Major Snow Removal
- Major Structural Issues
- Other work beyond our scope of expertise

f. Sample Checklists, Forms, and Logs: See next pages

Fire Safety Check List

FIRE SAFETY INSPECTION CHECK LIST

- Checked every 1st day of the month
- Checked By: _____ Date: _____

SPRINKLER & FIRE DETECTION SYSTEMS				
	Pass	Fail	Procedure	Corrective Action Taken
Sprinkler Pumps			Check automatic start and pressure	
Fire Detection System			Random Test of call points and smoke detectors	
Sprinkler Valves			Valves are locked in the open position, no leaks, corrosion, or other defects noted	
Sprinkler water flow alarm			Open test valve and ensure manual alarm bell functions and sprinkler pumps start	

FIRE ALARM FACILITIES				
	Pass	Fail	Procedure	Corrective Action Taken
Location Signs			Check all signs are in place and legible	
Alarm Panels			Check that all alarm panels are functioning correctly and are unobstructed	

LIFTS				
	Pass	Fail	Procedure	Corrective Action Taken
Lifts			All lifts "home" to ground floor during fire test, doors open and lift stops	
Fans			All lift fans operate correctly	
Firemans lift			Firemans lift can be keyed to operate during fire alarm test	

STAIRWAYS				
	Pass	Fail	Procedure	Corrective Action Taken
Obstructions			All stairways free from any obstruction	
Flammable Material			No flammable material stored in the stairways	
Pressurisation Fans			Staircase pressurisation fans operate correctly during fire alarm test	

Elevator Safety Check List

Checklist - Elevator or Dumbwaiter Inspection

Unit Type	Dumbwaiter <input type="checkbox"/>	Passenger Elevator <input type="checkbox"/>
		Freight Elevator <input type="checkbox"/>

Inspection Type	Periodic <input type="checkbox"/>	Acceptance <input type="checkbox"/>
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Building and Unit Information

Building Name	Unit Identification:
Address Chicago, IL	Manufacturer
Phone No.	Speed fpm
Building Representative	Capacity lbs

1. ELEVATOR-INSIDE OF CAR				2. ELEVATOR MACHINE ROOM (cont.)			
	OK	NG	NA		OK	NG	NA
1.1 Door reopening device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.24 (T) AC drives from a DC source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Stop switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.25 (T) Traction sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Operating control devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.26 (T) Secondary & deflector sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Sills & car floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.27 (T) Rope fastenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Car lighting & receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.28 (T) Terminal stopping devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Car emergency signal-lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.29 (T) Car & counterweight safeties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Car door or gate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.30 (H) Hydraulic power unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Door closing force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.31 (H) Relief valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Power closing of doors or gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.32 (H) Control valve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Power opening of doors or gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.33 (H) Tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Car vision panels & glass car doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.34 (H) Flexible hydraulic hose & fitting assemblies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12 Car enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.35 (H) Supply line & shutoff valve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13 Emergency exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.36 (H) Hydraulic cylinders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14 Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.37 (H) Pressure switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.15 Signs & operating device symbols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.38 (H) Roped water hydraulic elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.16 Rated load, platform area, & data plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.39 (H) Low oil protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.17 Standby power operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.40 inspection control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.18 Restricted opening of car or hoistway doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.41 Maintenance records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.19 Car Ride	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.42 Static control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. ELEVATOR-MACHINE ROOM				3. ELEVATOR-TOP OF CAR			
	OK	NG	NA		OK	NG	NA
2.1 Access to machine space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1 Top-of-car stop switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Headroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.2 Car top light & outlet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Lighting & receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.3 Top-of-car operating device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Machine space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.4 Normal terminal stopping devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.5 Clearance, refuge space standard railing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.6 Final & emergency terminal stopping devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.7 Car leveling & anti-creep devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Pipes, wiring, & ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.8 Top emergency exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Guarding of exposed auxiliary equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.9 Floor & emergency identification numbering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Numbering of elevators, machines, disconnects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.10 Hoistway construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Disconnecting means & control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.11 Hoistway smoke control (IDPH only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Controller wiring, fuses, grounding, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.12 Pipes, wiring & ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.13 Governor, overspeed switch, & seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.13 Windows, projections, recesses, & setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.14 Code data plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.14 Hoistway clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.15 (T) Static control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.15 Multiple hoistways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.16 (T) Overhead beam & fastenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.16 Traveling cables & junction boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.17 (T) Drive machine brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.17 Door & gate equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.18 (T) Traction drive machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.18 Car frame & sills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.19 (T) Gears, bearings, & flexible coupling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.19 Guide rails fastening & equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.20 (T) Winding drum mach & slack cable dev	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.20 Governor rope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.21 (T) Belt or chain-drive machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.21 Governor releasing carrier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.22 (T) Motor generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.22 Wire rope fastening & hitch plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.23 (T) Absorption of regenerated power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.23 Suspension rope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Apartment Check List

Name of Family		Tenant ID Number		Date of Request (mm/dd/yyyy)	
Inspector		Neighborhood/Census Tract		Date of Inspection (mm/dd/yyyy)	
Type of Inspection <input type="checkbox"/> Initial <input type="checkbox"/> Special <input type="checkbox"/> Reinspection				Date of Last Inspection (mm/dd/yyyy)	
PHA					

A. General Information					
Inspected Unit		Year Constructed (yyyy)		Housing Type (check as appropriate) <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Duplex or Two Family <input type="checkbox"/> Row House or Town House <input type="checkbox"/> Low Rise: 3, 4 Stories, Including Garden Apartment <input type="checkbox"/> High Rise: 5 or More Stories <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Congregate <input type="checkbox"/> Cooperative <input type="checkbox"/> Independent Group Residence <input type="checkbox"/> Single Room Occupancy <input type="checkbox"/> Shared Housing <input type="checkbox"/> Other	
Full Address (Including Street, City, County, State, Zip)					
Number of Children in Family Under 6					
Owner					
Name of Owner or Agent Authorized to Lease Unit Inspected			Phone Number		
Address of Owner or Agent					

B. Summary Decision On Unit (To be completed after form has been filled out)					
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Inconclusive		Number of Bedrooms for Purposes of the FMR or Payment Standard		Number of Sleeping Rooms	

Inspection Checklist					Final Approval Date (mm/dd/yyyy)
Item No.	1. Living Room	Yes Pass	No Fail	In-Conc.	Comment
1.1	Living Room Present				
1.2	Electricity				
1.3	Electrical Hazards				
1.4	Security				
1.5	Window Condition				
1.6	Ceiling Condition				
1.7	Wall Condition				
1.8	Floor Condition				

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* Room Codes: 1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room); 2 = Dining Room or Dining Area;
3 = Second Living Room, Family Room, Den, Playroom, TV Room; 4 = Entrance Halls, Corridors, Halls, Staircases; 5 = Additional Bathroom; 6 = Other

Item No.	1. Living Room (Continued)	Yes Pass	No Fail	In-Cons.	Comment	Final Approval Date (mm/dd/yyyy)
1.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
	2. Kitchen					
2.1	Kitchen Area Present					
2.2	Electricity					
2.3	Electrical Hazards					
2.4	Security					
2.5	Window Condition					
2.6	Ceiling Condition					
2.7	Wall Condition					
2.8	Floor Condition					
2.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
2.10	Stove or Range with Oven					
2.11	Refrigerator					
2.12	Sink					
2.13	Space for Storage, Preparation, and Serving of Food					
	3. Bathroom					
3.1	Bathroom Present					
3.2	Electricity					
3.3	Electrical Hazards					
3.4	Security					
3.5	Window Condition					
3.6	Ceiling Condition					
3.7	Wall Condition					
3.8	Floor Condition					
3.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
3.10	Flush Toilet in Enclosed Room in Unit					
3.11	Fixed Wash Basin or Lavatory in Unit					
3.12	Tub or Shower in Unit					
3.13	Ventilation					

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Item No.	4. Other Rooms Used For Living and Halls	Yes Pass	No Fail	In- Cons.	Comment	Final Approval Date (mm/dd/yyyy)
4.1	Room Code* and Room Location <input type="checkbox"/> <input type="checkbox"/>	(Circle One) Right/Center/Left	(Circle One) Front/Center/Rear	Floor Level		
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?			<input type="checkbox"/> Not Applicable		
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/> <input type="checkbox"/>	(Circle One) Right/Center/Left	(Circle One) Front/Center/Rear	Floor Level		
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?			<input type="checkbox"/> Not Applicable		
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/> <input type="checkbox"/>	(Circle One) Right/Center/Left	(Circle One) Front/Center/Rear	Floor Level		
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?			<input type="checkbox"/> Not Applicable		
4.10	Smoke Detectors					

Item No.	4. Other Rooms Used For Living and Halls	Yes Pass	No Fail	In-Cons.	Comment	Final Approval Date (mm/dd/yyyy)
4.1	Room Code* and Room Location <input type="checkbox"/> <input type="checkbox"/> (Circle One) Right/Center/Left (Circle One) Front/Center/Rear <input type="checkbox"/> Floor Level					
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/> <input type="checkbox"/> (Circle One) Right/Center/Left (Circle One) Front/Center/Rear <input type="checkbox"/> Floor Level					
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					
5. All Secondary Rooms (Rooms not used for living)						
5.1	None Go to Part 6					
5.2	Security					
5.3	Electrical Hazards					
5.4	Other Potentially Hazardous Features in these Rooms					

Equipment Maintenance Check List

Equipment Maintenance Log

Name of Equipment		Manufacturer's contact details:	
Label:		Date of purchase:	15/10/2016
Serial number:		Person responsible for equipment:	
Manufacturer:		Date put into service:	23/10/2016

Date:	Maintenance Description	Maintenance performed by:	Date of validation before put into service:	Validation performed by:	Next maintenance planned on (date):	Remarks:

Tenant Complaint Log

Tenant Complaint	
Date of Complaint registration:	
Name of the tenant:	
Address of the Tenant:	
Address concerned with the complaint:	
Phone Number:	
Nature of the complaint:	
State the complaint with appropriate reasons:	
Is this complaint concerned with the landlord:	
How long have you been facing the same problem:	
Have you ever registered this complaint with the landlord:	
Did any improvement happen after contacting the landlord:	
Mention the name and contact details, if there is any offender:	
Is there any warning letter issued to the offender:	
Signature of the tenant:	
Complaint registered by:	
Place:	

Tenant Vehicle Registration

Vehicle Parking Registration

PARKING PERMIT NUMBER	PERMIT COLOR	ASSIGNED TO THE FOLLOWING PARKING SPACES OR AREA:
EXPIRATION DATE		
		Mark "X" if Not Applicable

NAME OF PRIMARY DRIVER _____

Home Address _____

Business Address _____ Dept. _____

Telephone(s) _____ If No Answer, Call _____

MAKE OF VEHICLE _____ Model _____

Year of Vehicle _____ Color(s) _____

Current Tag Number _____ Year _____ State _____

Driver's Signature _____ Date Registered _____

NOTICE TO DRIVER: Notify Management if this vehicle is sold. A separate registration must be completed for each different vehicle.

Exterior Maintenance Log

Building Maintenance

Year :

Location:

	January	February	March	April	May	June	July	August	September	October	November	December
Exterior - Building												
Exterior Walls												
- Clean												
- Flashings/Secure												
- Good Condition												
- No Pest, Wasp, etc.												
- other												
Doors												
- Good Condition												
- Secure Hardware/Handles												
- Locks Working												
- Glass Good Condition												
- other												
Windows												
- Good Condition												
- Latches in place												
- Weather-stripping Good												
- Hinges secure												
Roof												
- Good Condition												
- Flashings Secure												
- Vents Clear												
- Access Clear												
- No Evident Leaks												
- other												
Electric Panels/Receptacles												
- Covers in place												
- Nothing left plugged in												
Water Faucets												
- Not Leaking												
- Winterized												
Seats/Tables												
- Good Condition												
- Clean												
- Securely Mounted												
Ash Cans/ Waste Cans												
- Secured												
- Emptied												
Shelter												
- Good condition												
- Clean												
- Secure												

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