

General Maintenance Schedule – Townhouse

Housing Provider: _____

Address: _____

Structures (exterior)	Inspection Frequency
Roof shingles	Annually
Roof vents, exhaust vents, stack vents & flashings	Annually
B Vents	Annually
Brick veneer	Annually
Siding, soffit & fascia	Annually
Eavestrough, downspouts & splash pads	Annually
Windows	Annually
Doors/patio doors	Annually
Storm doors	Annually
Caulking	Annually
Painting	Annually
Steps/ramps & handrailings	Annually
Door bells	Annually
Mailboxes (unit)	Annually
Unit numbering	Annually
Exterior light fixtures	Annually
Exterior GFCI outlets	Annually
Exterior faucets	Annually
Dryer vents	Annually

Grounds	
Asphalt roads & parking areas	Annually
Concrete curbs	Annually
Catch basins/sewer cleaning	Annually
Sidewalks	Annually
Patios	Annually
Trees	Annually
Landscaped areas	Annually
Grading/turf	Annually
Perimeter fencing	Annually
Privacy fencing	Annually
Lighting (roads & parking areas)	Weekly
Lighting (security)	Daily
Mailboxes (group)	Annually
Signs	Annually
Playground equipment	See note 5.
Storage sheds	Annually

Common Unit (interior)	
General	Inspection Frequency
Ceiling/wall finishes & trimwork	Annually
Flooring	Annually
Electrical switches & outlets	Annually
Light fixtures	Daily
Handrailings	Annually
Furnace & filter	Monthly
Air conditioning unit	Annually
Hot water heater & shut-off valve	Annually
Water meter & shut-off valves	Annually
Sump pump	Monthly
Fuse/breaker panel	Annually
Interior doors & hardware	Annually
Kitchen	
Kitchen cabinets	Annually
Range hood & filter	Annually
Kitchen Counter tops	Annually
Kitchen sink, faucet & strainer	Annually
Stove	Annually
Refrigerator	Annually
Washroom	
Washroom vanity & counter top	Annually
Basin & mechanical waste/stopper	Annually
Basin faucet	Annually
Mirror	Annually
Toilet and shut-off valve	Annually
Towel bar	Annually
Grab bars	Annually
Toilet paper dispenser	Annually
Paper towel dispenser	Annually
Laundry	
Washers	Daily
Dryers	Daily
Laundry tub & faucet	Annually
Fire Protection	
Emergency lighting	See note 1.
Exit lighting	See note 2.
Fire extinguishers	See note 3.
Sprinkler system	See note 4.

Notes:

1. Monthly inspection and test (by staff) and annual test conducted by a certified contractor to ensure that emergency lighting will function upon failure of the primary power supply.
2. Daily check (by staff) to ensure that exit signs are visible and illuminated.
3. Daily check (by staff) to ensure that fire extinguishers are visible and have not been removed.
Monthly inspection (by staff) and annual maintenance conducted by a certified contractor.

Every 5 years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested by a certified contractor.

Every 6 years, stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subject to the applicable maintenance procedures by a certified contractor.

4. Weekly check (by staff) of unsupervised sprinkler system control valves to ensure that they are open.
Monthly test (by staff) of sprinkler alarm using alarm-test connection. If monitored, notify alarm monitoring company.
Annual check of sprinkler heads to ensure that they are free from damage, corrosion, grease, paint and dust conducted by a certified contractor.
Annual check of exposed sprinkler pipe hangers conducted by a certified contractor.
Annual test of water flow on wet sprinkler systems conducted by a certified contractor.
Annual test of flow water supply using main drain conducted by a certified contractor.
5. Daily check (by staff) and annual inspection conducted by a certified playground safety inspector.

Definitions for Notes 1. to 4. only:

Check: Visual observation to ensure that the device or system is in place and is not obviously damaged or obstructed.

Inspect: Physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Test: Operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

Maintenance: Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

- a) Mechanical parts
- b) Extinguishing agent
- c) Expelling means

This document is not exhaustive of all applicable codes and legislation. Specific requirements may apply in each case and this document is intended as a guide only. The City of London assumes no responsibility for any errors or omissions or for its use.