

## General Maintenance Schedule – Apartment

**Housing Provider:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Building Structure (exterior)	Inspection Frequency
Roof membrane	Annually
Roof drains, exhaust vents, stack vents & flashings	Annually
Roof anchors	See note 8.
Brick veneer	Annually
Siding/stucco	Annually
Balconies & handrailings	Annually
Windows	Annually
Doors/patio doors	Annually
Caulking	Annually
Painting	Annually
Steps/ramps & handrailings	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
Signs	Annually
Playground equipment	See note 12.
Storage sheds	Annually

<b>Common Room</b>	
<b>General</b>	<b>Inspection Frequency</b>
Ceiling/wall finishes & trimwork	Annually
Flooring	Annually
Electrical switches & outlets	Annually
Light fixtures	Daily
Interior doors & hardware	Annually
Air conditioning unit	Annually
<b>Kitchen</b>	
Kitchen cabinets	Annually
Range hood & filter	Annually
Kitchen Counter tops	Annually
Kitchen sink, faucet & strainer	Annually
Stove	Annually
Refrigerator	Annually
<b>Washroom</b>	
Washroom vanity & counter top	Annually
Basin & mechanical waste/stopper	Annually
Basin faucet	Annually
Mirror	Annually
Toilet & shut-off valve	Annually
Towel bar	Annually
Grab bars	Annually
Toilet paper dispenser	Annually
Paper towel dispenser	Annually

<b>Lobby, Corridors &amp; Stairwells</b>	
Ceiling/wall finishes & trimwork	Annually
Flooring	Annually
Electrical switches & outlets	Annually
Light fixtures	Daily
Handrailings	Annually
Controlled entry system	Daily
Group mailboxes	Annually

<b>Laundry Room</b>	
Washers	Daily
Dryers	Daily
Laundry tub & faucet	Annually

<b>Fire Protection</b>	
Fire alarm system	See note 1.
Emergency lighting	See note 2.
Exit lighting	See note 3.
Fire extinguishers	See note 4.
Sprinkler system	See note 5.
Hose cabinets	See note 6.
Fire pumps	See note 7.

<b>Mechanical Systems</b>	<b>Inspection Frequency</b>
Elevators	See note 9.
Emergency generator	See note 10
Make-up air unit	See note 11.
Water heaters	Annually
Water circulating pumps	Weekly

**Notes:**

1. Daily check (by staff) to ensure that power lamp is on and trouble lamp is off.  
Monthly check (by staff) of system standby power batteries and system operation.  
Monthly test (by staff) and annual test conducted by a certified fire alarm technician.
2. 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.
3. Daily check (by staff) to ensure that exit signs are visible and illuminated.
4. 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.
5. Weekly check (by staff) of unsupervised sprinkler system control vales 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.
6. Monthly check (by staff) to ensure that hose and nozzle are present and properly stored.
7. Weekly start up and inspection (by staff). Annual test conducted by a certified contractor to ensure they are capable of delivering the rated flow.
8. Annual inspection conducted by a competent person.
9. The methods and intervals of maintenance of an elevator shall be determined by the owner or by a registered contractor, on behalf of the owner.
10. Weekly check and monthly start up (by staff). Semi-annual inspection and annual full load test conducted by a qualified contractor.
11. Daily check (by staff) and quarterly inspection conducted by a qualified mechanical contractor.

12. Daily check (by staff) and annual inspection conducted by a certified playground safety inspector.

**Definitions for Notes 1. to 7. & 10. 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. This document is intended as a guide only. The City of London assumes no responsibility for any errors or omissions or for its use.**