

SECTION 17 - TAPESTRI SQUARE MAINTENANCE HANDBOOK SCHEDULE CHECK LIST

	AS NEEDED	WEEKLY	MONTHLY	SEMI- ANNUALLY	ANNUALLY	BEFORE STORMS	AFTER STORMS	MANUFACTURER SUGGESTED TIME INTERVALS
EXTERIORS								
Check and clean roof gutters					X		X	
Inspect roof system					X		X	
Check paint					X			
Check window track and weep holes				X		X		
Check caulking			X					
Check weather stripping				X				
Check drainage			X			X	X	
Lubricate garage door working parts					X			
Check condensate lines					X			
Drain water heater					X			
INTERIORS								
Change furnace filters			X					
Check caulk joints at plumbing fixtures			X					
Check caulk joints at all flooring to plumbing fixtures (i.e. bathtub)			X					
Check exhaust fan filters for operation			X					
Check the dryer vent pipe for accumulations of lint				X				
Check smoke detectors			X					
Change smoke detector batteries					X			
Change the alarm battery	X							
Check under all sinks for leaks			X					
Check windows and doors for leaks							X	
Check GFI circuit outlets								X