

PREVENTATIVE MAINTENANCE PLAN

Example Condominium
Association, Inc.
Minneapolis, Minnesota

Explanatory Notes:

1) Capital expenditure budgetary amounts are annualized to depict approximate annual contributions per the most recent reserve study's recommended reserve funding. We do not recommend using reserve funds for interim, minor repairs and/or typical preventative maintenance.

Element	Inspection/Repair Schedule	Recommended Preventative Maintenance Plan	Maintenance Budget Costs, \$	Capital Budget Costs ¹ , \$ (Annualized)	Notes
Exterior Building Elements					
Balconies, Concrete	Annually	Inspect and patch delaminated concrete. Rout and fill large cracks Replace failed caulked joints between the balcony and building Test security and connection of railings and ensure post base connection is sealed properly Ensure any unit owner floor coverings are installed properly and deter installation of carpet floor coverings (Carpet conceals concrete deterioration, retains water and inhibits drainage)		5,500.00	Our reserve study forecast includes for complete balcony inspections, capital repairs and coating applications every 8- to 12-years
Light Fixtures	As-needed	Inspect and repair broken or dislodged fixtures Ensure a waterproof seal between the fixture and building exists		N/A	
Walls, Stucco	Annually	Inspect and repair stucco damage and cracks in excess of 1/8 inches Inspect and pressure clean as necessary at areas of finish stains and organic growth		1,650.00	Our reserve study forecast includes for paint applications and repairs every 8- to 10-years
Interior Building Elements					
Hallways, Floor, Wall and Ceiling Finishes	As-needed	Inspect and repair tile damage and regrout delaminated tile grout Conduct interim partial and touch-up paint finishes. Repair wall damage at high traffic areas Inspect for common property vandalism or excessive wear and remediate any safety hazards		N/A	
Building Services Elements					
Air Handling Units, Make-Up Air	Semi-Annually	<i>We recommend the Association maintain a maintenance contract with a qualified professional for the unit and follow the manufacturer's specific recommended maintenance and local, state and/or federal inspection guidelines</i> Check belt tension and alignment, lubricate motors and bearings, clear burners of debris Inspect heat exchanger, or cooling/heating coils for cracks or leaks Check controls and switches, change or clean filters as needed. Inspect and clean accessible ductwork as needed		N/A	
Trash Chute and Compactor	Monthly, Annually	<i>Monthly:</i> Check compactor hydraulic oil reservoir for proper level. <i>Annually:</i> Drain and refill compactor hydraulic reservoir and replace the oil filter. Inspect for damaged hoses, clamps, welds and seals, and safety decals. Inspect and repair any damaged or displaced safety guards and covers. Verify proper trash chute door operation and replace doors and hinges. Clear obstructions and clean chute as needed.		N/A	
Water Softeners	Monthly, Quarterly	<i>Monthly:</i> Check for water leaks, water connections are secure, and filters for debris accumulation <i>Quarterly:</i> Clean filters and spray heads as necessary. Check valves, gauges and brine tank salt levels if applicable		N/A	
Property Site Elements					
Asphalt Pavement	Annually	Inspect for settlement, large cracks, trip hazards, proper drainage Repair areas which could cause vehicular damage such as potholes (Repairs of minor cracks and deterioration need not be performed annually. Rather, they can be deferred to coordinate into larger, capital projects)		2,800.00	Our reserve study forecast includes for pavement seal coat applications and repairs every three- to five- years
Landscape	Ongoing	Mow weekly and water in accordance with local regulations Trim tree branches to prevent property damage Prune and shape shrubs and brush away from building walls and walkways as needed		N/A	
Retaining Walls	Annually	Inspect and repair leaning sections or damaged areas Water stains which may indicate possible blocked drainage should be investigated further Inspect and repair erosion at the wall base and backside		N/A	