

Winter

January

- New Year's Day - Holiday
- Start first round of Preventative Maintenance Inspections
- Start installing carbon monoxide detectors in all applicable units on all PMI's
- Holiday tree removal program ends
- Check common area lighting, photocells and timers
- Replace furnace filters and/or clean heaters in common areas

February

- Erosion management from rain runoff
- Check gutters and downspouts

Spring

March

- Daylight Savings Start - Adjust common area light timers forward one hour. Inspect photocells, timers, and common area lights
- Spring Cleaning Projects - pressure washing, exterior light cleaning, etc
- Hose bibb covers should be removed
- Turf fertilization and weed control (time approximate) check vendor contract
- If pools require heavy maintenance (such as plastering or re-plumbing) schedule now

April

- Summer flowers planted (time approximate) - check vendor contract
- A/C allowed
- Continue Spring cleaning projects

- Plan summer capital improvement projects
- Open foundation vents
- Building envelope inspections - check clearance between earth and buildings, check stairs, railings, patios, decks, siding, etc
- Irrigation systems activated (time approximate) - check vendor contract
- Replace furnace filters in common areas
- Schedule summer holiday coverage- Memorial Day, July 4th, Labor Day, etc...

May

- Prepare swimming pools for opening - stock all chemicals, make sure all equipment is in working order. Make sure all safety equipment, procedures and signage is in place
- Curb paint and parking lot striping (weather permitting)
- Memorial Day - Holiday - Swimming pools open
- Check common area lighting, photocells and timers
- Inspect dryer ducts for buildup

Summer

June

- Pool season open - additional maintenance
- Curb paint and parking lot striping should be complete
- Plan now for any parking lot maintenance needed
- Summer projects
- Watch for prohibited barbeques on patios

July

- Start second round of Preventative Maintenance Inspections
- Pool season open - additional maintenance
- Independence Day (July 4) - Holiday

- Check common area lighting, photocells, and timers
- Replace furnace and/or AC filters in common areas

August

- Pool season open - additional maintenance
- Summer project wrap up

Autumn

September

- Schedule winter holiday coverage- Thanksgiving, Christmas, New Years, etc..
- Labor Day - Holiday - Pools close!
- Check common area lighting, photocells, and timers
- Final curb paint opportunity

October

- Gutter clean?
- Prepare for heater season - stock extra thermostats, heaters, and parts. Pay attention for heater fire hazards
- Irrigation systems winterized (check vendor contract)
- Remove exterior furniture (if applicable)
- Plant winter flowers and spring bulbs (time approximate) - check vendor contract
- Air conditioners must be removed by October 31st
- Building envelope inspections - check clearance between earth and buildings, check stairs, railings, patios, decks, siding, etc
- Autumn leaf removal (plan extra time to blow leaves)
- Replace furnace filters and/or clean heaters in common areas
- Inspect dryer ducts

November

- Prepare for inclement weather, have sand ready to spread on icy or snowy walkways
- Begin winterization projects
- Close foundation vents
- Pool winterization
- Daylight Savings End - Adjust common area light timers back one hour. Inspect photocells and common area lights
- Thanksgiving Day - Holiday
- Install hose bibb covers
- Autumn leaf removal (plan extra time to blow leaves)
- Gutter cleaning (if leaves are finished falling)

Winter

December

- All winterization projects should be complete by now
- Christmas (Dec. 25) - Holiday
- Begin Holiday tree removal program
- All yearly fire extinguisher / fire suppression tests should be completed by now