Conducting Monthly Property Inspection



One Team. One Goal.
Affordable Housing for All!
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THE VOICE OF QUALITY AFFORDABLE HOUSING

Conducting Monthly Property Inspections

Agenda

- Introduction
- Safety
- Preventative Maintenance
- Compliance
- Tools and Technology

Disclosure

This training provides suggestions, recommendations, and some best practices. Always follow your company policy and guidance.







Safety

- Health & Safety / Trip & Fall Hazards
- Emergency Action and Fire Prevention
- Protective Equipment /Equipment Use
- Safety Signs
- Hazard Communication / Storage
- SDS (Safety Data Sheets)
- First Aid and Injuries



Safety is Always #1!

The Why

Maintenance is not just about doing work, it is about ORGANIZING and MANAGING the work to achieve the best possible results.

- Maintain property safety and compliance
- Identify issues early
- Preserve asset value
- Ensure resident satisfaction
- Meet company and regulatory standards

Planned vs. Preventative Maintenance

Planned: Routine, predictable, and scheduled in advance.

Preventative: Keeping important components and systems of the property operating properly throughout their "useful life" and beyond

Example: Quarterly inspections on a boiler, caulking exterior windows

Planned vs. Preventative Maintenance

- **Planned:** Work that is predictable and can be scheduled in advance; work that affects the curb appeal and cleanliness of the property.

  Examples:
  - Landscape
  - Trash pick-up
  - Janitorial
  - Others?

Planned vs. Preventative Maintenance

- **Preventative:** work designed to keep the vital components of the property operating properly throughout their useful life and beyond.

  Examples:

  - Replacing Air Filters
  - Servicing Elevator Parts
  - Replacing refrigerator gaskets before they wear out

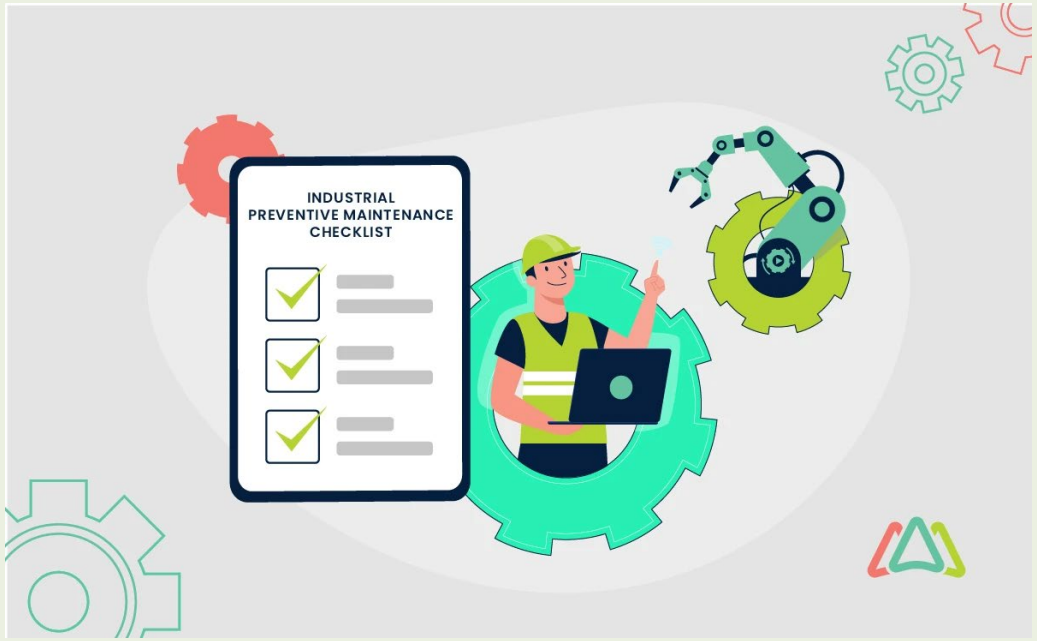
Source of Work- 3 Types

1. Planned:
   - Unit Annual Inspections
   - Projects



Source of Work- 3 Types

2. Preventative Maintenance:
   - Weekly inspection
   - Monthly Inspections
   - Quarterly Inspections



Source of Work- 3 Types

3. Inspection:
   - Annual
   - Real Estate Assessment Center (REAC)
   - Tax Credit Allocation Committee (TCAC)
   - Low Income Housing Tax Credits
   - Lender/Bank

In what order do you hope airlines do their work?

#1: Preventative







#2: Inspections









#3: On-Demand









"Estimated Useful Life" – Examples* (in years)

Building Component	Multi-family	Senior
Asphalt Paving	25	25
Wood dumpster enclosure	12	15
Asphalt shingle roof	20	20
Furnace	20	20
Refrigerator	10	20
Elevator machinery	30	30

While we can't predict exactly when a product or component will fail we can safely say it WILL fail early without proper inspections and preventative maintenance





Failure to carry out often simple, inexpensive PM can cost money and get you in trouble. EXAMPLES?









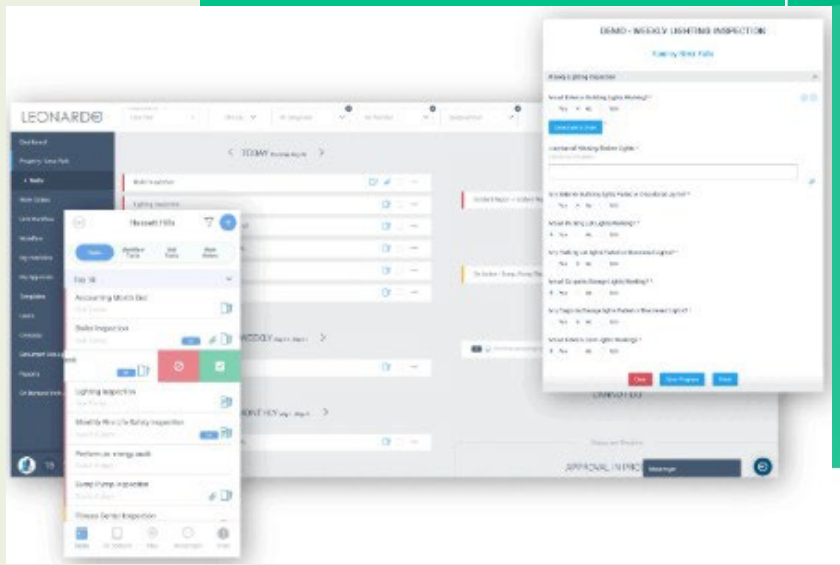
Warranties

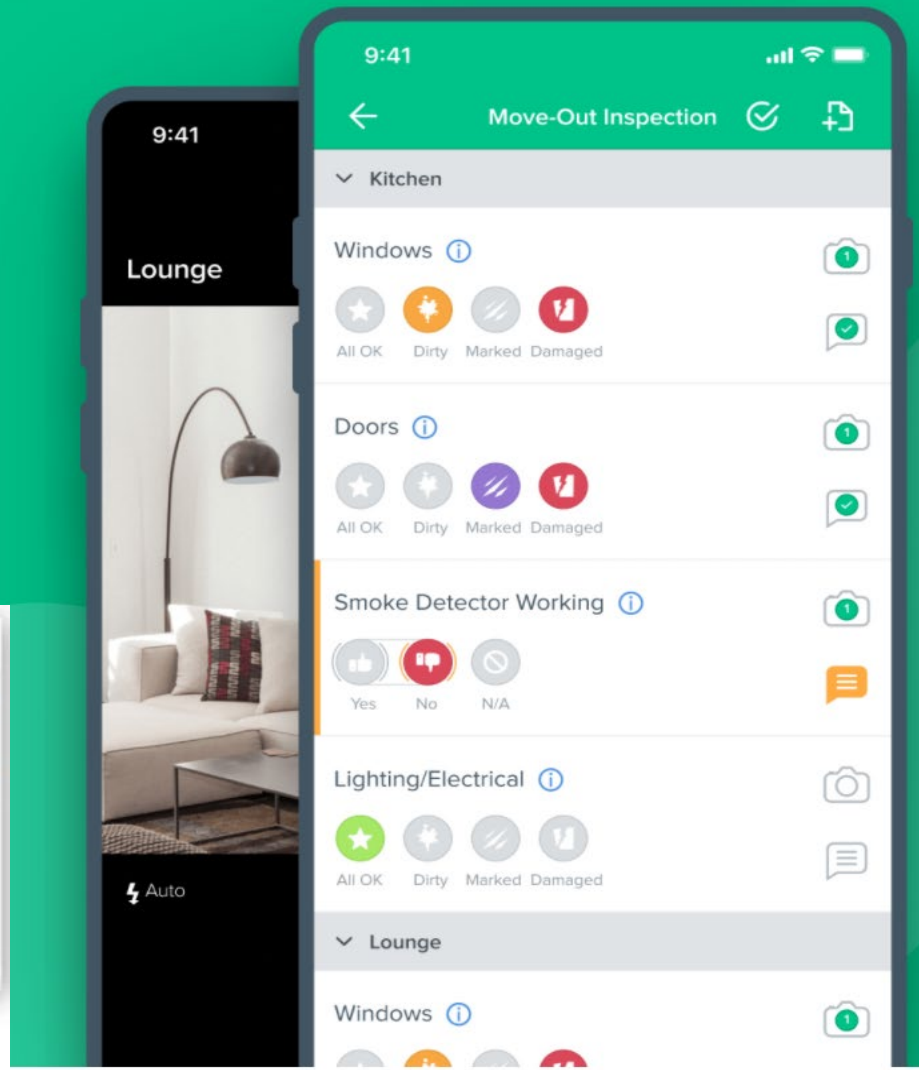
- Warranty does not always equal Useful Life
- Manufacturers don't want to pay on a warranty, so they often make the warranty period shorter than the useful life.
- Warranties are designed to cover premature failures, not the equipment wearing out over time.
- There's a reason why products seem to fail just after the warranty expires- it's designed that way!

Modify Current Tasks to Incorporate Preventative Maintenance

- **Common Areas:** When you are walking the property doing grounds keeping, you can replace light fixtures to prevent trips/falls (light bulbs are easy to carry!)
  - Other Ideas?

Tools and Technology





Weekly

Items	Condition: Good	Condition: Repair	Condition: Replace	Condition: N/A	Needs Cleaning	Work Order	Notes
Entrance of Property	✔						Inside frontDoor cracked tile
Lobby							
Laundry Room	✔						
Fitness Room	✔						
Community Room	✔						
Office							
Maintenance Shop							
Corridors/ Hallways							
Indoor Walkway Hazards							
Outdoor Common Areas							
Landscape at TSA Standards							
Exterior Lighting							
Garage/Parking Lot							
Resident Patios							
Outdoor Walkway Hazards							
Security Cameras Functioning and							

THOMAS SAFRAN & ASSOCIATES

Lighting Inspection

Items	Condition: Good	Condition: Repair	Condition: Replace	Condition: N/A	Needs Cleaning	Notes
Front Entrance	✔					
Lobby	✔					
Laundry Room	✔					
Fitness Room	✔					
Community Room	✔					
Corridors/ Hallways	✔					
Stairwells		✔				
Outdoor Walkways	✔					
Outdoor Playgrounds				✔		
Outdoor Patios		✔				
Entry/Exit Areas	✔					
Lighting East Exterior		✔				
Lighting West Exterior	✔					
Lighting South Exterior	✔					
Lighting North Exterior		✔				
Garage/Parking Lot Lighting	✔					
Pool / Spa		✔				
Emergency						

Questions