



MAINTENANCE PLANNER CHECKLIST



STRATA PLAN - STRATA NAME - MAINTENANCE SCHEDULE

Fiscal Year

Annual Maintenance/Contracts

| Section | Due Date | Work Contract | Contractor | Contract Terms | Cost/Budget | Notes |
|---------|-------------|--------------------------------|------------|----------------|-------------|---|
| | Daily | Alarm Monitoring (Elevator) | | | | |
| | Daily | Alarm Monitoring (Fire System) | | | | |
| | Daily | Site Manager/ Concierge | | | | |
| | Daily | Amenities (pools/ spa) | | | | |
| | Weekly | Landscaping | | | | |
| | Weekly | Waste Management | | | | |
| | Monthly | Elevator | | | | |
| | Monthly | Janitorial | | | | |
| | Monthly | Pest Control | | | | |
| | Quarterly | Mechanical Maintenance | | | | change filters each visit on equipment, inspect equipment for leaks, noise, check pressures and controls are working. |
| | Quarterly | Overhead Doors | | | | |
| | Semi Annual | Generator | | | | |
| | Semi Annual | Gym Equipment | | | | |
| | Annual | Fob/Security System | | | | |
| | Annual | Snow Removal | | | | Should include de-icing/salting and be in place by Sept/October |
| | Annual | Towing | | | | |
| | | Antennae Lease | | | | |

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|--|----------|------------------------------|--|--|--|---|
| | | | | | | |
| | January | Annual Fire Inspection | | | | |
| | January | Roof Anchor Inspection | | | | |
| | February | Dryer Vent Cleaning | | | | exterior annually; if strata paying inside at least every 2nd year both |
| | | Boiler (1) | | | | check flow switch, relief valves, venting, safeties, overall condition , thermocouple, burners, emergency shutoff |
| | | Makeup Air Unit | | | | change/wash filters each visit, check belts, bearings and overall operation |
| | | CO/Ventilation | | | | smoke test sensors to check fans turn on and off. |
| | March | Irrigation Start Up | | | | |
| | | Backflow Inspections | | | | check for leaks each visit |
| | | Roof Inspection | | | | |
| | | Gutter Cleaning | | | | |
| | | Boiler (2) | | | | check flow switch, relief valves, venting, safeties, overall condition , thermocouple, burners, emergency shutoff |
| | | Makeup Air Unit | | | | change/wash filters each visit, check belts, bearings and overall operation |
| | | Carpet Cleaning | | | | |
| | | Lobby/Elevator Tile Cleaning | | | | |
| | | Power Wash Parkade | | | | |
| | | Window Cleaning | | | | |
| | | Drain Cleaning | | | | annual vertical and horizontal drain cleaning of sanitary lines. Wash and pump out sump pits, catch basins |
| | | Boiler(3) | | | | check flow switch, relief valves, venting, safeties, overall condition , thermocouple, burners, emergency shutoff |
| | | Makeup Air Unit | | | | change/wash filters each visit, check belts, bearings and overall operation |
| | | Hydrant Servicing | | | | |
| | | Air Make Up | | | | |
| | | Insurance Renewal | | | | |
| | | Insurance Appraisal | | | | |
| | | Fire Sprinkler Winterization | | | | |
| | | Irrigation Winterization | | | | |
| | | Boiler (4) | | | | check flow switch, relief valves, venting, safeties, overall condition , thermocouple, burners, emergency shutoff |
| | | Makeup Air Unit | | | | change/wash filters each visit, check belts, bearings and overall operation |

Periodic/Non-recurring events

| Section | Due Date | Work Contract | Contractor | Contract Terms | Cost/Budget | Notes |
|---------|--------------|----------------------------|------------|----------------|-------------|--|
| | | | | | | |
| | 4-5 yrs | Bylaw Review | | | | |
| | 3 yrs | Deprecation Report | | | | |
| | 5 yrs | Electrical Vault Cleaning | | | | |
| | 4-5 yrs | Envelope Inspections | | | | |
| | 3-5 yrs | Exterior Cleaning | | | | |
| | | Fob/Security System | | | | recommend budgeting upgrade/replacement every 3-5yrs |
| | 3-5 yrs | HVAC Hallway Duct Cleaning | | | | |
| | 1-2-5-10 yrs | Warranty Review | | | | |

