

PACIFIC PARK PLACE HOUSING CO-OP

MAINTENANCE CHECKLIST FOR MEMBER INSPECTIONS

No one knows better than you as to what maintenance related issues exist in your home.

Please list anything and everything that isn't working properly, or is loose, broken, or damaged, on the attached form. The following are examples of some things that may go wrong.

1. **Main entrance door:** weather stripping, lock, handset, doorbell
2. **Bedroom/bathroom doors:** handset, hinges, doorstop, frame
3. **Electrical:** outlets, light switches, light fixtures, baseboard heaters, thermostats, breaker panel, bathroom fans, infrared heat lamps in bathroom
4. **Closets:** doors, knobs, hinges, rods, shelf brackets, tracks and hardware
5. **Plumbing:** kitchen/bathroom sinks, drains, stoppers, basket strainers, faucets (taps), toilets (seats, flushing problems), bathtub, shower, tiles, grouting, caulking
6. **Stove:** element and oven problems, burnt out appliance bulb, range hood (fan and filter)
7. **Fridge:** cooling issues, leaking water, burnt out appliance bulb, cracks in plastic, broken shelves and handles
8. **Windows and patio doors:** damaged locks, not sliding smoothly, condensation between panes of glass
9. **Kitchen and bathroom cabinets:** handles, hinges, drawers, doors, shelves, drawer glides
10. **Counter Tops:** damaged, leaking around sinks, check for leaks and water stains under sinks
11. **Pest problems:** rodents, insects
12. **Smoke detectors:** chirping, false alarms

Please include all Maintenance related items that require attention on attached

Maintenance Request/Work Order.