

Supply List

Maintenance Manager

Routine Maintenance – Automatic

1. Replace / inventory any missing or damaged window screens.

- Notepad
- Ladder

2. Replace any missing or old smoke detector batteries and any defective detectors.

- 9V Batteries
- Ladder
- Extra smoke detectors
- Screwdriver

3. Replace any missing or burnt-out light bulbs.

- Light bulbs
- Bucket (for old bulbs)
- Ladder

4. Lubricate door locks.

- WD40

5. Lubricate squeaky door hinges and door closers.

- WD40

6. Lubricate vinyl window tracks.

- Silicone spray (WD40 will destroy vinyl.)

7. Repair / replace any damaged or missing gutter downspout extensions.

- Corrugated drainage pipe & adaptors
- Sheet metal screws
- Power drill
- Hacksaw

Routine Maintenance – As Needed

1. Re-caulk bathrooms.

- Utility knife / razor blade
- Caulk
- Caulk gun

2. Fire-caulk around any cable or pipe penetrations through walls.

- Caulk
- Caulk gun

3. Bleed air from heat system radiators.

- Bleeder key / screwdriver
- Cup & bucket

Special Project Options**1. Repaint rooms, hallways, stairways, etc. (Repair holes and dents in advance.)**

- Sandpaper
- Bucket & rags
- Tape
- Tarp / plastic / newspaper
- Paper towels
- Primer
- Paint
- Paint can opener
- Hammer
- Paint mixing sticks
- Brushes
- Rollers
- Roller covers
- Trays
- Ladder
- Painting pole (roller extension)

2. Landscaping (beyond weekly duties).

- Gloves
- Lawn bags
- Rakes
- Shovels
- Gardening tools

Skilled Maintenance Options**1. Repair holes and dents in drywall (or plaster).**

- Paint scraper (stiff putty knife)
- Flexible putty knife
- Joint compound (or patching plaster)
- Drywall hand sander & sandpaper sheets

2. Label breakers on breaker panels (& fuses on fuse-boxes).

- Cell phones
- Sharpie & pen
- Voltage detector / outlet tester

3. Repair / replace old electrical outlets.

- GFCI receptacles
- Cover plates
- Screwdriver
- Needle-nose pliers
- Voltage detector
- Outlet tester
- Utility knife
- Flash light / head lamp

4. Get all bedroom and hallway doors to self-close and latch.

- Screwdriver
- Hex keys
- Hinge pins