



**1.0 General Maintenance Checklist**

1. Check building roof for damage and loose or missing shingles. Check roof plates and gable ends. Repair if necessary.
2. Check skylight for damage and leaks. Caulk and repair if necessary.
3. Check doors, doorframes, hinges, closures and handles. Repair, repaint or restrain as necessary.
4. Check windows, screens and floor vents for damage. If window screens are in poor condition, replace frame and screen. Replace floor vents if they are in poor condition.
5. Check ceiling, windowsills, trim and storage cabinet for damage. Repair, repaint or restrain as necessary.
6. Check toilets, toilet seats, seat brackets and urinals for damage. Caulk seams along floors and walls, and repair or replace all parts in poor condition.
7. Check toilet partitions, doors, hasps, hinges, grab bars and paper holders. Repair or replace as needed.
8. Check the vault cover, bolts and locking devices for damage or missing pieces. Repair and repaint if necessary.
9. Check the MEN and WOMEN signs on the buildings and doors. Repaint, refasten or replace as necessary.
10. Check the entry stoops for settling. Raise or wedge to accommodate wheelchairs.
11. Check concrete-block walls inside and outside for cracks and damage. Patch and tuck point if necessary.
12. Check anti-graffiti finish on walls. Touch up or repaint if needed.
13. Check light fixtures for damage. Clean, repair and replace fixtures or bulbs if necessary.
14. Check outside privacy screen for damage and leaning. Straighten, repair and restrain if necessary.
15. Remove cobwebs, dirt and old bird and bee nests from window screen and sills, roof plates, gable ends, ceilings and skylights. Sweep down the walls and floors.
16. Hose down and wash skylight, walls, partitions, fixtures and floors. Remove or paint over graffiti.
17. Place odor-control material in the vault.