

Guidelines for Maintenance Responsibility

	<u>Association</u>	<u>Co-Owner</u>		<u>Association</u>	<u>Co-Owner</u>
Air Conditioners			Insect/Rodent Infestation	X	
Compressor		X	Interior Cabinets/Shelves		X
Fan		X	Interior Ceiling		X
Animals/Birds in Unit	X		Interior Doors		X
Deck/Entryway			Bathroom		
Lights	X		Floor Finish		X
Railing	X		Sub-floor	X	
Snow Removal		X	Plumbing		
Basement			Disposal		X
Cracks	X		Drain Clogging (prior to trap)	X	
Leaks	X		Leaking Faucets		
Chimney			Interior		X
Birds	X		Exterior	X	
Cap Crack	X		Malfunction-Fixture		
Flue		X	Interior		X
Leaks	X		Exterior	X	
Cleaning		X	Pipe Noise		X
Electrical			Sewer Backup	X	
Circuit Boxes		X	Porch/Stoop		
Circuits		X	Carpet		X
Doorbell Unit		X	Railing	X	
Doorbell Wiring	X		Snow Removal		X
Exterior Outlets		X	Privacy Fence	X	
Fixtures		X	Roofs		
Interior Outlets		X	Leaks		X
Exterior Lights	X		Gutters		X
Switches		X	Sliding Glass Door		
Security System		X	Broken Pane	X	
Exterior/Garage Doors			Caulking	X	
Door Knobs		X	Frame	X	
Frame		X	Lock & Handle		X
Inside Surface		X	Seal		X
Lock		X	Weather Strip	X	
Outside Surface		X	Screen Door Repair		X
Threshold		X	Screen Door Replacement		X
Warping		X	Full Replacement	X	
Weather-strip		X			
Storm Doors		X			
Furnace		X			

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Smoke Detectors

Battery _____ X

Hardware _____ X

Walls-Interior

Cracking/Settling _____ X

Drywall Popping _____ X

Leaks _____ X

Resident Abuse _____ X

Water Heater _____ X

Windows

Broken Pane _____ X

Caulking _____ X

Frame _____ X

Lock & Handle _____ X

Screen Repair _____ X

Screen Replacement _____ X

Seal _____ X

Sill _____ X

Weather Strip _____ X

Window Hardware _____ X

Stuck _____ X

Maintenance Emergency Phone Number

PASCO Property Management's office 677-2727