

CALIFORNIA HOUSING FINANCE AGENCY

ANNUAL PROJECT REVIEW

DEVELOPMENT: _____

MAINTENANCE REVIEW

Conducted by _____

Date: _____

PLEASE COMPLETE THIS QUESTIONNAIRE FOR OUR FILES.

Items to be reviewed:

- I. Maintenance Program/Preventative Maintenance Program
- II. Emergency Equipment/Procedures

CalHFA ANNUAL PROJECT REVIEW (Cont'd)

I. **MAINTENANCE/PREVENTATIVE MAINTENANCE PROGRAM**

A. Please note frequency of maintenance and name of person or contractor responsible for completing each of the following tasks:

<u>TASK</u>	<u>FREQUENCY</u>	<u>RESPONSIBLE PARTY</u>
Landscaping		
Irrigation		
Parking Lot		
Exterior Paint		
Office		
Common Areas & Public Restrooms		
Laundry Room		
Hallways/Stairs		
Elevators		
Emergency Generator		
Walks/Patios/ Balconies		
Heating/AC Equipment		
Hot Water Heaters/ Boiler System		
Solar System		
Roof System		
Gutters/Downspouts		
Stoves & Refrigs		
Windows/Sliders/ Screens		

CalHFA ANNUAL PROJECT REVIEW (Cont'd)

I. MAINTENANCE/PREVENTATIVE MAINTENANCE PROGRAM (Cont'd)

A. Cont'd:

<u>TASK</u>	<u>FREQUENCY</u>	<u>RESPONSIBLE PARTY</u>
Exterior Doors & Hardware		
Pest Control		
Chimney/Flue		
Fencing/Gates		
Waterproofing (Decks/Balconies)		
Interior Painting Schedule		
Trash Enclosures/ Chutes		
Security Lighting (Exterior)		
Other		
Other		

B. Is there a Preventative Maintenance Plan on file?

YES NO

C. Work Orders:

1. Average # of tenant work order requests per month:

CalHFA ANNUAL PROJECT REVIEW (Cont'd)

II. EMERGENCY EQUIPMENT/PROCEDURES

A. Fire and Emergency Equipment

For each life safety component below, list the frequency of routine inspection and servicing and who performs service.

<u>COMPONENT</u>	<u>FREQUENCY</u>	<u>RESPONSIBLE PARTY</u>
Entry Systems	_____	_____
Vehicle Gates	_____	_____
Emergency Lighting/ Battery Back-up	_____	_____
Emergency Call System	_____	_____
Emergency Generator/ Fuel Storage	_____	_____
Exit Signs/Bulbs/ Battery Back-up	_____	_____
Fire Extinguishers	_____	_____
Fire Hoses/Cabinets	_____	_____
Fire Pull Stations	_____	_____
Fire Sprinklers Sys.	_____	_____
Standpipe System	_____	_____
Tenant Door Smoke Seal	_____	_____
Corridor Door Smoke Seal	_____	_____
Automatic Door Closers	_____	_____
Smoke Detectors	_____	_____
Other	_____	_____
Other	_____	_____

CalHFA ANNUAL PROJECT REVIEW (Cont'd)

II EMERGENCY EQUIPMENT/PROCEDURES (Cont'd)

B. Fire Emergency Plan

1. Is there an Emergency Fire Plan, approved by the Fire Department, on file?

Yes No

2. Where is the plan kept?

3. Are the emergency pull stations and building alarm systems tied into the local fire department?

Yes No

4. Emergency Services provided by:

(a) During working hours:

(b) After working hours:

5. Is there an evacuation plan posted in all tenant exit corridors and common areas?

Yes No

6. How often are tenants drilled in fire safety and evacuation procedures?

7. Have tenants been instructed on emergency procedures relating to earthquake safety?

Yes No

8. Describe procedures for locating tenants in an emergency:

9. Is there a buddy system, hall monitors?

Yes No