

MONTHLY MAINTENANCE CHECKLIST	GROUP HOME ONE
Inspection completed by: _____	Date: _____

PLEASE RECORD YOUR FINDINGS & DOCUMENT WHAT WAS DONE TO CORRECT THE SITUATION.	
Test combined Smoke / Carbon Monoxide detectors units	
Fire Extinguishers - staff date/initial monthly checks on tag. Twice (2) a year hold upside down and shake, date and record "SHK" on tag	
Floor evacuation plans are posted at all exits – includes location of extinguishers. Fire evacuation is reviewed monthly, and evacuation drills are completed twice a year (Spring to Fall)	
Emergency Lights - four times per year unplug for 1 min., and once a year drain battery	
First Aid stations – ensure kits are fully stocked and replace any expired items see attached check list	<i>Manager retains FA checklist</i>
Vehicle First Aid kits – ensure kits are fully stocked and replace any expired items.	<i>Manager retains FA checklist</i>
Vehicle emergency kits - ensure kits are fully stocked and replace any expired items.	
Inspect disinfectant dispensing units ensure functioning properly. Test each disinfectant setting with test strips provided. Check expiry dates on cleaning/disinfectant products.	
Check all inside taps, faucets, and pipes for water leaks. Inspect all faucets, tubs, showers, toilets, and inside & underneath Century tub. Ensure toilets aren't running or have leaky seal in tank.	
Annual ArjoHuntly Century tub inspection completed on:	
Inspect Alenti lift, seat, slings and belts, recorded on proper form	
Check bathroom door vents filter (vacuum as needed)	
Annually clean the outside dryer vent, located on the outside wall on south side of the house, facing the alley	
Check outside taps for water leaks. Ensure eaves/downspouts direct away from home.	
Outside taps/lines shutoff and drained in the fall. Indicate date shutoff was completed.	

Remove and store away all garden hoses, prep motorized equipment for seasonal storage etc. by removing batteries etc. running out of fuel. Operating equipment with stale fuel can damage motors, freezing can damage batteries.				
Check exterior lighting, locks, gates, fence, ramps, railings, etc. and make note of any repairs required, and record if repairs were made.				
Dishwasher descaled monthly. Regular monthly descaling maintenance done by adding vinegar to the rinse cycle or use dishwasher cleaning tablets following product directions.				
Verify dishwasher sanitation every six months – run a Thermometer Thermolabel through a full wash and final rinse cycle (sanitation cycle is to be used with every load)				
Wash dryer lint screen using mild soap and warm water.				
Cleanse washing machine by adding cleaner tablet to washing machine and follow package instructions.				
Check individuals’ personal furniture legs/drawers, bed frame, etc. and make note of any repairs required, and record if repairs were made.				
Other inspections completed on separate forms ex. Lift system, slings, walkers, etc.				
Check interior doors, windows, latches, heat vents, cold air vents, make note of any repairs required and record what was recently repaired.				
Check flooring for damage i.e. scratches or defects, walls i.e. holes, paint chips, etc. and make note of any repairs required, and record if repairs were made:				
Check the temperature in fridges and freezers.	Upper level fridge		Upper level freezer	
Refrigeration must be kept at 4 degrees Celsius or 40 degrees Fahrenheit (or below but not freezing). Frozen foods must be kept at minus 18 degrees Celsius or 0 degrees Fahrenheit or below.	Lower level fridge		Lower level freezer	
	Deepfreeze 1		Deepfreeze 2	
Fire Suppression System: Holding tanks appear in good order, full of water, no visual leaks, free of clutter, etc. Reminder that sprinkler heads are fragile, the glass vial on the sprinkler head can break. Be mindful when painting walls around sprinkler heads, if there is paint on them will be viewed as a deficiency and need to be replaced,				
Check water meter using a flashlight, it will bring up display screen; please circle what the Leak Indicator is displaying (which is a symbol of a leaking faucet).	OFF / FLASHING / CONTINUOUSLY ON Please follow directives as indicated on the posting when a leak has been revealed			
Date of last professional furnace inspection.				

Replace and/or clean furnace filter.	
Check water softener salt. Salt should never be higher than water level.	
Iron deposit cleaner added to H2O softener; regeneration cycle is completed every 4 months Jan, April, July and Oct.:	
Clean filters in the Vanee Air Exchange unit, pullout filters, vacuum, and rinse.	
Empty Central-Vacuum Canister and change bag as needed.	
Check the sump (pump) engage motor by lifting lever.	

OTHER MAINTENANCE WORK REQUIRING REPAIRS:

Include who/what the remediation arrangements are. If maintenance work is pending or deficiencies are completed:

RESIDENCE MANAGER:

DATE: