

MONTHLY MAINTENANCE CHECKLIST	Group Home Three 50 O'Connor Crescent
Inspection completed by:	Date:

PLEASE RECORD YOUR FINDINGS AND DOCUMENT IN DETAIL WHAT WAS DONE TO RECTIFY THE SITUATION *(ie: outside taps drained on Sept 20 by Bugs Bunny).*

Test combined Smoke / Carbon Monoxide detectors units	
Fire Extinguishers - staff date/initial monthly checks on tag. Twice a year Jan/June 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	
Facility First Aid stations – ensure kits are fully stocked and replace any expired items.	Manager retains checklist
Vehicle First Aid kits – ensure kits are fully stocked and replace any expired items.	Manager retains checklist
Inspect disinfectant dispensing unit – ensure functioning properly. Test each disinfectant setting with test strips provided. Check expiry dates on cleaning/disinfectant products.	
Monthly AED Check-Up List: ensure the Battery and Pads haven't expired. The AED's Condition isn't showing any error messages and hasn't experienced any physical damage.	
Check all inside taps, faucets, and pipes for water leaks. Inspect around all, 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 Ceiling Track Lift system, Alenti lift, seat, belts and slings record on proper form	
House Vents and filters (vacuum washed)	
External dryer vent/ducting to be checked and cleaned a minimum of 3 times per year. Annual dryer ducting will be professionally cleaned.	

Check outside taps for water leaks. Ensure eaves/downspouts are connected, free of debris and are 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 damages 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 as per machine guidelines													
Check individuals’ personal furniture legs/drawers, bed frame, etc. and make note of any repairs required, and record if repairs were made. Submit replacement costs to PC for authorization.													
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 temperature in fridges and freezers. Refrigeration must be kept at 4 degrees Celsius or 40 degrees Fahrenheit or below. Frozen foods must be kept at minus 18 degrees Celsius or 0 degrees Fahrenheit or below	<table border="1"> <tr> <td>Upper level fridge</td> <td></td> <td>Upper level freezer</td> <td></td> </tr> <tr> <td>Lower level fridge</td> <td></td> <td>Lower level freezer</td> <td></td> </tr> <tr> <td>Deepfreeze 1</td> <td></td> <td>Deepfreeze 2</td> <td></td> </tr> </table>	Upper level fridge		Upper level freezer		Lower level fridge		Lower level freezer		Deepfreeze 1		Deepfreeze 2	
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Check hot water tank for any leaks or any signs of damage etc.													
Check and reset mouse traps, ant traps, and any other rodent or insect control measures.													
Date of last professional furnace inspection. In the fall RM													

will schedule the inspection with their plumber.	
Replace and/or clean furnace filters	
Check water softener salt. Salt should never be higher than water level	
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	
All Entranceways clear of snow, debris or foliage, etc.	

OTHER MAINTENANCE WORK REQUIRING ATTENTION:

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

Resident Manager:	Date:
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