## Section 4 - Maintenance Inventory

### 4.1 General

In order to service the majority of corrective maintenance requests on a timely basis, each community should maintain an inventory of maintenance supplies, replaceable parts, appliances, tools, and equipment. The inventory is also necessary for custodial, preventive, and emergency maintenance. The size of the inventory is determined by the size and condition of the community and the types of problems encountered. An inventory control system is essential for a smooth maintenance program.

Parts and supplies should be shelved in a neat manner and labeled as to the part name, part number, supplier, and the minimum and maximum quantity to be held in stock. When stocks drop to the predetermined level, the Community Manager should be advised.

In general, the maximum quantity to be stocked is parts normally used within a 45 day period. The minimum quantity would be a 2 week supply.

### 4.2 Asset Items

All major asset items are entered accurately and immediately into OneSite. OneSite provides an overview of all the major items pertaining to the units, buildings and community. Listed of examples, (but not limited to): Water Heaters, HVAC Systems, Roofs, Appliances, Maintenance Equipment, Carpet and Smoke/CO Alarms.

Assets Items are tracked for various reasons i.e. Warranties, 10 year cap. plans, installation dates and inventory.

### 4.3 Carpet Replacement

All carpet replacements must be recorded as Asset Item in Onesite. The carpet requirements are as follows:

A. Labor must include installation of new carpet and pad, if necessary, as well as removal of old carpet and pad, if necessary. Old carpet is not to be placed in community dumpsters.

B. Carpet must be vacuumed following installation by the contractor.

C. All color and carpet types used throughout all GMI communities will be approved by Vice President of Operations.

E. Each community must be individually invoiced.

F. Manufacturer's spec sheet and FHA number must be provided.

G. Insurance certificate must be provided to reflect current coverage as follows:

General Liability
Automobile
Workmen's Compensation

## 4.4 Hot Water Heaters

Every hot water heater must be initially installed by a licensed plumber under a proper permit. Such installations must include examination and replacement, if necessary, of pressure relief valves, flue connections, gas cut-off valves, temperature controls, hot and cold supply line valves, and recirculating pumps on heaters serving more than one apartment.

When it becomes necessary to replace existing water heaters, the contractor shall advise the Community Manager in writing of the correct type and size.

**Jetglass** or **State** Water Heaters should be installed when possible.

The temperature should be set at $125^0$ F. Hot water heaters should be blown down every quarter to remove sediment.

Every hot water heater must be inspected once each quarter. This inspection will include:

A. Flue connections.

B. Testing relief valves to assure ability to operate.

C. Testing hot and cold water valves.

D. Observing gas flame adjustment.

E. Clean burner and fire chamber, remove scale.

F. Drawing off the drain valve sufficient water to assure no buildup of scale on bottom of tank.

G. Oiling bearings of circulating pumps.

H. Check temperature control to assure units at end of loop (at furthest or highest point) can obtain $125^0$ without excessive running water.

I. Verify that the make-up air vents are properly positioned and not blocked.

Each water heater will be equipped with a plastic inspection tag to which will be posted the date and initials of the person inspecting each quarter. Tags will be uniformly installed at the pressure relief valve location of each heater. When it becomes necessary to replace that water heater, the tag will be so marked, and a new tag will be inserted with the old tag being retained in the holder.