

# 164 Essex Street Apartments

Operations and Management Manual (DRAFT)

Draft Date: April 16, 2024

# Operations and Management Manual

## 164 Essex Street Apartments

**Szecon Development, Inc.**

142 HAGGETT'S POND ROAD  
ANDOVER, MA 01810 USA

Telephone TBD

### MANAGEMENT CONTACTS

Community Manager	TBD	Telephone TBD	Email TBD
Maintenance Manager	TBD	Telephone TBD	Email TBD

### OFFICE AND STAFF HOURS

Management	TBD
24 Hour Emergency Maintenance	Telephone TBD
Service Requests	Telephone TBD
Web Site	TBD

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# I. COMMUNITY OPERATIONS

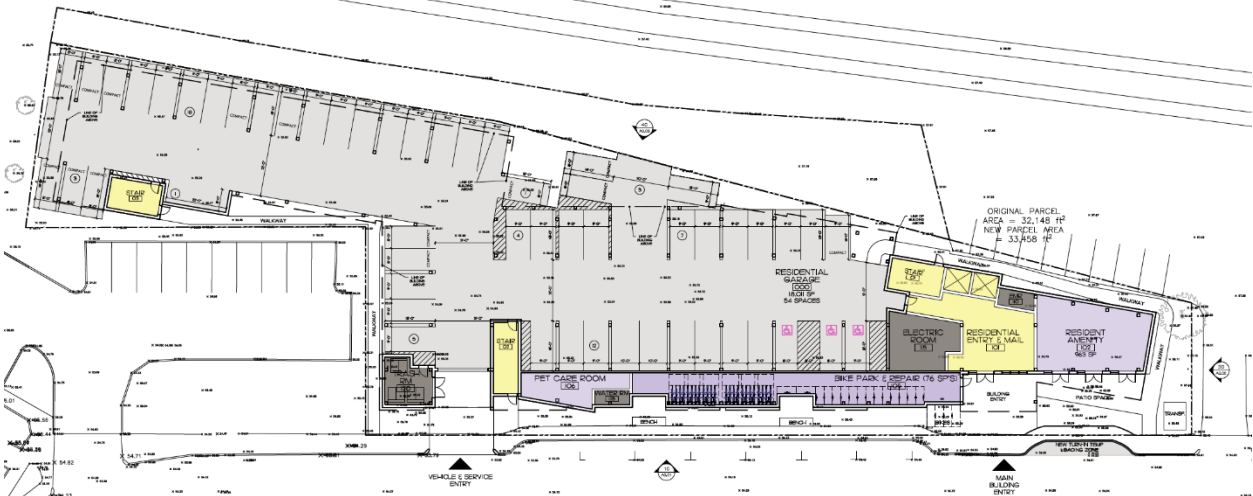
## A. Community Description

164 Essex Street Apartments is a 76-unit apartment development. Conceptual diagrams of the buildings and site are below.

*Diagram 1 - Building View*



*Diagram 2 - Site Overview*



## B. Community Contacts

Community Manager	TBD	TBD	TBD
Maintenance Manager	TBD	TBD	TBD
Police Department (Non-Emergency)	TBD	TBD	TBD
Fire Department (Non-Emergency)	TBD	TBD	TBD

**For all health, fire, and safety emergencies please dial 9-1-1 first and notify management as soon as it is safe and possible.**

## C. Management Company

The project will be managed by a local management company with local staff on call. Management will not have an on-site management office but personnel will be on-site on an as needed basis on weekdays during business hours for building and site upkeep, maintenance, cleaning, and operations. The management company will be selected prior to occupancy.

Address TBD

Management	Monday through Friday 9am – 5pm
24 Hour Emergency Maintenance	Telephone TBD
Service Requests	Telephone TBD
Web Site	TBD

*Ownership Headquarters (for mailing purposes only)*

Address TBD

## D. Trash and Recycling Procedures

### 1. Common Areas (Interior and Exterior)

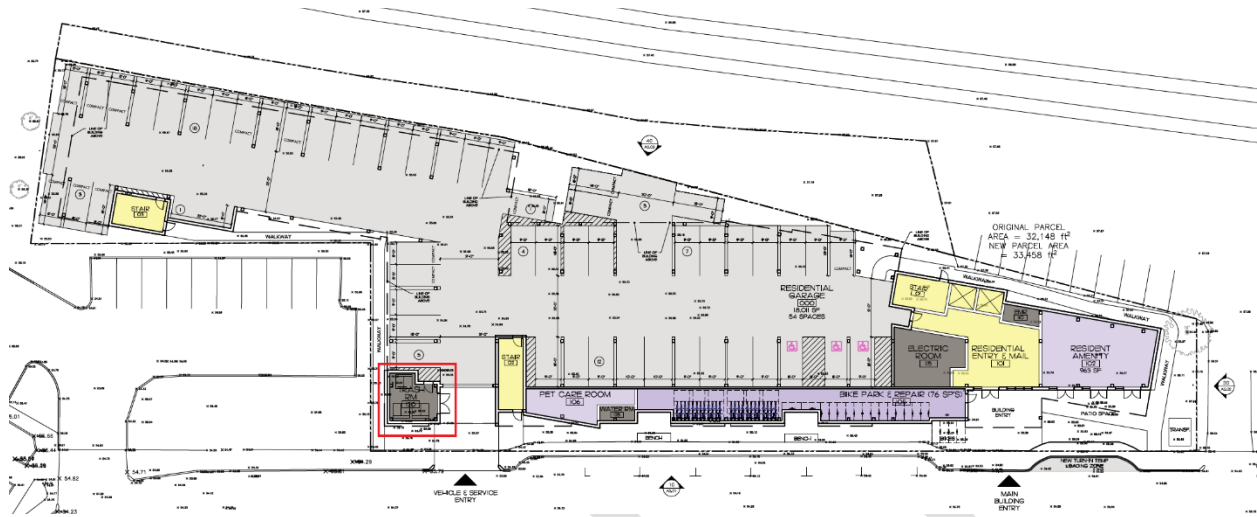
164 Essex Street Apartments Management will be responsible for emptying any common area trash and recycling receptacles into the main building garbage dumpsters on an as-needed basis, at least once daily M-F.

The trash and recycling room for the main building is located on the south wall of the building garage. See Diagram 3.

### 2. Apartments (Tenant Responsibility)

Tenants are solely responsible for the timely disposal of their recycling and trash in the trash room shown on Diagram 3. Receptacles will be clearly marked for recycling and garbage. Once recycling and trash have been disposed, residents must close the lid of each receptacle to ensure our community remains pristine. Tenants are to immediately notify Management in the event cleanup of the recycling/trash areas is needed.

Diagram 3 – Main Building Trash/Recycling Room



**Absolutely no electronics, appliances, furniture, construction materials, hazardous chemicals/waste or over-sized items will be allowed in the receptacles or the receptacle area. Residents requiring large item removal should contact the community manager.**

### 3. Recycling and Trash Pickup (Management Responsibility)

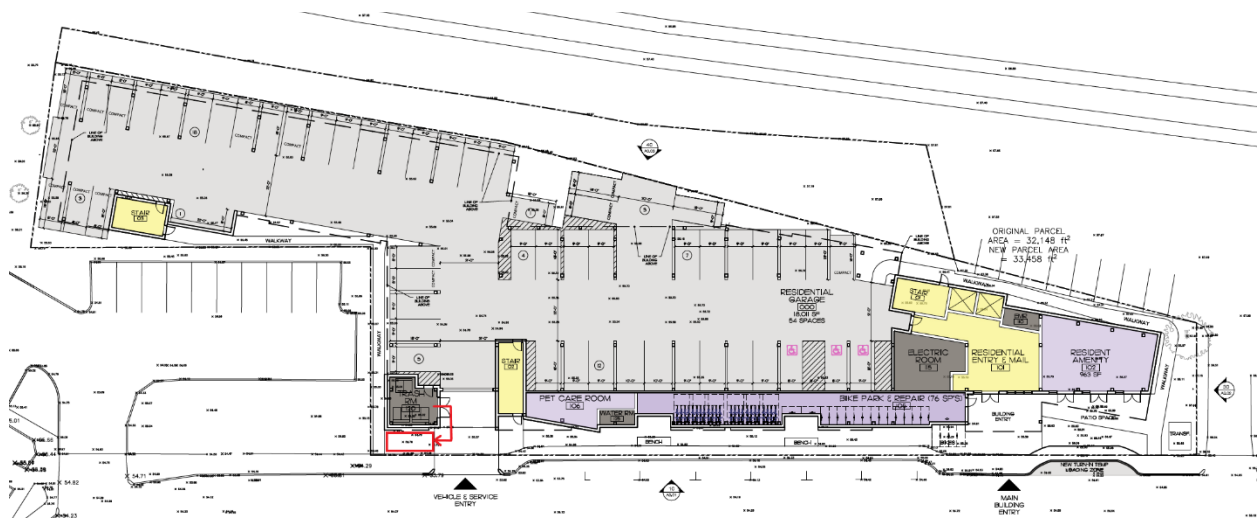
164 Essex Street Apartments Management will schedule all recycling and trash receptacle pick-ups from private vendors TBD times per week. Should further pickups be required, management will actively monitor and schedule additional pick-ups as needed.

Garbage and recycling containers will be rolling containers, which will be moved by building management personnel from the trash room to an exterior location shown on Diagram 4. The containers are expected to include typical 4-yard rolling dumpsters and 96-gallon barrels as shown below:



Trash and recycling shall be set out at designated on site pickup area prior to the pre-arranged times but not earlier than is reasonably necessary. Empty trash and recycling containers shall be removed from pickup area by management as soon as possible after collection. Collection days may be affected by holidays. Management will notify tenants of any such changes.

Diagram 4 – Trash/Recycling Pickup Procedure

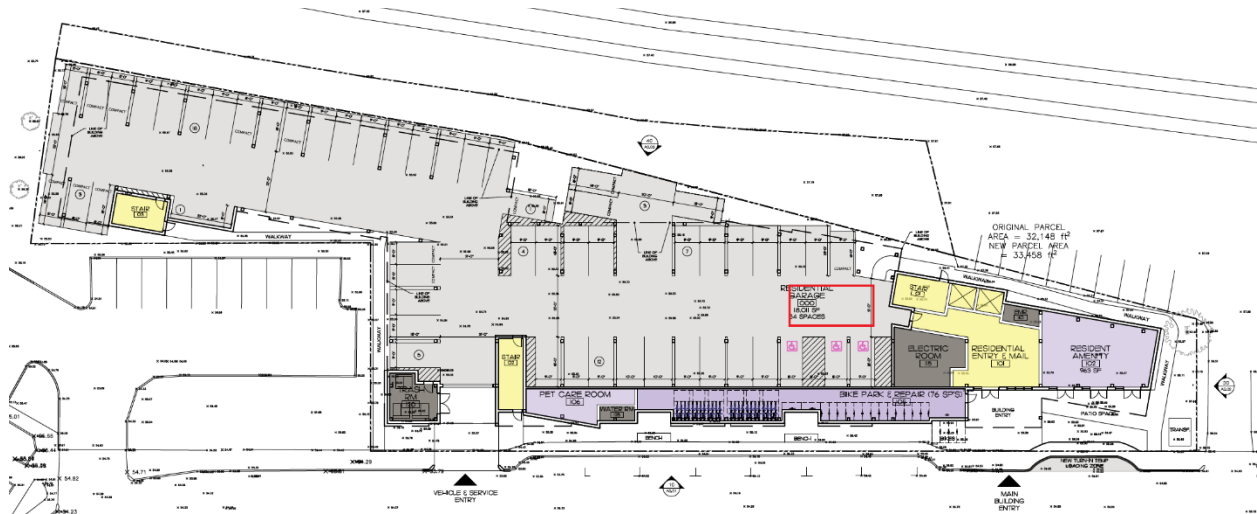


### E. Move-In/Move-Out Procedures

All tenant move-in and move-out events, including all furniture and appliance deliveries, must be pre-arranged and approved by 164 Essex Street Apartments Management. Management is committed to ensuring these events have little to no impact on residents and the community. To do so, Management is committed to ensuring all aspects of said events are timely, well-planned, and overseen by Management. The following procedures apply to all moving events:

- Moving events will be scheduled solely between the hours of 9am and 5pm, Monday – Friday. Other times/days may be allowed at the discretion of Management.
- Tenants must provide Management with **not less than 7 days' notice in writing** of all moving events. To schedule a Moving Event – tenants must contact 164 Essex Street Apartments Management. In order to schedule, tenants must provide a copy of an executed contract with a licensed moving company and proof of the company's license and insurance.
- All moving events will require tenants to pre-pay a non-refundable moving fee of TBD, as well as a refundable damage deposit of TBD. Any damage caused during moving events will be deducted from the damage deposit, and any additional damages will be billed to tenants.
- Except during the initial lease out phase of 164 Essex Street Apartments, multiple moving events will not be scheduled for the same time.
- If a moving event requires the use of the building elevator, tenants must inform 164 Essex Street Apartments Management so that arrangements can be made for use of the elevator. Tenants shall have priority over moving events in the use of elevators. In no event may elevators be blocked open during moving events except as permitted and overseen by Management.
- Moving trucks/vans shall use the designated loading space (see Diagram 5) during moving events unless otherwise authorized by Management. Moving trucks must be sized such that they are able to fit into the loading space without any spillover and with sufficient room for unloading/loading to take place entirely within the space. Management recommends 20' trucks as the maximum size. In no event will permission be granted to park within or block the site drive aisle or the travel lanes of Essex Street, or to block parked cars.

Diagram 5 – Moving/Loading Zone



## F. Parking & Loading Management Plan

### 1. Registration and Permits

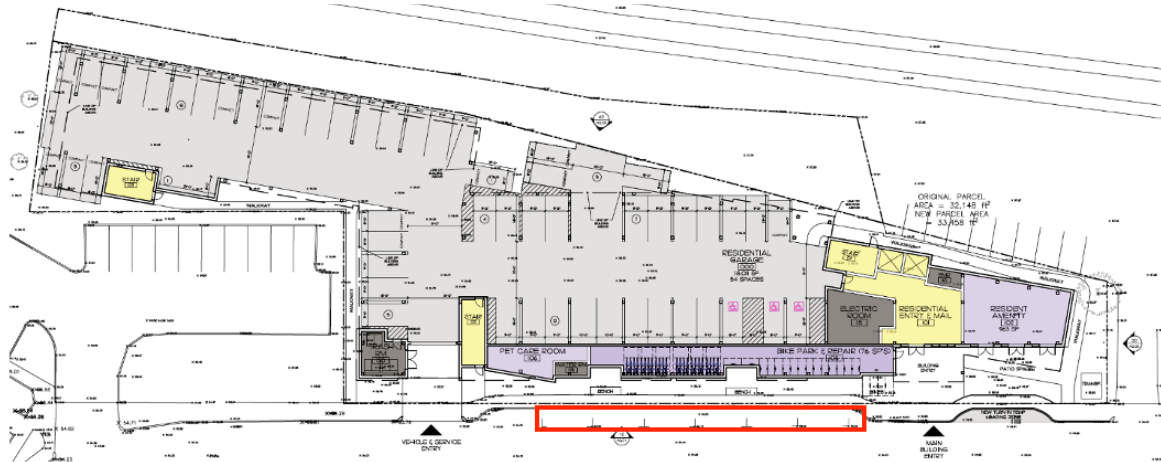
All Tenants wishing to permanently park an automobile must register their vehicle with 164 Essex Street Apartments Management and comply with all provisions of the Parking Regulations outlined herein:

- Annual (January 1 – December 31) vehicle parking passes will be available from building management for a non-refundable fee of TBD. Free permanent vehicle parking is not available at 164 Essex Street and is not included in tenants' rent unless required by law.
- Parking permits may ONLY be obtained from Management and are non-transferable or assignable to other residents, guests, or other vehicles. Permits may be obtained by contacting the Management Office.
- Applications for resident parking permits shall include proof of residency at 164 Essex Street Apartments, a valid Massachusetts driver's license, proof of Massachusetts vehicle registration, and proof of insurance.
- Resident parking permits are available only for non-commercial vehicles bearing valid Massachusetts passenger-class license plates that are currently registered in Massachusetts under the name of the registered tenant at that tenant's unit in the Premises. Tenants are required to annually re-certify their (a) current residence at the Premises, and (b) current registration of their vehicle at the Premises to renew all parking permits.
- Paid parking passes will be tied to specific parking spaces selected at the sole discretion of management.
- Any vehicle parking in an assigned parking space that is not registered with Management will be towed at the vehicle owner's expense.
- Availability permitting, not more than one additional parking permit per unit may be approved by Management on an annual basis (January 1 – December 31) for an added fee of TBD, with priority given to 3-bedroom units, then 2-bedroom units, then 1-bedroom units. Renewal of additional parking permits is not guaranteed.



- Resident parking permits must be permanently affixed to the rear window of the vehicle to which they are registered.
- Parking for visitors, guests, rideshares, and deliveries during daytime hours is available in the existing 3-hour parking area along Essex Street. See Diagram 6.

*Diagram 6 – Short-Term Parking*

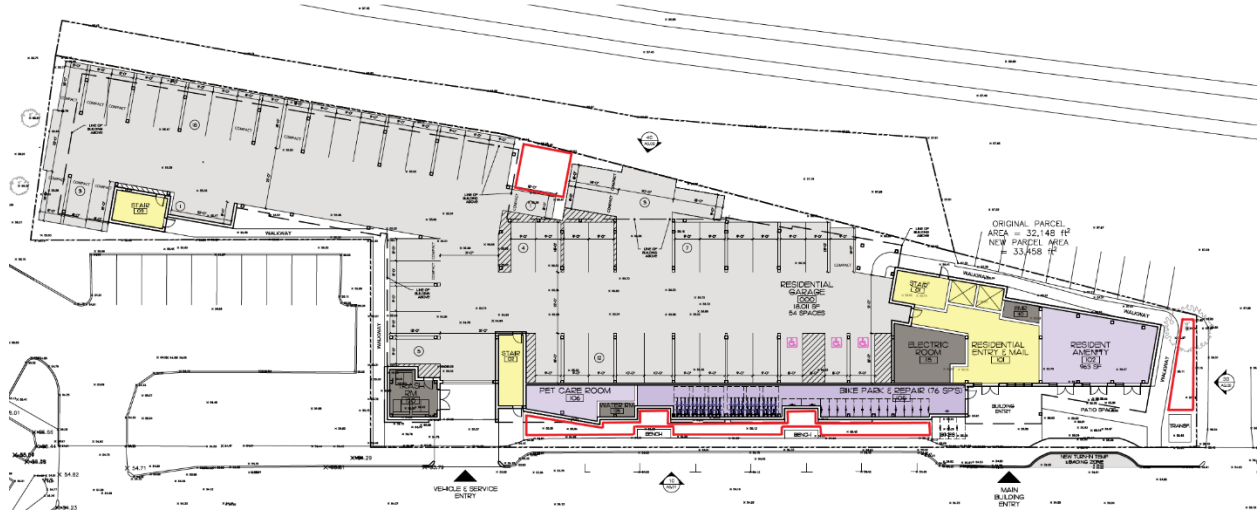


- A new parking permit must be obtained when a registered vehicle is replaced.
- Permits will be immediately cancelled when a Tenant vacates the Premises.
- Any vehicle not displaying a valid permit or any vehicle that is incorrectly parked, including but not limited to those parked in front of trash bins, walkways, in fire lanes, or in multiple spaces will be towed at the vehicle owner's expense and may be towed without warning. Vehicles that are too large to safely fit within the limits of a single parking space, such as trucks, vans, RVs or other large vehicles may not be parked at 164 Essex Street Apartments.
- No attempt will be made to contact owners of vehicles without permits prior to towing.
- In the event on-site parking is fully reserved, tenants will be provided information from management for off-site paid parking lots.
- Building rules shall prohibit permanent overnight parking by tenants on Essex Street.

## 2. Tenant Winter Season Parking Regulations (Effective December 1 - April 30)

- Management will be responsible for clearing snow from sidewalks, driveways, drive aisles, unassigned parking spaces, and loading areas.
- All snow cleared from any area of the site shall be deposited into a designated snow storage area (see Diagram 7). Snow may not be deposited into other parking spaces, sidewalks, site driveways, streets, or neighboring properties.

Diagram 7 – Snow Storage



### 3. Miscellaneous Parking Rules and Regulations

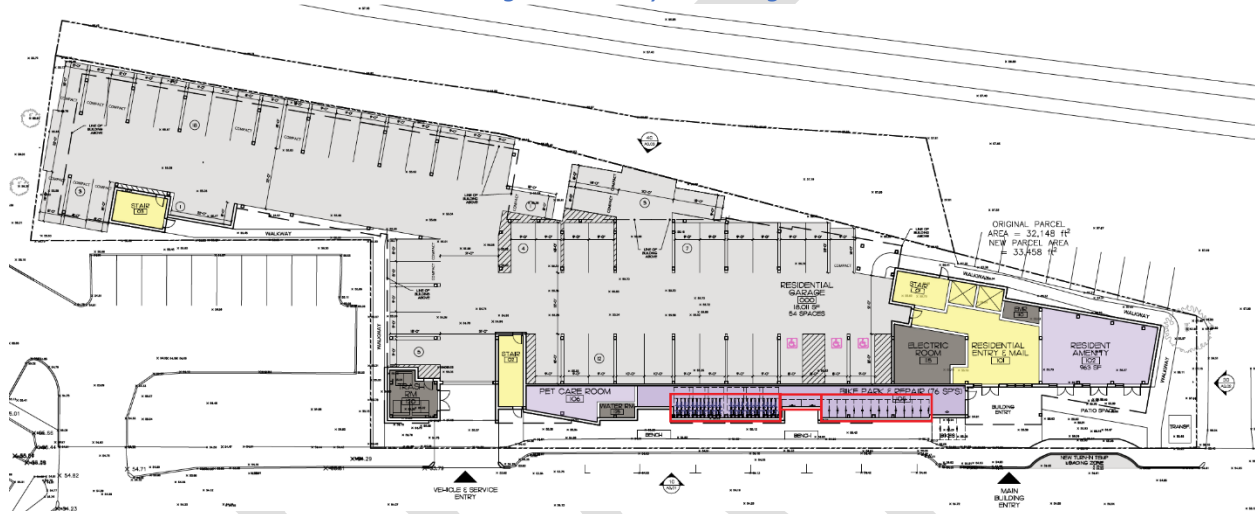
- Users of the parking areas shall obey all posted signs and park only in the areas designated for vehicle parking.
- ADA parking is reserved for ADA parking permit holders only.
- Maintenance/servicing of vehicles on the Property is strictly prohibited.
- The Owner and Management shall not be responsible for any damage to vehicles, injury to persons or loss of property, all of which are risks assumed by the party using the parking areas.
- All vehicles must have current inspection stickers and license tags. Storage of inoperative vehicles is not permitted. Vehicles that have expired inspection stickers or license tags, unlicensed vehicles, or vehicles that are inoperable are subject to towing at the expense of the vehicle owner.
- Trucks and other large vehicles are strongly discouraged. Vehicles parked on the site must be able to navigate to the designated parking spot without need to use other parking spaces for maneuvering, and must fit entirely within a single parking space without impeding the use of adjacent spaces or spillover into the drive aisle. Parking passes will not be granted for vehicles that cannot comply with these requirements, and vehicles found to be in violation of these requirements will be subject to towing at the vehicle owner's expense.
- Vehicles parked in tow-away zones, fire lanes, reserved parking areas, ADA parking spaces without proper parking permits, or blocking a trash receptacle will be towed at the vehicle owner's expense in accordance with applicable law.
- All posted speed limits must be observed.
- Excessive vehicle speed or noise shall constitute a disturbance.
- Motorcycles, mopeds, and motorbikes are considered motor vehicles and shall be treated as such, and shall not be parked in bike storage areas.
- No trailers, motor homes, boats, campers or large trucks shall be allowed on the Property overnight.
- Unnecessary idling of vehicles on site is not permitted.

- Violators of these Parking Regulations shall be subject to towing at the vehicle owner's expense.

#### 4. Bicycle Rules and Regulations

- All on-site bicycle storage shall be in the designated area. See Diagram 8. Bicycles locked to fences, signs, or stored elsewhere on the site shall be subject to removal by Management.
- Guest bicycle storage is provided in a bike rack at the front of the building.

Diagram 8 – Bicycle Storage



#### 5. Loading Zone Rules and Regulations

- Loading Zone space can be reserved for moving trucks/oversized deliveries. To reserve for moves, see the above section. For short-term deliveries (e.g., furniture or appliances) or loading/unloading, residents should contact Management a minimum of 3 business days in advance.
- See move-in/move-out procedures above.
- Violators of Loading Zone Rules and Regulations will be subject to towing at the vehicle owner's expense.
- Management will not attempt to contact Tenants who have not moved their vehicles as set forth above.

#### G. Amenity Spaces/Event Scheduling

All amenities spaces are for use by residents and their guests only. Hours of operation shall be 8am-10pm. Management is committed to maintaining a wholesome and peaceful community and kindly remind residents that their enjoyment of amenities and commons areas must be done with respect for neighbors. Excessive noise or inappropriate use of any amenity or community space will not be tolerated. All use of these amenities are at the risk of the user, and Management does not accept any liability for misuse of these amenities. Users are expected to follow posted instructions for the use of these amenities.

Amenity spaces will be available for reservation on a first-come first-served basis and can be booked up to 60 days in advance. Amenity space reservations are solely available at the discretion of Management and the use of said spaces can be revoked at any time without cause.

## H. Mail and Package Delivery Management

164 Essex Street Apartments has provided a mail/package room located centrally in the building lobby. All residents' mail, packages, and other deliveries must be delivered to said location. Due to limited space available, package sizes will be limited for normal delivery. Any over-sized packages greater than TBD dimensions will require tenant presence at the time of delivery. See instructions above for furniture/appliance deliveries.

## I. Snow and Ice Removal Plan

### 1. Introduction

The site has a limited area where snow removal will be required. Although space on site for snow storage is limited, given the small amount of clearing required it is expected to be sufficient. In events of heavy snowfall, Management will arrange for the collection and removal of excess snow from the site for disposal at approved off-site locations in accordance with applicable laws and regulations. Effective snow and ice removal are dependent on efficient and orderly utilization of a variety of personnel, equipment, and materials. Since every snowfall is different, the specifics will change each time. However, the general order and pattern of removal will remain the same.

The Management Team has several different ways of clearing areas of snowfall with in-house resources as follows:

- Small crews of personnel with snow shovels and snow blowers.
- Tow behind top dresser (for spreading sand/ice melt).
- BOBCAT front end loader (for filling excess snow into haul-away trucks).

In addition, Management will supplement in-house snow removal services with outsourced resources to conduct snow removal operations if needed. Storms in excess of noted amounts will be dealt with periodically to ensure safe and expeditious removal.

Management estimates a 2-hour plan implementation response from the time of notification of a winter weather event occurrence after normal business hours or weekends.

ADA Exits/Access Clearance – To ensure that persons with disabilities have a clear path as they enter or exit complex facilities, a primary pedestrian route with direct access to an access door will be kept clear and accessible at all times. All ADA ramps are considered primary, and priority of effort will be placed on them as well.

### 2. Responsibilities

#### a) 1. Building Supervisor on Duty

- a. Monitors the current weather conditions.
- b. Maintains contact and coordinate with MPD (Melrose Police Department) and the Owner (after normal duty hours) to verify current road conditions.

c. Call and advise Management key staff when weather conditions require execution of the snow removal plan. (See TAB 1 - Snow and Ice Removal Plan Calling Tree and TAB 2 - Key Snow and Ice Removal Plan Points of Contact)

*b) 2. Director of Operations*

- a. Responsible for the safe execution of the snow and ice removal plan.
- b. Contact the Management Team to initiate snow removal plan.
- c. Monitors the snow and ice removal operation progress and maintains contact with both Building Supervisor and the Owner to monitor calls on trouble areas that may require special attention.

*c) 3. Owner*

- a. Ensures that all grounds personnel are familiar with their designated tasks and areas of responsibility in accordance with the snow and ice removal plan.
- b. Ensures that all snow removal equipment is operational, and that adequate amounts of sand, and ice-melt are on hand for snow and ice removal operations.
- c. Conducts snow and ice removal operations safety briefing with on-call personnel. If inclement weather conditions occur after duty hours, contact on call personnel and have them report to 164 Essex Street Apartments.
- d. Ensures that snow removal crews are appropriately dressed to perform their duties; ensures that crews, especially those on foot, have warm up breaks.
- e. Executes the snow and ice removal plan.

*d) 4. To Be Determined - Supplemental Snow Removal Services Vendor*

- a. Provide supplemental snow removal services in accordance with established agreement and in accordance with snow and ice removal plan.

**3. General Procedures**

Current weather conditions are continually monitored by the Building Supervisor on duty. As a rule, when accumulation is ½ inch on the driveway, the on-duty Building Supervisor will notify the Director of Operations who will in turn activate the snow removal plan. To ensure that the current weather conditions warrant the execution of this plan, Building Supervisor will contact the Owner to verify the current complex conditions.

*a) Trucks with Snow Blades*

Management will dispatch trucks to apply ice melt, push and scrape snow off (if deep enough) from Parking Areas. Snow will be piled into designated snow storage areas (see above). Snow will not be piled in areas of the site where vehicle sight lines must be maintained. When designated snow storage has been filled, snow will be hauled away in trucks.

The site driveway will be given applications of ice melt and scraping (dependent on depth) with trucks. The small crews of personnel with snow shovels and blowers will be used to brush snow off sidewalks, building paths, ramps, and entrances. Applying a thin layer of sand with the tow behind top dresser will treat snow and ice that small crews of personnel with snow shovels and blowers are

not able to brush off. When temperatures rise, areas of ice that have been treated with sand will be removed as quickly as possible and by the best means available.

*b) On Foot Personnel*

While all other available equipment's is being used to clear all accessible areas, on foot personnel will clear inaccessible (by all other equipment) steps, walkways, ADA ramps. These areas will be cleared with personnel assets normally assigned to each of the Grounds Maintenance Zones.

4. GROUND'S MAINTENANCE ZONES TBD

Once crews have cleared walks, they will apply chemical snow melt materials. The chemical snowmelt materials will only be used in small amounts on steps and ramps near building entrances.

Crews will give special attention while clearing steps to ensure that handrails are easily accessible. The use of snowmelt pellets is limited to light use near entrances because of the destructive effect it has on exposed aggregate concrete walks and landscaping. Repeated applications of "ice melt" pellets have little effect at temperatures below 10 degrees.

A moderate amount of sand can be applied to provide traction. Personnel must use caution as to avoid sand from falling into drains. Pre-approved non-corrosive ice-melt will be applied to surfaces when instructed. In any event, the use of ice melt shall comply with any/all applicable legal requirements based on the proximity of on-site wetlands.

In all circumstances, crew efforts should be governed by the need to provide safe pedestrian surfaces along walkways. Concurrently, snowmelt materials need to be used prudently to avoid any unnecessary destructive effects.

3. General Note. This Snow and Ice Removal Plan will be implemented during inclement weather conditions both during and after normal work hours. Any deviations from this plan must be coordinated with, and approved by, the Director of Operations. The plan's priority of work and effort may vary depending on the severity of the weather conditions. Building Supervisor will use the following calling sequence when the plan requires execution after normal work hours.

Snow Emergency Calling Tree TBD

## II. COMMUNITY MAINTENANCE

### A. Maintenance Commitment

164 Essex Street Apartments Management is committed to the pristine maintenance of all buildings and property. In order to live our commitment, the following principals to maintenance will be utilized:

- Regular Inspection
- Preventative Maintenance
- Immediate Remediation

All drainage (storm water) systems are to be maintained and inspected as provided for in the Stormwater Operations and Management Plan and SWPPP for the site.

Maintenance logs will be kept and recorded for the following:

<b>Systems</b>	<b>Inspection Schedule</b>	<b>Log Review</b>
All Fire Protection Systems	Weekly	Bi-Weekly
HVAC	Weekly	Monthly
Electrical	Weekly	Monthly
Intercoms	Weekly	Bi-Weekly
Elevators	Weekly	Monthly
Security	Weekly	Bi-Weekly

## B. Common Area Maintenance

### 1. Tenant Responsibility

Tenants are responsible to clean-up after themselves when using common areas and amenities.

### 2. Management Responsibility

Management will inspect common areas and clean common areas as needed.

### 3. Schedule

Inspection – Monday through Friday

Cleaning – As needed

Deep Cleaning – Every other week

## C. Building Exterior Maintenance

### 1. Tenant Responsibility

Tenants are responsible to clean-up after themselves when using common areas and amenities.

### 2. Management Responsibility

Management will inspect common exterior areas and all exterior property and clean common exterior areas as needed.

### 3. Schedule

Inspection – Monday through Friday

Cleaning – As needed

Landscaping – Every other Week

## D. Grounds Maintenance

All landscaped areas will be irrigated with sprinklers with automatic controls and rain sensor mechanism. The level of irrigation will vary based on plant species and condition. Laws will be watered

in accordance with recommendations of the project landscape architect. During off-season months, irrigation piping must be winterized.

Lawn areas should be mowed at least once per week, subject to the discretion of Management, from May 1 to October 31. Grass clippings must be properly disposed of.

Trees adjacent to walkways will be trimmed to a minimum clearance of 7 feet. Trees and bushes must be maintained to the extent necessary to maintain driver sight lines for the site access driveways.

Dead landscaping, trees, and shrubs are to be replaced as needed with similar plant species.

Damage to site curbing and parking areas to be repaired seasonally, as needed.

## E. Apartment Unit Maintenance

### 1. Tenant Responsibility

Tenants are responsible for all cleaning within their leased unit.

### 2. Management Responsibility

Management will inspect, maintain, and clean apartments prior to and after tenant move-in/move-out event.

### 3. Repair and Response

During Tenancy – Any non-emergency maintenance request will be responded to within 48hrs. Emergency issues will be prioritized and handled immediately. Repair and Remediation of any issues will be handled as quickly as possible based on scope of work. Should tenant displacement be necessary, Management will assist in accommodation placement of the tenant.

<b>Priority</b>	<b>Maintenance Issue</b>	<b>Response Time</b>
1	Fire, Flood, and Safety Issue	Immediate
2	No Heat, No Hot Water, and No Electricity	Immediate
3	Security, Alarms, Leaks, Elevator, Graffiti, Hazards	24 Hour Response or less
4	Vermin, Rodents, Insects, Appliances, No AC, Locks	48 Hour Response or less
5	Hand Rails, Stair Treads, Stair Landings, Trash	48 Hour Response or less
	All other non-emergency issues	72 Hour Response or less
	All other emergency issues	Immediate

### 4. Vendor Repairs

Management staff will include competent maintenance professionals. However, from time-to-time certain repairs or replacements may be outside Management’s area of expertise. Management is



committed to enlisting the services of well respected, professional vendors. Some examples of vendor work may include:

- HVAC Major Repair
- Electrical Repair
- Heating Repair
- Major Plumbing Repair
- Exterior Building Cleaning
- Exhaust Cleaning
- Major Landscaping/Hardscaping Repairs/Removals
- Fire Safety System Issues
- Major Hazard Cleanups
- Major Snow Removal
- Major Structural Issues
- Other work beyond our scope of expertise

F. Sample Checklists, Forms, and Logs: See next pages

## FIRE SAFETY INSPECTION CHECK LIST

- Checked every 1<sup>st</sup> day of the month
- Checked By: \_\_\_\_\_ Date: \_\_\_\_\_

SPRINKLER & FIRE DETECTION SYSTEMS				
	Pass	Fail	Procedure	Corrective Action Taken
Sprinkler Pumps			Check automatic start and pressure	
Fire Detection System			Random Test of call points and smoke detectors	
Sprinkler Valves			Valves are locked in the open position, no leaks, corrosion, or other defects noted	
Sprinkler water flow alarm			Open test valve and ensure manual alarm bell functions and sprinkler pumps start	

FIRE ALARM FACILITIES				
	Pass	Fail	Procedure	Corrective Action Taken
Location Signs			Check all signs are in place and legible	
Alarm Panels			Check that all alarm panels are functioning correctly and are unobstructed	

LIFTS				
	Pass	Fail	Procedure	Corrective Action Taken
Lifts			All lifts "home" to ground floor during fire test, doors open and lift stops	
Fans			All lift fans operate correctly	
Firemans lift			Firemans lift can be keyed to operate during fire alarm test	

STAIRWAYS				
	Pass	Fail	Procedure	Corrective Action Taken
Obstructions			All stairways free from any obstruction	
Flammable Material			No flammable material stored in the stairways	
Pressurisation Fans			Staircase pressurisation fans operate correctly during fire alarm test	

Elevator Safety Check List

## Checklist - Elevator or Dumbwaiter Inspection

<b>Unit Type</b>	Dumbwaiter <input type="checkbox"/>	Passenger Elevator <input type="checkbox"/>
		Freight Elevator <input type="checkbox"/>

<b>Inspection Type</b>	Periodic <input type="checkbox"/>	Acceptance <input type="checkbox"/>
------------------------	-----------------------------------	-------------------------------------

**Building and Unit Information**

<b>Building Name</b>	Unit Identification:
<b>Address</b> Chicago, IL	<b>Manufacturer</b>
<b>Phone No.</b>	<b>Speed</b> fpm
<b>Building Representative</b>	<b>Capacity</b> lbs

1. ELEVATOR-INSIDE OF CAR				OK	NG	NA	2. ELEVATOR MACHINE ROOM (cont.)				OK	NG	NA
1.1	Door reopening device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.24	(T) AC drives from a DC source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.2	Stop switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.25	(T) Traction sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.3	Operating control devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.26	(T) Secondary & deflector sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.4	Sills & car floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.27	(T) Rope fastenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.5	Car lighting & receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.28	(T) Terminal stopping devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.6	Car emergency signal-lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.29	(T) Car & counterweight safeties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.7	Car door or gate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.30	(H) Hydraulic power unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.8	Door closing force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.31	(H) Relief valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.9	Power closing of doors or gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.32	(H) Control valve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.10	Power opening of doors or gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.33	(H) Tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.11	Car vision panels & glass car doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.34	(H) Flexible hydraulic hose & fitting assemblies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.12	Car enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.35	(H) Supply line & shutoff valve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.13	Emergency exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.36	(H) Hydraulic cylinders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.14	Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.37	(H) Pressure switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.15	Signs & operating device symbols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.38	(H) Roped water hydraulic elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.16	Rated load, platform area, & data plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.39	(H) Low oil protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.17	Standby power operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.40	inspection control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.18	Restricted opening of car or hoistway doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.41	Maintenance records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.19	Car Ride	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.42	Static control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2. ELEVATOR-MACHINE ROOM				OK	NG	NA	3. ELEVATOR-TOP OF CAR				OK	NG	NA
2.1	Access to machine space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1	Top-of-car stop switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.2	Headroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.2	Car top light & outlet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.3	Lighting & receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.3	Top-of-car operating device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.4	Machine space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.4	Normal terminal stopping devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.5	Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.5	Clearance, refuge space standard railing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.6	Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.6	Final & emergency terminal stopping devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.7	Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.7	Car levelling & anti-creep devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.8	Pipes, wiring, & ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.8	Top emergency exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.9	Guarding of exposed auxiliary equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.9	Floor & emergency identification numbering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.10	Numbering of elevators, machines, disconnects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.10	Holstway construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.11	Disconnecting means & control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.11	Holstway smoke control (IDPH only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.12	Controller wiring, fuses, grounding, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.12	Pipes, wiring & ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.13	Governor, overspeed switch, & seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.13	Windows, projections, recesses, & setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.14	Code data plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.14	Holstway clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.15	(T) Static control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.15	Multiple holstwys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.16	(T) Overhead beam & fastenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.16	Traveling cables & junction boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.17	(T) Drive machine brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.17	Door & gate equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.18	(T) Traction drive machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.18	Car frame & stiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.19	(T) Gears, bearings, & flexible coupling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.19	Guide rails fastening & equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.20	(T) Winding drum mach & slack cable dev	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.20	Governor rope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.21	(T) Belt or chain-drive machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.21	Governor releasing carrier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.22	(T) Motor generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.22	Wire rope fastening & hitch plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.23	(T) Absorption of regenerated power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.23	Suspension rope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Apartment Check List

Name of Family	Tenant ID Number	Date of Request (mm/dd/yyyy)
Inspector	Neighborhood/Census Tract	Date of Inspection (mm/dd/yyyy)
Type of Inspection <input type="checkbox"/> Initial <input type="checkbox"/> Special <input type="checkbox"/> Reinspection	Date of Last Inspection (mm/dd/yyyy)	PHA

<b>A. General Information</b>		Housing Type (check as appropriate) <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Duplex or Two Family <input type="checkbox"/> Row House or Town House <input type="checkbox"/> Low Rise: 3, 4 Stories, Including Garden Apartment <input type="checkbox"/> High Rise: 5 or More Stories <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Congregate <input type="checkbox"/> Cooperative <input type="checkbox"/> Independent Group Residence <input type="checkbox"/> Single Room Occupancy <input type="checkbox"/> Shared Housing <input type="checkbox"/> Other
Inspected Unit	Year Constructed (yyyy)	
Full Address (including Street, City, County, State, Zip)		
Number of Children In Family Under 6		
Owner		
Name of Owner or Agent Authorized to Lease Unit Inspected	Phone Number	
Address of Owner or Agent		

<b>B. Summary Decision On Unit</b> (To be completed after form has been filled out)			
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Inconclusive	Number of Bedrooms for Purposes of the FMR or Payment Standard	Number of Sleeping Rooms	

Inspection Checklist				Comment	Final Approval Date (mm/dd/yyyy)
Item No.	1. Living Room	Yes Pass	No Fail		
1.1	Living Room Present				
1.2	Electricity				
1.3	Electrical Hazards				
1.4	Security				
1.5	Window Condition				
1.6	Ceiling Condition				
1.7	Wall Condition				
1.8	Floor Condition				

\* Room Codes: 1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room); 2 = Dining Room or Dining Area;  
 3 = Second Living Room, Family Room, Den, Playroom, TV Room; 4 = Entrance Halls, Corridors, Halls, Staircases; 5 = Additional Bathroom; 6 = Other

Item No.	1. Living Room (Continued)	Yes Pass	No Fail	In-Conc.	Comment	Final Approval Date (mm/dd/yyyy)
1.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
<b>2. Kitchen</b>						
2.1	Kitchen Area Present					
2.2	Electricity					
2.3	Electrical Hazards					
2.4	Security					
2.5	Window Condition					
2.6	Ceiling Condition					
2.7	Wall Condition					
2.8	Floor Condition					
2.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
2.10	Stove or Range with Oven					
2.11	Refrigerator					
2.12	Sink					
2.13	Space for Storage, Preparation, and Serving of Food					
<b>3. Bathroom</b>						
3.1	Bathroom Present					
3.2	Electricity					
3.3	Electrical Hazards					
3.4	Security					
3.5	Window Condition					
3.6	Ceiling Condition					
3.7	Wall Condition					
3.8	Floor Condition					
3.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
3.10	Flush Toilet in Enclosed Room in Unit					
3.11	Fixed Wash Basin or Lavatory in Unit					
3.12	Tub or Shower in Unit					
3.13	Ventilation					

Item No.	4. Other Rooms Used For Living and Halls	Yes Pass	No Fail	In- Cono.	Comment	Final Approval Date (mm/dd/yyyy)
4.1	Room Code* and Room Location <input type="checkbox"/> <input type="checkbox"/>				(Circle One) Right/Center/Left (Circle One) Front/Center/Rear Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/> <input type="checkbox"/>				(Circle One) Right/Center/Left (Circle One) Front/Center/Rear Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/> <input type="checkbox"/>				(Circle One) Right/Center/Left (Circle One) Front/Center/Rear Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					









Tenant Complaint Log

<b>Tenant Complaint</b>	
Date of Complaint registration:	
Name of the tenant:	
Address of the Tenant:	
Address concerned with the complaint:	
Phone Number:	
Nature of the complaint:	
State the complaint with appropriate reasons:	
Is this complaint concerned with the landlord:	
How long have you been facing the same problem:	
Have you ever registered this complaint with the landlord:	
Did any improvement happen after contacting the landlord:	
Mention the name and contact details, if there is any offender:	
Is there any warning letter issued to the offender:	
Signature of the tenant:	
Complaint registered by:	
Place:	

# Vehicle Parking Registration

PARKING PERMIT NUMBER	PERMIT COLOR
EXPIRATION DATE	

ASSIGNED TO THE FOLLOWING PARKING SPACES OR AREA:
Mark "X" if Not Applicable

NAME OF PRIMARY DRIVER \_\_\_\_\_

Home Address \_\_\_\_\_

Business Address \_\_\_\_\_ Dept. \_\_\_\_\_

Telephone(s) \_\_\_\_\_ If No Answer, Call \_\_\_\_\_

MAKE OF VEHICLE \_\_\_\_\_ Model \_\_\_\_\_

Year of Vehicle \_\_\_\_\_ Color(s) \_\_\_\_\_

Current Tag Number \_\_\_\_\_ Year \_\_\_\_\_ State \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Date Registered \_\_\_\_\_

**NOTICE TO DRIVER:** Notify Management if this vehicle is sold. A separate registration must be completed for each different vehicle.



## Building Maintenance

**Year :**

**Location:**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Exterior - Building</b>												
<b>Exterior Walls</b>												
- Clean												
- Flashings/Secure												
- Good Condition												
- No Pest, Wasp, etc.												
- other												
<b>Doors</b>												
- Good Condition												
- Secure Hardware/Handles												
- Locks Working												
- Glass Good Condition												
- other												
<b>Windows</b>												
- Good Condition												
- Latches in place												
- Weather-stripping Good												
- Hinges secure												
<b>Roof</b>												
- Good Condition												
- Flashings Secure												
- Vents Clear												
- Access Clear												
- No Evident Leaks												
- other												
<b>Electric Panels/Receptacles</b>												
- Covers in place												
- Nothing left plugged in												
<b>Water Faucets</b>												
- Not Leaking												
- Winterized												
<b>Seats/Tables</b>												
- Good Condition												
- Clean												
- Securely Mounted												
<b>Ash Cans/Waste Cans</b>												
- Secured												
- Emptied												
<b>Shelter</b>												
- Good condition												
- Clean												
- Secure												