

Creating a Condominium Maintenance Plan

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MAINTENANCE: DEFERRED MAINTENANCE

Building & Common Area

- Not cleaning rain gutters & downspouts
- Not replacing missing asphalt shingles or tiles
- Broken concrete sidewalks and swales
- Wood rot from no paint or protective coatings



MAINTENANCE: CORRECTIVE MAINTENANCE

Building & Common Area

- Replace decking
- Replace buckled sidewalks damaged by tree roots
- Replace missing asphalt shingles or tiles
- Fix negative grade causing flooding
- Power wash graffiti
- Repair broken water lines at toilets, boilers, etc.



MAINTENANCE: PREVENTIVE MAINTENANCE

Building & Common Area

- Replace decking
- Deck cleaning and maintenance program
- Painting & protective coatings
- Repair and maintain roofs
- Painting and lighting maintenance programs
- Inspect metal pool fencing & gates



SEPTEMBER 23, 2018

113 Units – 14 Floors – Built 2005

Creating a Condominium Maintenance Plan

Systemize Daily Maintenance Tasks

1. Identify existing assets
2. Identify maintenance tasks
3. Identify existing work schedule
4. Assign maintenance tasks

Start with a Preventive Maintenance Plan!

What should a Preventive Maintenance Plan include?

- Lists all Common Area components
 - Maintenance Manual, Matrix or CC&R's or Reserves Study (note not all components will be listed)
 - Noting the difference between separate use, common area and exclusive use.
- What is required to be inspected.
- When to perform the inspections or maintenance
- Who can complete these inspections

<p>JULY</p> <ul style="list-style-type: none">___ Perform walk-thru inspection of the project to evaluate general condition.___ Check light fixtures throughout for damage and stability.___ Inspect all junction boxes on grounds; repair/replace damaged cover plates and boxes.
<p>AUGUST</p> <ul style="list-style-type: none">___ Check all common area locks including pool gates; tighten, repair, replace as required; lubricate with rust inhibiting product.___ Clean out utility closets; lubricate/adjust hardware.___ Clean and protect mailbox faces throughout.
<p>SEPTEMBER</p> <ul style="list-style-type: none">___ Check buildings through out to ensure sprinkler heads are directed away from buildings, footings, and fencing (coordinate walk-thru with LANDSCAPE CONTRACTOR).___ Clean RAIN GUTTERS and flush downspouts at all buildings through out the project.___ Check concrete diverters at base of downspouts to be sure water is directed away from buildings; replace missing or broken diverters.___ Clean and protect pool furniture.

It's time for the Inspections, now what?

Who does the inspections?

- Should be someone familiar with the property and proper licenses
- Landscape, Pool, Fire Life, Building Maintenance or Engineer



Difference between Condos vs. High Rise



Creating a Condominium Maintenance Plan

Conduct a Facility Condition Assessment (FCA)

- Decide on in-house analysis or outsource
- Assess the condition of each asset
- Use a simple grading scale using numbers, letters, or colors Example , 1 to 5, or G (for green) = good, Y (for yellow) = fair, and R (for red) = poor
- Look for code and regulatory violations to improve environmental, health and safety conditions

Creating a Condominium Maintenance Plan

Update or Set Up a CMMS System

- Consider data structure
- Location
- Parent-child relationship

Mechanical Systems



Mechanical Systems

Operation Manual for all Equipment

- Boilers and Storage Tanks
- Ventilation Systems
- Cooling Towers
- Domestic Water Pumps
- Elevators
- Fire Doors
- Fire Life and Safety Systems
- HVAC
- Access
- Sump Pumps

Creating a Condominium Maintenance Plan

Perform Needs Analysis

- Identify the most urgent needs
- Identify most impactful objectives
- Identify the biggest problem areas
- Identify the most serious and immediate risks
- Identify any immediate capital replacement needs
- Make a list and focus on the highest priority needs
- Keep a separate list of all the lower priority needs

Determining a Timeline for Inspections

What components need to be inspected?

- Monthly - Trash Enclosures, Door Closers, Pool Gates, Lighting, Fire Life Safety and Entry points
- Quarterly – Emergency Back-up Battery Systems, Handicap Parking Spaces
- Roof/Gutters and Drainage – regular inspections and after every rainstorm.

How often do inspections take place?

- Monthly, Quarterly, Bi-Annually, or Annually

Asset Inventory Checklist



Project Name

Component	Include	Code or Standard - Frequency
Air Compressor (for Fire Sprinkler System)		NFPA 25 - Inspect Quarterly if supervised, Monthly if not
Air Compressor (for Vibration Isolators)		
Air Conditioning Condensing Units - Rooftop		
Architectural Precast Concrete Wall Panels		
Awnings		
Backflow Prevention Devices Domestic Water		
Backflow Prevention Devices Fire Sprinkler		NFPA 25 - Inspect Monthly if supervised, Weekly if not. Test Annually
Barbecues		
Below Grade Walls		
Benches		
Boiler Recirculating Pumps		
Boiler Storage Tanks		
Boiler Temperature Maintenance System		
Boilers (Domestic Water)		
Boilers (HVAC)		
Booster Pumps (Domestic Water)		
Building Access Entry Panels		
Building Exterior		
Caulks and Sealants		
Chillers		
CO Control System		NFPA 720 - Inspect Monthly, Test and Calibrate Annually
Concrete Planters		
Cooling Towers		
Diesel Fuel Fill System		NFPA 110 - Inspect Monthly
Diesel Fuel Storage Tanks		NFPA 110 - Inspect Monthly
Doors (Common Area)		
Drench Shower		
Drinking Fountains		

How to Implement a Maintenance Plan

- Manager or Board Members reach out to vendors to initiate inspections
- Vendors perform inspections and give a report of findings to the manager
 - This report should include all needed repairs and lifespan for each component inspected
- The manager or board member can then give this report to their maintenance technician or contractor to complete the repairs
- This report should also be given to the reserve analyst

Creating a Condominium Maintenance Plan

Create Preventive Maintenance Plan

- Establish one general PM task for each category/type of asset
- Assign to the corresponding assets
- customize the maintenance steps as necessary
- Refer to owner manuals and manufacturer's instructions when writing PMs

Maintenance Manual

Checklists:

- Monthly, Quarterly, Semi-Annual, Annual
- Detailed inspection requirement
- Major areas separated when necessary

One88 Operation Checklists

JANUARY

General Maintenance

Monthly

Task Name	Comments	Date Completed
Sanitary Pumps		
Verify Ejector Pumps by Control Switches Have Been Tested		
Spa/Jet Control Device		
Verify Jets and Emergency Shut-Off Switch Have Been Tested		
Sump Pump Level Alarms		
Verify High Water Alarms by Test Switches Have Been Tested		
Sump Pumps		
Verify Pumps by Control Switches Have Been Tested		
Trash and Recycle Chute		
Check Close/Latch Operation - Check Cleanliness		
Trash and Recycle Room		
Check Condition of Doors and Room Interiors - Check Fuel/Gas Leak and All Fire Damper		
Trash Compactor		
Check for Proper Operation		
Utility Room Heaters		
Verify Continued Proper Operation in the Winter Months		
Vehicle Entry Gates		
Inspect and Verify That A Test Has Been Performed		
Ventilation		
Check Filters - Check Operation		
Volume Relief (Expansion) Tanks		
Check for Leaks		
Water Heater Recirculating Pump		
Check for Vibrations - Check Operating Temperatures		
Water Heater Storage Tank		
Check for Leaks - Check Temperature - Verify Temperature & Pressure (T&P) Valve Has Been Exercised		
Water Temperature Balancing Valves		
Inspect for Leaks - Check Output Temperatures		
Window Cleaning Devices		
Schedule Inspection and Certification on Platforms Provided by Contractor, to occur within 30 Days Prior to Use		

Submitted by (Vendor) _____ on (Date) _____

Reviewed by (Manager) _____ on (Date) _____

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One88 Operation Checklists

JANUARY CHECKLISTS

Elevator Maintenance

Operation Checklist - Date Sent: _____ Date Returned: _____

Quarterly _____

Twice Annually _____

Annually _____

Fire Suppression Maintenance

Operation Checklist - Date Sent: _____ Date Returned: _____

Quarterly _____

Twice Annually _____

Annually _____

Longterm _____

General Maintenance

Operation Checklist - Date Sent: _____ Date Returned: _____

Weekly _____

Monthly _____

Quarterly _____

Twice Annually _____

Annually _____

Longterm _____

Landscape Maintenance

Operation Checklist - Date Sent: _____ Date Returned: _____

Monthly _____

Quarterly _____

Annually _____

Lighting Maintenance

Operation Checklist - Date Sent: _____ Date Returned: _____

Monthly _____

Twice Annually _____

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Maintenance Manual

Components – what's included:

- Number of components increases from PUD, Master, Condo, to High-rise
- General description of the component
- Summary of inspection requirements
- Comprehensive Manuals will have photos to help board of directors understand



MAINTENANCE MATRIX

- Lists Common Area components needing maintenance
- When to perform
- Checklists to ensure completion

JULY

- ___ Perform walk-thru inspection of the project to evaluate general condition.
- ___ Check light fixtures throughout for damage and stability.
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AUGUST

- ___ Check all common area locks including pool gates; tighten, repair, replace as required; lubricate with rust inhibiting product.
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- ___ Clean and protect mailbox faces throughout.

SEPTEMBER

- ___ Check buildings through out to ensure sprinkler heads are directed away from buildings, footings, and fencing (coordinate walk-thru with LANDSCAPE CONTRACTOR).
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- ___ Clean and protect pool furniture.

Creating a Condominium Maintenance Plan

Establish Reactive Maintenance Plan

- Plan for the unplanned – Schedule 20 % for unplanned activities
- Establish plan for how these tasks will be handled when they arise
- Establish process flow for receiving a reactive work order - How it is assigned, scheduled and prioritized
- Track every work order and task to identify activities as planned or unplanned, proactive or reactive
- Track manhours spent on each task - use it to plan for future needs
- Identify required skillsets based on manhours per category - divide by 2,080 hours to calculate how many individuals are required

Creating a Condominium Maintenance Plan

Develop Long Term Replacement Plan

- This is the reserve study that is part of the overall maintenance program

Establish Master Facilities Plan

- Establish a long-term Facilities Master Plan

Create and update 5-Year Operating and MRR Budgets

- Focus on near term activities and update annually

Creating a Condominium Maintenance Plan

Monitor the Plan - Track Key Performance Indicators (KPIs) such as:

- proactive work orders vs reactive
- work orders completed vs work orders created in the past 90 days
- Facility Condition Index (FCI)
- percentage of work orders completed on time
- median manhours per work order
- number of work orders per building or site
- hours logged in each work order category
- work order costs