

# Consideration of Maintenance in the Reserve Study

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The association's maintenance program  
Is the driving force of the reserve study



# Consideration of Maintenance in the Reserve Study

Why now?

- 1) Champlain Towers South
- 2) The trend – several states have already adopted maintenance plan and inspection requirements
  - California – balcony inspections
  - Florida – SIRS and benchmark inspections
  - Oregon – Maintenance plan
  - New Jersey – Maintenance plan
  - Constantly changing legal environment

# Consideration of Maintenance in the Reserve Study

The reserve study is NOT a maintenance plan – repeat three times

The reserve study is NOT an engineering study

The reserve study is NOT a property condition assessment (PCA)

The reserve study is NOT an appraisal

The reserve study is simply a **budget** and SHOULD BE the financial reflection of the association's maintenance program

# Consideration of Maintenance in the Reserve Study

Understanding basic maintenance terms and concepts and how those interact with the reserve study is the starting point.

The three broad “types” of maintenance activities are:

- 1) Preventive maintenance - good
- 2) Corrective maintenance – generally necessary
- 3) Deferred maintenance - bad

# Consideration of Maintenance in the Reserve Study

Inspections are a normal part of any maintenance plan:

- 1) Inspections by staff or maintenance contractors
- 2) Inspections by specialty contractors
- 3) Inspections by engineers or architects

# Difference Between Maintenance Plans and Maintenance Programs

**Maintenance program** is whatever maintenance activities are, or are not, being performed – this is the maintenance you're actually doing.

A **Maintenance Plan** is a comprehensive guide and checklist on what maintenance activities should be performed. This can exist in either a paper or electronic format.

A **Maintenance Manual** is simply a maintenance plan formatted into a “book” type format and can be in either a paper or electronic format.

# Maintenance Monitoring Systems

**Paper based** monitoring systems are the least expensive and simplest option and may be appropriate for many associations.

**Electronic monitoring systems** become more critical for complex properties

**CMMS (Computerized Maintenance Management Systems)** are electronic monitoring systems that have existed for decades but so far have EXTREMELY limited use in the community association industry. The more complex your property the more it makes sense to use a CMMS software product.

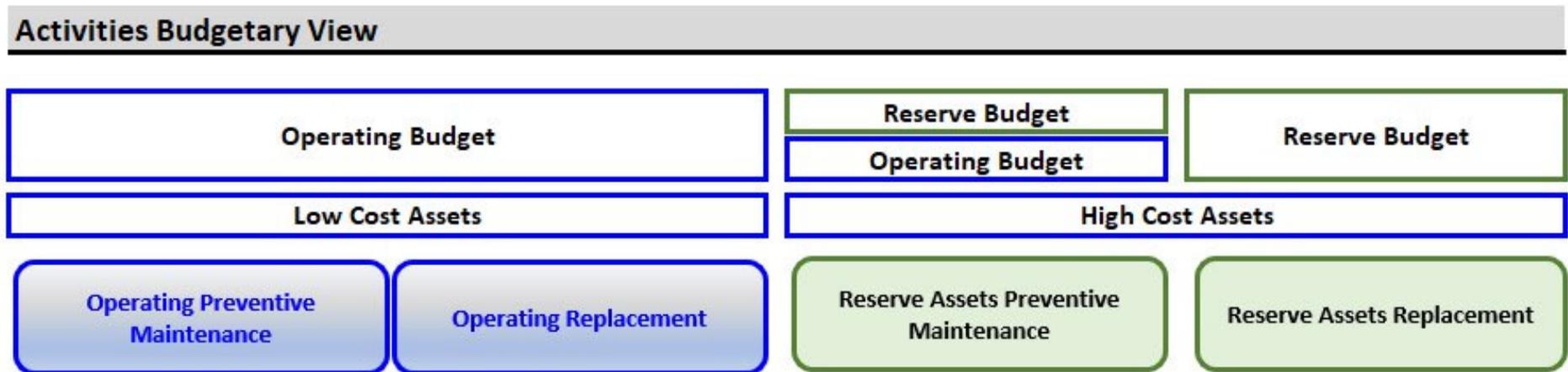
# Maintenance Monitoring Systems

What does a **CMMS (Computerized Maintenance Management System)** do for you?

- Maintenance procedures online
- Procedures assigned to people
- Calendar of future activities
- Log of activities completed
- Work orders
- Online documents
- Institutional memory

# The Maintenance Process

Break maintenance activities into their respective parts to understand how it impacts the reserve study



**Traditional View of Activities Separated By Budget**

# The Maintenance Process

## Scope of maintenance activities

Activities Operational View - Existing

Low Cost Assets

High Cost Assets

Maintenance Activities  
Preventive, Corrective and DEFERRED

Reserve Assets Replacement

**Forget Budgets and Classify Activities as Either Maintenance OR Major Repair and Replacement Activities**

# The Maintenance Process

Effect of adopting a maintenance plan

Activities Operational View - Comprehensive Maintenance Program



**Comprehensive Maintenance Program Increases Operational Maintenance Activities But Reduces Major Repair and Replacement Activities**

# The Maintenance Process

Look at dollars rather than activities – Before plan adopted

SSSSSSSS Dollars Existing View

Total Budget

Preventive and Corrective Maintenance Activities

Reserve Assets Replacement

Replacement Costs Are High Because Preventive Maintenance is Inadequate

# The Maintenance Process

Look at dollars rather than activities – After plan adopted

SSSSSSS Dollars Plan View

Total Budget - Reduced

Preventive and Corrective Maintenance Activities

Reserve Assets Replacement

Comprehensive Maintenance Program Increases Operational Costs but Reduces Total Life Cycle Costs

# The Maintenance Process

What is next?

# The Maintenance Process

Questions?

Comments?