



MARQUEE

PARK PLACE H.O.A.

MAINTENANCE OF YOUR HOME

Dear Homeowners/Residents

Please find attached a calendared maintenance checklist that you should be familiar with for the routine maintenance that your home requires. This plan was initially provided by the developer to assist you in proper required preventative maintenance to preserve the beauty and value of your property. Owner maintenance is limited to the interior of your home, while common area maintenance is the responsibility of the Association through Marquee Management. An understanding of how to care for each feature will prevent costly repairs and replacements later on.

The importance of maintaining your home on a regular basis is directly comparable to maintaining a car. If you never change the oil or get a tune up little problems eventually become big problems. Your home was built to last many years and yet it has numerous components and equipment that require periodic maintenance. By implementing the attached plan you can help keep the components of your home functioning properly with as few problems as possible as your property ages.

More in depth information for the items on this checklist can be found in the Owners Maintenance Manual and as always if you have any questions please do not hesitate to contact us.

Sincerely,

The Marquee Management Team

*An ACTION Community.
3131 Michelson Drive, Irvine, CA 92612
(949)250-5785 (949) 250-5787 fax
www.MarqueeParkPlace.org*



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HOMEOWNER MAINTENANCE CHECKLIST

MOVE-IN CHECKLIST

BATHROOMS

Apply silicone based grout sealer to ceramic tile grout if not already done

DRYER

Turn on the booster fan for 15 minutes prior to drying and for 15 minutes after drying is complete if the unit has been vacant for any period of time

ELECTRIC

Locate and label the main circuit breaker in the electric panel box and show all family members/roommates how to turn it off in case of emergency

FIRE EXTINGUISHER

Purchase a general purpose fire extinguisher for each floor of your home plus one small kitchen extinguisher for grease fires. Demonstrate proper usage to family members/ roommates in case of an emergency

FIRST AID KIT

Keep first aid materials and a book on first aid procedures in an accessible location.

FLOORING

Attach furniture protectors underneath furniture legs to protect hardwood, resilient and ceramic tile floors.

HOUSEHOLD TOOLS

Acquire basic tools to help you with normal home maintenance chores, to include: pliers, adjustable wrench, flat-blade and Phillips head screwdrivers, claw hammer, hand saw, tape measure, caulk and caulking gun, putty knife, paint roller and brush, power drill and drill bits, assorted nails, brads, screws, nuts, bolts, sandpaper, utility knife, toilet plunger, and flashlight.

PLUMBING

Locate and label the main water line shut/off valve and show all family members how to close it in case of a plumbing emergency. Locate and mark the sewer clean out location(s).

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EVERY MONTH CHECKLIST

CABINETS AND HARDWOOD RAILS

Clean and apply a light coat of lemon oil based wood protection product. Remove splashes and splatters promptly to avoid permanent stains.

AIR CONDITIONING AND HEATING

Check air filters and replace as necessary. Vacuum air supply and air return registers to remove dust and lint.

CABINETS

Check drawers and hinges for proper alignment. Tighten and adjust as necessary.

FIRE EXTINGUISHERS

Check your fire extinguishers to ensure that they are fully charged

GARBAGE DISPOSAL

Clean the disposal blades by grinding up ice cubes, freshening with baking soda and by grinding up citrus fruit rinds.

HVAC (HEATING & AIRCONDITIONING SYSTEM)

Check filters and replace when dirty. Filters should be checked monthly and require replacement at least twice a year during bi-annual maintenance required by an HVAC Contractor. Filters may need to be replaced more often depending on individual component usage.

INTERIOR CAULKING

Check for cracks or separations in caulking around sinks, bathtubs, toilets, faucets, countertops, and backsplashes, ceramic walls, resilient and ceramic floors, window sills and other.

FAUCET AERATORS

Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.

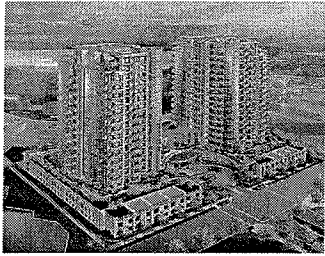
PLUMBING

Check under the kitchen and bathroom cabinets for leaks. Tighten fittings carefully. Check the area around the hot water heater for leaks.

RANGE HOOD

Clean or replace dirty filters.

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SMOKE DETECTOR

Test smoke detectors. Clean and/or vacuum detector openings as necessary. If the smoke detector begins beeping the battery is low. Purchase 9-Volt batteries to keep in stock for replacement.

WATER

Turn the water supply "off" when taking extended vacations. Always remember to inform the concierge if you will be gone for extended periods of time as well and please submit a unit key to Management for emergencies.

EVERY 3 MONTHS CHECKLIST

INTERIOR DOORS

Lubricate Hinges

WINDOWS

Check sills for caulking cracks or separations and re-caulk as necessary. Also, check the weather-stripping around windows and repair or replace as necessary. Finally, check windows for smooth opening and closing operation. Clean tracks and lubricate as necessary with a non-oil based lubricant.

EVERY 6 MONTHS CHECKLIST

DOORS

Check screws on door lockset and hardware and tighten as necessary. Lubricate bi-fold and bypass doors as necessary with a non-oil based lubricant.

ELECTRIC

Test and reset all GFCI (Ground Fault Circuit Interrupter) receptacles. Check electrical extension and appliance cords. Replace frayed and split cords.

PLUMBING

Check water supply lines and valves to sinks and toilets. Tighten if loose or leaking. Clean out faucet aerators, spray nozzles and drains. Check pipes and drains for water leakage.

WINDOWS

Check sills for caulking cracks or separations and re-caulk as necessary. Also, check the weather-stripping around windows and repair or replace as necessary. Windows should be checked for smooth opening and closing operation. Clean tracks and lubricate as necessary with a non-oil based lubricant. Inspect window screens and repair or replace as necessary.

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ANNUAL CHECKLIST

DOORS

Check and repair or replace weather-stripping on exterior doors as necessary. Check and tighten door hardware and lubricate as necessary with a non-oil based lubricant.

SPRING CHECKLIST

AIRCONDITIONING SYSTEM

Have HVAC Contractor perform seasonal maintenance check-up for summer. Ensure the air supply registers are not blocked by rugs, draperies and furniture. Also, your HVAC filters should be checked by you every month to monitor replacing a dirty filter.

FALL CHECKLIST

HEATING SYSTEM

Have HVAC Contractor perform seasonal maintenance checkup for winter. Ensure the air supply registers are not blocked by rugs, draperies and furniture. Also, your HVAC filters should be checked by you every month to monitor replacing a dirty filter.