

Component	Annual	Semi-Annual	Quarterly	Maintenance and Inspection Services
Smoke Detectors	√	√	√	Test smoke detector function and vacuum the outside cover
	√			Replace smoke detector 9 volt battery
Sprinkler	√			Check sprinkler head condition and 12" clearance
Dishwasher	√	√	√	Inspect dishwasher and under sink for leakage
	√	√	√	Clean the spray arms, large object trap, fine filter and/or pump screen
	√	√	√	Clean drain air-gap at sink
Microwave/ Exhaust Hood	√	√	√	Clean the mesh grease filters on the microwave exhaust hood
	√	√	√	Test operation of microwave and exhaust hood
	√	√		Clean ventilating exhaust, light housing and fan blades
Cook Top	√	√		Clean kitchen cook top igniters, port openings and burner bases
Refrigerator	√		√	Vacuum the grill and underneath refrigerator
	√	√		Check ice maker unit for leaks and exercise supply line needle valve
	√	√		Exercise supply needle valve
AFCI and GFCI	√	√	√	Test each AFCI and GFCI breaker function
	√	√	√	Test GFCI receptacles function
Faucets and Drains	√	√	√	Operate faucet and drain stopper, test for proper drain flow, clean aerator and "P" trap if needed
	√	√	√	Under sinks check supply hoses and drain pipes
	√	√	√	Inspect tub and shower drain stopper and check for proper drainage. Replace stopper and clean drain if needed
Toilets	√	√	√	Inspect and repair minor toilet water leaks
	√	√	√	Inspect toilet fill and flush valve operation and check for leaks.
	√	√	√	Tighten toilet seat if needed
	√			Replace toilet flapper if needed
Windows	√	√	√	Lubricate hinge and latch window mechanisms and tighten screws
	√	√		Inspect window seals and fit tightness
Balcony and Ceiling	√	√		Inspect the deck surface for proper drainage, tight caulking and seals.
	√	√		Inspect the soffit for water leakage, paint and surface damage
Front and Exterior Doors, Threshold and Hardware	√	√	√	Check door closure and latch operation, lubricate mechanisms and hinges and make strike plate and/or hinge adjustments.
	√	√	√	Check door frame smoke seal or weather stripping
	√	√	√	Check front doorbell and replace bottom if needed
	√	√	√	Check front door bottom smoke seal position before opening the door and adjust if possible
	√	√	√	Inspect front doorbell chime box and clean
Interior doors	√	√	√	Check door closure and latch operation, lubricate mechanisms and hinges and make strike plate and/or hinge adjustments..
Washer	√	√	√	Inspect washer and hose connections for leaks
Dryer	√	√	√	Clean lint filter, drum, door seal, moisture sensor and bearing shield
	√	√	√	Wash air cooler box
Sink, Tub and Shower	√	√		Inspect white or clear sink, tub and shower surround caulking
	√			Check shower head and clean if needed
Water Intrusion	√	√	√	Test operation of ventilation fans
	√	√	√	Inspect for evidence of water intrusion, past and present
	√	√	√	Inspect appliance condensation lines and pans
Cabinets	√	√		Lubricate and adjust cabinet draw slides and door hinges
Exhaust Fan	√	√		Clean ventilating exhaust fan and area light housing and fan blades
Water Shut-off Valves	√			Turn water shut-off valves completely off and verify no water is leaking through the valve, then turn valve back on
HVAC Heat Pump	√	√	√	Vacuum HVAC heat pump vents and registers
	√	√	√	Inspect HVAC condensation lines and pans to assure they are not causing water intrusion.
	√	√		Vacuum wall outside air register, coil and return register
	√	√		Replace the air filter
	√	√		Flush condensate line and add bio-side
	√	√		Check supply and return condensate water hoses
	√	√		Exercise shut off valves
	√	√		Check and clean supply vents for dust
	√	√		Operate unit in cooling and heating modes.
√	√		Check thermostat operation	



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Action Residence Services



ACTION
PROPERTY MANAGEMENT

Action Property Management
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About Our Services

The Residence Maintenance and Inspection Service is an easy and economical way for residents to ensure their unit components receive routine and quality maintenance services.

Routine inspection and regular maintenance is paramount to maintaining the value of your home and also helps to guard against your liability should components fail causing damage to adjacent units.

Below you will find sample components that require routine maintenance and inspection. **Please keep in mind that the more frequently components are used, the more frequently a maintenance and inspection program should be conducted.**



Shower Valve

Inspection and repair of shower valves is essential. A faulty shower valve could cause unwanted mixing of hot and cold water causing the water to become too hot or too cold in your unit as well as other units. A shower valve can leak and cause water damage, not only to your residence, but quite possibly to the common area and/or other units.



Water line

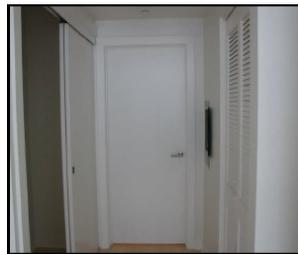
Water supply lines connecting to a washing machine, refrigerator, dishwasher and plumbing fixtures are often the cause of water damage to units and surrounding common area. The inspection and replacement of water lines is the responsibility of the Owner. Damage

resulting from the failure of a water line will increase direct and indirect costs to both the owner and the Association.



HVAC Equipment

The cooling and heating systems have a tendency to fail during extreme temperatures - often the hottest or coldest day of the year. Periodic inspection of the equipment is important. Performing routine maintenance such as changing the filter, dusting the coils and registers, and clearing the water drain line will help to eliminate the possibility of leaks and ensure the function year-round.



Front and Interior Door

Weather can have an impact on the alignment, closing and opening of a wooden door. Minor adjustments, along with the proper maintenance of door hardware, will keep the door functioning properly. Door hardware (sweep, latch, hinge, lock and seal) is maintained by the Owner. The

refinishing of the outside surface of the front door is usually maintained by the Association.



Smoke Detector

Smoke detectors are part of the building's life safety system. The cleanliness of the smoke detector and changing of the back-up battery power to a smoke detector is each Owner's responsibility. Keeping the device in good working order can save lives.

The Residence Maintenance and Inspection Service program is available on a Quarterly, Semi-Annual or Annual basis. Fees, inspection and maintenance services included are based on the size of the Unit.

Since component inspection and maintenance needs can vary based on usage, the following chart lists recommended service frequency:

- Full-time Occupancy = Quarterly Service
- Part-time Occupancy = Semi-Annual Service
- Mostly unoccupied = Annual Service

Annual Service: Every tasks listed on the chart on the back of this brochure are done during the one service for the year.

Semi-Annual Service: Every tasks listed on the chart are done during the first visit then the tasks listed as Semi-Annual on the second visit.

Quarterly Service: First visit every tasks, then Quarterly tasks second visit, Semi-Annual tasks third visit and Quarterly tasks on the forth visit.

Service Fees:

Unit Type/Plan	Annual (Amount X 1)	Semi-Annual (Amount X 2)	Quarterly (Amount X 4)
2bdr/2bth (A,B,&C)	\$300.00	\$280.00	\$250.00
2bdr/2bth/Den (D, F,G, H & TH)	\$325.00	\$295.00	\$270.00
2bdr/2.5bth (E)	\$350.00	\$310.00	\$290.00