
VINTAGE OAKS MAINTENANCE

Maintenance Schedule for Vintage Oaks

DAILY

Litter patrol/check dumpsters
Hand water plants
Check gutters and downspouts
Community violations verification per property manager
Parking monitoring

Clubhouse; sweep entrances
Clean glass doors, mirrors and windows
Clean exercise equipment
Vacuum, empty trash bins
Clean bathrooms, check paper supplies
Check all lights
Check computer, printer ink and paper

Pool/spa
Clean pool and spa skimmer baskets and remove debris in water, add water as needed, check pool, spa lighting
Sweep pool/spa patio, position patio furniture
Check and adjust PH level in pool/spa water
Check and adjust both chlorine levels (free and combined) in pool/spa water 3x daily

WEEKLY

Pool/Spa
Check and adjust pool/spa level of Cyanuric acid
Check and adjust pool/spa level of alkalinity
Check and adjust pool/spa level of calcium
Check heater operation/ GPM, and shock pool
Backwash and rinse sand filters, refill pool and spa

Check all exterior lights-replace burned out bulbs
Check pet station bag dispensers, replace waste bags
Clean dry lint traps
Check and repair irrigation water systems to all landscaped plants
Water breezeway plants Oct-April
Sweep stairs, railings, breezeways and sidewalks
Trim plants, pull weeds
Maintain retaining wall drainage (Oct-April)

MONTHLY

Touch up exterior building paint, remove and replace caulking
Inventory supplies, purchase/order as needed – pick up supplies from local stores
Lubricate belt Nuatilus treadmill, tighten all loose exercise machines bolts
Set up clubhouse for HOA meetings (bi-monthly)
Sweep out dumpster areas, check and clean bio swale filter areas
Check all clubhouse batteries, exit sign, smoke detectors, thermostat, remotes, stationary bike, and elliptical. Replace as needed
Meet with contractors for bids on projects. Submit bids to Board for approval, schedule work with contractors

SEASONAL

Leaf removal in the fall, clear gutters

Remove snow and deice walkways/building entrances and stairs

Remove moss and debris from carports as needed

Mulch, re-sod lawns, fertilizer on all landscape plants

Clean pool/spa tiles, scrub pool sides and bottom for opening in May

Store and bring out pool/spa patio furniture

Purchase and hang 12 plant baskets on lamp posts, install plant water system

Maintain irrigation water system for all landscape plants – April through October

Pressure wash all sidewalks, stairs, breezeways, pool patio and dumpster areas

Clean utility boxes on all buildings.

Meet with Clark County Health Inspector to inspect the pool and spa

Meet with Clark County Storm Water Inspector to walk the storm water drain areas

Spray "lock ease" in all key locks of mailboxes

Inspect patios for areas that need re-caulking

Inspect storm drain catch basins and filters at both gates

Sign and update Valleyscapes snow removal contract (annually)

Communicate with board of directors regarding maintenance issues in community and with property management office

Respond to individual unit owners' questions or needs

Attend safety meetings to learn L&I requirements for proper maintenance and upkeep
