

**PARKDALE MANOR CONDOMINIUM ASSOCIATION
MAINTENANCE RESPONSIBILITY CHECKLIST**

DESCRIPTION

ASSO CO-OWN: COMMENTS

PLUMBING

DRAIN CLOGS OUTSIDE OF BUILDING	X		AFFECTING COMMON AREA OR MULTIPLE UNITS, INTERIOR CLEANUP RESPONSIBILITY OF CO-OWNER, UNLESS COVERED BY INSURANCE.
DRAIN CLOGS INSIDE UNIT		X	AFFECTING ONLY ONE UNIT, INTERIOR CLEANUP RESPONSIBILITY OF CO-OWNER, UNLESS COVERED BY INSURANCE.
VENT PIPE PLUGGED	X		
WATER SPIGOTS, FAUCETS, VALVES,		X	
TOILET		X	
DISPOSALS		X	
WATER SUPPLY LINES (OUTSIDE WALLS)		X	
WATER SUPPLY LINES (WITHIN WALLS)	X		
WATER METER	X		
LEAKS CAUSED BY TOILET SEAL		X	THE CO-OWNER OF THE UNIT WHERE THE LEAK OCCURRED IS RESPONSIBLE FOR ALL RELATED DAMAGES
LEAKS FROM SHOWER OR TUB CAUSED BY LACK OF PROPER SEALING OR AGING OF SEALANT		X	THE CO-OWNER OF THE UNIT WHERE THE LEAK OCCURRED IS RESPONSIBLE FOR ALL RELATED DAMAGES

ROOF

VENTS, SHINGLES, LEAKS X

PAINTING & TRIM

X

TELEPHONE WIRING TO UNIT

EXTERIOR X
 INTERIOR UP TO POINT OF CONNECTION X
 TELEPHONE JACKS X

UNIT WALLS - INTERIOR

CRACKS, SETTLING/POPPING	X		
DRYWALL REPAIR	X		
DAMAGE FROM WATER IN UNIT (IF ASSOCIATION RESPONSIBLE FOR REPAIR)	X		
DAMAGE FROM WATER IN UNIT (IF CO-OWNER RESPONSIBLE FOR REPAIR)		X	
DAMAGE FROM LEAK IN UNIT ABOVE		X	UPSTAIRS CO-OWNER IS RESPONSIBLE
RESIDENT ABUSE		X	
DECORATION & MAINTENANCE		X	
SOUND PROOFING WALLS OR CEILING		X	
ATTIC INSULATION	X		

GAS LINES

UP TO METER X
 FROM METER TO APPLIANCE X
 GAS METERS X

FIRE DETECTORS/FIRE EXTINGUISHERS

IN COMMON HALLWAYS X
 IN CO-OWNER UNIT X

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ELECTRICAL			
TRANSFORMER TO METER BOX	X		
METER BOX TO CIRCUIT BOX		X	
CIRCUIT BOX TO FIXTURES, PLUGS, INTERIOR, EXTERIOR OUTLETS		X	
ELECTRICAL METERS	X		ELECTRIC COMPANY RECOMMENDS CO-OWNER CONTACT THEM DIRECTLY
ENTRANCE AREAS/ COMMON HALLWAYS			
CARPET	X		
DOOR LOCKS	X		
DOOR BUZZERS	X		INDIVIDUAL CO-OWNER TO HAVE REPAIRED AND SUBMIT BILL TO MGMT. CO
GLASS	X		
DOORS & WEATHER STRIPPING	X		
STORM DOORS	X		
WINDOWS (CLEANING OR REPLACING)	X		
ENTRANCE AREAS PRIVATE			
DOOR LOCKS		X	
GLASS		X	
DOORS & WEATHER STRIPPING		X	
STORM DOORS		X	
FLOORS			
SURFACE FLOORING AND UNDERLAYMENT		X	
SUBFLOOR	X		
FLOOR JOISTS	X		
FURNACE AND HEATING			
MAIN FURNACE	X		
MOTORS AND SWITCHES FOR UNITS	X		
THERMOSTAT		X	
REGISTERS IN UNITS		X	
REGISTER IN COMMON AREAS	X		
CHIMNEY FLUE & CAPS	X		
LEAKS IN SYSTEM IN WALLS OR COMMON	X		
LEAKS IN SYSTEM IN UNIT		X	
KITCHEN CABINETS		X	
LIGHT FIXTURES			
INDOOR		X	
OUTDOOR	X		
PEST CONTROL			
EXTERIOR	X		ANT TRAPS PROVIDED UPON REQUEST
INTERIOR		X	ANT TRAPS PROVIDED UPON REQUEST

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HOOD FAN VENT		X	
ALL INTERIOR OR ACCESSIBLE FROM		X	
AIR CONDITIONING		X	
WINDOWS IN UNITS (REPAIR OR		X	
ALARM SYSTEMS		X	
CABLE TV		X	
SATTELITE TV		X	REQUIRES USE OF BOARD APPROVED VENDOR
BIRDS IN ATTIC	X		
PARKING LOT MAINTENANCE	X		
LAWN MAINTENANCE	X		
SNOW REMOVAL	X		