

The Boulders Condominiums - Maintenance tasks

Common areas and condos

- Exercise 3 elevators daily.
- Check the pool, spa and rec center daily and report any issues.
- Suggest updates to the rec center bulletin board as needed.
- Check exterior lighting monthly - replace bulbs as needed.
- Check fire extinguishers monthly for damage, bird nests, etc.
- Monitor contracted work. Report progress and issues.
- Monitor vehicle parking and report violations to the manager.

Winter (11/1 - 4/30)

- Pick up litter and empty dog stations weekly.
- Monitor heat tape, check breakers as needed.
- Distribute ice melt containers and refill as needed.
- Remove snow from Rec Center entrances, dog stations and fire hydrants.
- Remove snow from condo garage doors and entrance walkways.
- Remove broken tree branches that can be reached from the ground.
- Remove discarded Christmas trees in late January.
- Monitor snow on decks and report to manager any that have snow up to the railing.

Spring start up

- Turn off heat tape.
- Put ice melt containers in storage.
- Clean pool area and rec building exterior.
- Set up and clean pool furniture.
- Install the volleyball net.
- Install speed bumps.
- Work with the landscape contractor to check all sprinkler systems. Report needed repairs to the manager.
- Work with the pool maintenance contractor as needed to open the pool for use.

Spring, Summer, Fall

- Empty dog stations weekly.
- Remove litter and debris from the south boundary area monthly. (This area is not covered by the landscape contract)
- Monitor irrigation systems and make minor repairs as needed. Report the need for major repairs to the manager.

- Sweep cobwebs and dust from condo entranceway walls and ceilings and pressure wash stairs and walkways. Do Boulders and Cinnabar units on even numbered years, Dolomite and McClintock units on odd numbered years.

Fall preparation for winter

- Turn on heat tape.
- Store pool furnishings.
- Store speed bumps.
- Take down the volleyball net.
- Reposition picnic tables out of snow storage areas.

Custodial services

Twice weekly from 10/1 to 5/31, three times weekly 6/1 to 9/30

Rec Center

- Clean restrooms, showers and all fixtures.
- Check and clean the sauna.
- Replace toilet paper, paper towels, and hand soap as needed.
- Wipe down with disinfectant all gym equipment and door handles.
- Dust and remove cobwebs throughout the facility.
- Vacuum carpet, mop hard surface flooring.
- Remove trash and wipe clean trash receptacles.
- Collect and store "lost" items. Report findings on Town Square.

Elevators

- Wipe down car interiors and doors.

Twice yearly, spring and fall

- Clean rec center windows inside and out.

Maintenance and repairs

- Monitor requests on Town Square and respond to maintenance issues. If beyond capabilities, report to the manager for further action.