

Winder Housing Authority - Crescent Residential Properties - Innovation Properties

SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

EFFECTIVE MAY 1, 2016

	Proc.	Hrs.	Labor	Materials	Charge
<u>WINDOWS and SCREENS</u>					
Replace Security Screen (security screens can't be repaired must be replaced)	200	1/2	\$ 18.00	*	*
Install Screen On Apartment (when removed other than by maintenance)	201	1/2	\$ 18.00		\$18.00
Replace Window Balance	203	1/2	\$ 18.00	\$ 10.50	\$28.50
Repair Window Screen	265	1	\$ 36.00		\$36.00
Replace Window Balance Clips	204	1/2	\$ 18.00	\$ 15.00	\$33.00
	206,				
	205.				
Replace Window Lock	207,	1/2	\$ 18.00	\$ 4.50	\$22.50
Replace Broken Glass (regular glass) 8X10	208	1/2	\$ 18.00	*	*
Replace Insulated Glass - small	210	*	*	*	*
Replace Insulated Glass - large	209	*	*	*	*
Replace Blind (39" or less)	211	1/2	\$ 18.00	\$ 7.50	\$25.50
Replace Blind (40" or more)	212	1/2	\$ 18.00	\$ 9.50	\$27.50
Blind 39" or less cost	271			\$ 7.50	\$7.50
Blind 40" or more cost	272			\$ 9.50	\$9.50
Inspect/Repair Window	199	1/2	\$ 18.00		\$18.00
<u>BUILDING EXTERIORS</u>					
Board up unit- MIC	100	3/4	\$ 27.00	*	*
Board up unit- Efficiency	101	1 1/4	\$ 45.00	*	*
Board up unit- 1 BR	102	2	\$ 72.00	*	*
Board up unit- 2 BR	103	2 1/2	\$ 90.00	*	*
Board up unit- 3 BR	104	3 1/4	\$ 117.00	*	*
Board up unit- 4 BR	154	3 3/4	\$ 135.00	*	*
Check Roof Shingles	124	1/2	\$ 18.00		\$18.00
Replace/Repair Roof Shingles	126	3/4	\$ 27.00	*	*
Check Roof Vents	127	1/2	\$ 18.00		\$18.00
Repair/Replace Roof Vent	128	1	\$ 36.00	*	*
Repair Fascia - per 10' piece	129	1/2	\$ 18.00	*	*
Repair Gutters	130	1	\$ 36.00	*	*
Clean Gutters - Remove Debris	131	1	\$ 36.00	*	*
Repair Down Spouts	132	1 1/2	\$ 54.00	*	*
Clean/Flush Down Spouts	133	1/2	\$ 18.00	*	*
Check/Secure Porch Railing	148	1/4	\$ 9.00	*	*
Clean Porch	149	1/2	\$ 18.00		\$18.00
Clean Walkway to Street	150	1/2	\$ 18.00		\$18.00
Repair Cornicing	151	3/4	\$ 27.00	*	*
Check for Uneven Surfaces	152	1/2	\$ 18.00		\$18.00
Check/Repair Handi-Cap Ramp	873	1	\$ 36.00	*	*
Handi-Cap Ramp Install/Remove	882	1/2	\$ 18.00	*	*

Replace Door Stop Wall Mount	231	1/4	9.00	\$ 1.00	\$10.00
Repair Damaged Door Exterior	234	1	36.00	*	*
Repair Damaged Door Interior	248	1	36.00	*	*
Replace Door Sweep	235	1/2	\$ 18.00	\$ 8.00	\$26.00
Replace Threshold Complete	236	1	\$ 36.00	\$ 15.00	\$51.00
Replace Handicap Threshold	237	1	\$ 36.00	\$ 20.00	\$56.00
Replace Threshold Rubber Strip	238	1/2	\$ 18.00	*	*
Replace Weather Stripping Kerf Type	343	1/2	\$ 18.00	\$ 20.00	\$38.00
Replace Weather Stripping Bulb Type	240	1	\$ 36.00	\$ 27.75	\$63.75
Repair Weather Stripping	239	1/2	\$ 18.00	*	\$18.00
Key	241			\$ 3.00	\$3.00
Deliver Key	242	1/2	\$ 18.00	\$ 3.00	\$21.00
Unlock Door (during regular office hours by office approval)***	243	1/2	\$ 18.00		\$18.00
Unlock Door (after hours by office approval)***	244	1 1/2	\$ 54.00		\$54.00
<u>PAINT/REPAIR WALLS and INTERIOR REPAIRS</u>					
Wall Protector (round stick on)	120	1/2	\$18.00	\$ 1.50	\$19.50
Patch-Sand-Paint (6"X6")	116	1 1/4	\$45.00	*	*
Patch-Sand-Paint (12"x12")	117	1 1/2	\$54.00	*	*
Patch-Sand Paint (24"X24")	118	2	\$72.00	*	*
Paint Ceiling One Room	135	2	\$72.00	*	*
Paint Unit - Efficiency	110	9	\$324.00	*	*
Paint Unit- 1BR	111	9	\$324.00	*	*
Paint Unit -2BR	112	12	\$432.00	*	*
Paint Unit -3BR	113	15	\$540.00	*	*
Paint Unit-4BR	114	18	\$648.00	*	*
Paint Single Room	115	3	\$108.00	*	*
Prep Vacant Unit-Efficiency	105	24	\$864.00	*	*
Prep Vacant Unit-1 BR	106	24	\$864.00	*	*
Prep Vacant Unit- 2 BR	107	28	\$1,008.00	*	*
Prep Vacant Unit- 3 BR	108	31	\$1,116.00	*	*
Prep Vacant Unit- 4 BR	109	34	\$1,224.00	*	*
Touch-up Paint(per sq. foot)	121	1/2	\$18.00	*	*
Remove Attic Fan/Patch/Paint Hole	123	2	\$72.00	*	*
Inspect/Replace TV Outlet	125	3/4	\$27.00	*	*
Telephones Check for Connections	884	1	\$36.00	*	*
Inspect Ceiling/Walls	136	1/2	\$18.00	*	*
Closet Rod/ Shelf	138	1/2	\$18.00	*	*
<u>FLOORS</u>					
Repair/Glue cove base (per piece)	139	1/4	\$ 9.00	*	\$9.00
Remove and Replace Cove base 1 Bedroom	1101	5	\$ 180.00	*	*
Remove and Replace Tile Floor 1 Bedroom	1100	15	\$ 540.00	*	*
Replace Vinyl Floor Tiles More Than 10 Pieces					
Replace Vinyl Floor Tiles (per sq. ft.) Up to 10 Pieces	140	1/2	\$ 18.00	\$ 1.50	\$19.50
Replace Cover Base (per-Foot)	141	1/2	\$ 18.00	*	*
Replace Ceramic Tile (per-sq. .ft.)	142	2	\$ 36.00	\$ 3.50	\$75.50
Floor Stripper Per Gallon	155			\$ 13.00	\$13.00
Floor Wax Per Gallon	156			\$ 22.00	\$22.00
Clean and Wax Floor Only	157				*
Clean Carpet Only	158				*
Carpet Cleaner Only Per Gallon	159			\$ 12.50	\$12.50

Clean, Strip, Wax Floors -0BR	143	5	\$	180.00	\$	6.25	\$	186.25
Clean, Strip, Wax Floors -1BR	144	5	\$	180.00	\$	6.25	\$	186.25
Clean, Strip, Wax Floors -2BR	145	6	\$	216.00	\$	9.50	\$	225.50
Clean, Strip, Wax Floors -3BR	146	7	\$	252.00	\$	12.50	\$	264.50
Clean, Strip, Wax Floors -4BR	147	8	\$	288.00	\$	12.00	\$	300.00
Inspect Carpet	153	1	\$	36.00			\$	36.00
CABINETS								
Replace Door (complete)	160	1	\$	36.00	\$	25.00	\$	61.00
Hang Door (when off hinges only)	161	1/2	\$	18.00			\$	18.00
Replace Door Hinge	163	1/2	\$	18.00	\$	3.25	\$	21.25
Replace Drawer (complete)	165	1/2	\$	18.00	\$	30.00	\$	48.00
Replace Drawer (front only)	166	3/4	\$	27.00	\$	15.00	\$	42.00
Repair Drawer (wood frame)	167	1/2	\$	18.00	\$	10.00	\$	28.00
Replace Drawer Slide (single)	169	1/2	\$	18.00	\$	6.00	\$	24.00
Replace Drawer Slide (double)	170	1/2	\$	18.00	\$	6.00	\$	24.00
Replace Drawer Glide/Roller	171	1/2	\$	18.00	\$	1.25		\$19.25
Replace Counter Top Labor Per Hr. Plus Materials	172	1/2	\$	18.00		*		*
Replace Wood Knob	173	1/2	\$	18.00	\$	1.00		\$19.00
Repair/replace damaged cabinets	176	3/4	\$	27.00		*		*
Replace Cabinet Door Handle	164	1/4	\$	9.00		*		*
Inspect/Adjust Cabinets (hinges, Roller, etc.)	174	1/4	\$	9.00				\$9.00
Refinish Cabinet Surfaces*	175	1 1/2	\$	54.00		*		*
ELECTRICAL								
Replace Wall Switch /Receptacle Cover Single or Double	300	1/2	\$	18.00	\$	0.75		\$18.75
Replace Outside Electrical Cover	301	1/2	\$	18.00	\$	4.00		\$22.00
Replace Wall Switch	302	1/2	\$	18.00	\$	1.00		\$19.00
Replace 3 Way Wall Switch	303	1/2	\$	18.00	\$	2.00		\$20.00
Replace Receptacle	304	1/2	\$	18.00	\$	1.00		\$19.00
Replace Spec Grade Wall Switch/ Receptacle	305	1/2	\$	18.00	\$	3.00		\$21.00
Replace Spec Grade 3 Way Wall Switch	306	1/2	\$	18.00	\$	5.00		\$23.00
Replace GFCI Receptacle	307	1	\$	36.00	\$	15.00		\$51.00
Replace Dryer Receptacle	308	1	\$	36.00		*		*
Replace Night Light (complete)	309	1/2	\$	18.00	\$	25.00		\$43.00
Replace Night Light Cover	310	1/2	\$	18.00	\$	15.00		\$33.00
Replace Night Light Bulb Holder	311	1/2	\$	18.00	\$	20.00		\$38.00
Replace 11" 2 Bulb Nickel Ceiling Light Fixture (no bulbs)	312	1	\$	36.00	\$	23.00		\$59.00
Replace Bathroom Channel Fixture	313	1	\$	36.00	\$	13.00		\$49.00
Replace Kitchen Light Fixture 11" 2 bulb nickel (no bulbs)	314	1	\$	36.00	\$	23.00		\$59.00
Replace 2'X4' Fluorescent Fixture	315	1 1/2	\$	54.00	\$	33.55		\$87.55
Replace 2'X4' Fluorescent Cover	316	1/2	\$	18.00	\$	24.00		\$42.00
Replace Bathroom Channel Globe	318	1/2	\$	18.00	\$	8.00		\$26.00
Replace 11" Globe	319	1/2	\$	18.00		*		*
Replace Bedroom Globe Square	320	1/2	\$	18.00	\$	4.00		\$22.00
Replace Hall Globe	321	1/2	\$	18.00	\$	5.50		\$23.50
Replace Kitchen Globe	322	1/2	\$	18.00		*		*
Replace Outside Light Fixture (complete wall mount barrel glass)	323	1	\$	36.00	\$	6.75		\$42.75
Replace Outside Light Fixture (complete wall mount lens cover) Dunaway Massey	324	3/4	\$	27.00	\$	15.25		\$42.25
Replace Outside Light Fixture (complete ceiling mount)	325	1	\$	36.00	\$	17.00		\$53.00
Replace Outside Light Globe (barrel glass)	326	1/2	\$	18.00	\$	2.50		\$20.50

Replace Address Light	327	1	\$ 36.00	\$ 52.00	\$88.00
Inspect Address Light	198	1/2	\$ 18.00	*	\$18.00
Replace Light Bulb (spiral fluorescent)	329	1/2	\$ 18.00	\$ 4.00	\$22.00
Replace Light Bulb (appliance, night light)	330	1/2	\$ 18.00	\$ 1.00	\$19.00
Replace Fluorescent Bulb (2', 4', or 13wt)	331	1/2	\$ 18.00	\$ 3.00	\$21.00
Replace Attach Light Fixture to Ceiling (when pulled away by other than maintenance)	332	1	\$ 36.00		\$36.00
Repair Damage to Electrical System (plus Utility Company Fees)	347	1	\$ 36.00	*	*
Replace Smoke Alarm (9vt battery operated)	333	1/2	\$ 18.00	\$ 6.00	\$24.00
Repair Smoke Alarm Battery (when unplugged, missing or turned wrong way)	334	1/2	\$ 18.00	*	\$18.00
Repair Attach Smoke Alarm to Ceiling or Wall (when removed by anyone other than maintenance)	335	1/2	\$ 18.00	*	*
Replace Smoke Alarm/CO2 Detector (electric-battery backup) Ioniz	336	1/2	\$ 18.00	\$ 45.00	\$63.00
Replace Smoke Alarm/CO2 Detector (electric-battery backup) Photo	348	1/2	\$ 18.00	\$ 55.00	\$73.00
Inspect Receptacle - not functional	299	1/4	\$ 9.00		\$9.00
Replace Bedroom Globe	317	1/2	\$ 18.00	*	*
Repair/Replace Emergency and Exterior Light	328	3/4	\$ 27.00	*	*
Replace Fuse or Reset Breaker	337	1/2	\$ 18.00	*	*
Test Smoke Alarm	338	1/2	\$ 18.00		\$ 18.00
Replace Smoke Alarm Battery	339	1/2	\$ 18.00		\$ 18.00
Check/Replace Ballast	340	1/2	\$ 18.00	*	*
Check/repair Electrical Panel/Outside Box	341	1/2	\$ 18.00	*	*
Install Ceiling Fan	344	4	\$ 144.00		\$ 144.00
Inspect/Replace Call For Aid Switch/Bell	345	1/2	\$ 18.00	*	*
Wire/Install Dryer Receptacle	346	3	\$ 108.00	*	*
<u>HEATER and FURNACES</u>					
No Heat/Air	699	1/2	\$ 18.00		\$18.00
Inspect , Adjust/Vacuum HVAC	700	3/4	\$ 27.00		\$27.00
Relight Pilot Light	701	1/2	\$ 18.00		\$18.00
Rewire, Repair HVAC	702	1	\$ 36.00	*	
Replace Thermostat (Honeywell) T834N1002, T8034N1007, T87N1000	703	1	\$ 36.00	\$ 28.00	\$64.00
Replace Thermostat not listed	704	1	\$ 36.00	*	*
Replace Thermostat (Carrier, Trane)	705	1	\$ 36.00	*	*
Replace Carrier Control Knobs	706	1/2	\$ 18.00	\$ 5.25	\$23.25
Clean HVAC Drain	707	1/2	\$ 18.00	*	*
Replace HVAC Filter	708	1/2	\$ 18.00	\$ 2.00	\$20.00
Repair HVAC Minor	709	1	\$ 36.00		\$36.00
Repair HVAC Major	710	2 1/2	\$ 90.00		\$90.00
HVAC Seasonal Service	711	1/2	\$ 18.00		\$18.00
Sweep Mechanical Room	810	1/4	\$ 9.00		\$9.00
Replace Registers and Vent Covers	712	1/2	\$ 18.00	*	*
We Will Install or Remove All A/C Windows Units Residents Must Have Brackets and Side Pieces, (no post or card board will be used)	713	1	\$ 36.00		\$ 36.00
<u>PLUMBING</u>					
Replace Commode (complete Toto)	401	2	\$ 72.00	\$ 258.00	\$330.00
Replace Commode Bowl (regular)Toto	402	2	\$ 72.00	\$ 163.50	\$235.50
Replace Commode Tank Toto	403	1	\$ 36.00	\$ 114.25	\$150.25
Replace Commode Tank Lid Toto	404	1/2	\$ 18.00	\$ 39.75	\$57.75
Replace Commode (Toto Handicap)	405	2	\$ 72.00	\$ 338.50	\$410.50
Replace Commode Bowl (Toto Handicap)	406	2	\$ 72.00	\$ 243.50	\$315.50

Replace Commode Seat (regular)	407	1/2	\$	18.00	\$	15.50	\$33.50
Replace Commode Seat (handicap)	408	1/2	\$	18.00	\$	18.50	\$36.50
Replace Commode Supply Line	409	1/2	\$	18.00	\$	4.00	\$22.00
Replace Commode Supply Line Cutoff	410	1	\$	36.00	\$	16.00	\$52.00
Replace Commode Wax Seal and Bolts	411	1	\$	36.00	\$	4.50	\$40.50
Replace Commode Flange, Wax Seal and Bolts	412	1	\$	36.00	\$	25.00	\$61.00
Commode Leaking	472	1/2	\$	18.00			\$18.00
Inspect Commode	473	1/2	\$	18.00			\$18.00
Commode Running	400	1/2	\$	18.00			\$18.00
Pull Commode	413	1	\$	36.00	\$	3.75	\$39.75
Unstop Commode (**)	414	1	\$	36.00			\$36.00
Replace Flush Handle Toto	415	1/2	\$	18.00	\$	23.00	\$41.00
Replace Filler Valve	416	1/2	\$	18.00	\$	7.00	\$25.00
Flapper Valve Toto	417	1/2	\$	18.00	\$	10.00	\$28.00
Flush Valve Toto	418	1	\$	36.00	\$	27.00	\$63.00
Repair Vanity	420	1/2	\$	18.00		*	\$18.00
Replace Cabinet Shelf	450	1/2	\$	18.00		*	*
Attach Lavatory to Wall	419	1 1/2	\$	54.00		*	*
Inspect Bathroom Sink/Tighten Drain Pipes	425	1/2	\$	18.00			\$18.00
Inspect Bathroom Sink Faucet - replace washers, O-rings	427	1/2	\$	18.00			\$18.00
Aerator for Lavatory Faucet	886	1/4	\$	9.00	\$	6.00	\$15.00
Replace Lavatory (Complete)	421	1 1/2	\$	54.00	\$	129.50	\$183.50
Replace Lavatory (only)	422	1 1/2	\$	54.00	\$	51.00	\$105.00
Replace Lavatory P.O. Plug	423	1	\$	36.00	\$	32.50	\$68.50
Replace Lavatory Drain Pipes	424	1	\$	36.00	\$	18.00	\$54.00
Replace Lavatory Supply Line each	462	1/4	\$	9.00	\$	6.00	\$15.00
Replace Lavatory/Tub Stopper	426	1/4	\$	9.00	\$	1.00	\$10.00
Inspect Bathtub Faucet - replace washers, O-rings	432	1/2	\$	18.00			\$18.00
Replace Lavatory Faucet Set	428	1	\$	36.00	\$	34.00	\$70.00
Replace Faucet Handles (kitchen, lavatory, tub)	429	1/2	\$	18.00		*	*
Clean/Caulk Bathtub	437	1 1/2	\$	54.00	\$	4.00	\$58.00
Unstop Lavatory (**)	430	1	\$	36.00			\$36.00
Unstop Tub (**)	431	1	\$	36.00			\$36.00
Replace Tub/Shower Faucet	433	2	\$	72.00		*	*
Replace Tub Spout/Diverter	434	1/2	\$	18.00		*	*
Replace Bathtub/Shower Unit	476	8	\$	288.00		*	*
Inspect Bathroom/Shower unit	435	1/2	\$	18.00		\$	18.00
Repair Shower Walls	436	1	\$	36.00		*	*
Replace Hand Held Shower (complete)	438	1/2	\$	18.00	\$	22.00	\$ 40.00
Replace Hand Held Shower Head	439	1/2	\$	18.00	\$	15.00	\$ 33.00
Replace Hand Held Shower Hose 72"	440	1/2	\$	18.00	\$	16.00	\$ 34.00
Replace Hand Held Shower Bracket	441	1/2	\$	18.00	\$	8.00	\$ 26.00
Replace Shower Arm	442	1/2	\$	18.00	\$	4.00	\$ 22.00
Replace Shower Head	443	1/2	\$	18.00	\$	7.00	\$ 25.00
Replace Shower Rod	444	1/2	\$	18.00	\$	10.00	\$ 28.00
Inspect Bathroom Vent Fan, Lubricate	445	1/2	\$	18.00			\$ 18.00
Repair Bathroom Vent Fan	446	1/2	\$	18.00		*	*
Replace Exhaust Fan Complete Broan 688	887	1	\$	36.00	\$	30.00	\$ 66.00
Replace Exhaust Fan Motor (C-frame)	447	1	\$	36.00		*	*
Replace Exhaust Fan Motor (3 1/4" frame)	448	1	\$	36.00		*	*
Replace 2' Grab Bar	883	1	\$	36.00	\$	25.00	\$ 61.00
Replace 4' Grab Bar	887	1	\$	36.00	\$	36.00	\$ 72.00

Install Shower Seat/Bench	475	1	\$	36.00	*	\$	36.00
Replace Medicine Cabinet	449	1	\$	36.00	\$	28.00	\$ 64.00
Replace Medicine Cabinet Shelf	451	1/2	\$	18.00	\$	3.50	\$ 21.50
Replace Toilet Tissue Holder	452	1/2	\$	18.00	\$	4.50	\$ 22.50
Replace Toilet Tissue Roller	453	1/4	\$	9.00	\$	10.00	\$ 19.00
Replace Towel Bar (complete metal)	454	1/2	\$	18.00	\$	5.00	\$ 23.00
Replace Towel Bar (bar only)	455	1/2	\$	18.00	\$	2.00	\$ 20.00
Replace Towel Bar Brackets	456	1/2	\$	18.00	\$	3.00	\$ 21.00
Replace Towel Bar Plastic Spring Loaded	457	1/4	\$	9.00	\$	15.00	\$ 24.00
Replace Faucet Aerator	458	1/2	\$	18.00	\$	4.25	\$ 22.25
Replace Kitchen Sink Basket	459	1/4	\$	9.00	\$	2.00	\$ 11.00
Replace Kitchen Sink Strainer and Basket	460	1	\$	36.00	\$	7.75	\$ 43.75
Replace Kitchen Sink	461	2	\$	72.00	\$	61.00	\$ 133.00
Replace Faucet Handles (kitchen, lavatory, tub)	429	1/2	\$	18.00	*		*
Inspect Kitchen Sink Faucet-Replace Stems	463	1/2	\$	18.00			\$ 18.00
Replace Kitchen Faucet Set	464	1	\$	36.00	\$	36.00	\$ 72.00
Replace Kitchen Supply Line	465	1/2	\$	18.00	\$	7.00	\$ 25.00
Inspect Kitchen Sink Drain	467	1/2	\$	18.00			\$ 18.00
Replace Kitchen Drain Pipes	466	1	\$	36.00	\$	30.50	\$ 66.50
Unstop Kitchen Sink (**)	468	1	\$	36.00			\$ 36.00
Unstop Washer Drain (**)	469	1	\$	36.00			\$ 36.00
Inspect/Adjust Outside Faucet	474	1/2	\$	18.00			\$ 18.00
Replace Outside Sillcock (complete)	470	1 1/2	\$	54.00	\$	40.00	\$ 94.00
Replace Outside Sillcock Stem	471	1/2	\$	18.00	\$	35.00	\$ 53.00
Replace Outside Faucet Handle	477	1/2	\$	18.00	\$	8.00	\$ 26.00
Water Heater Supply Line (per line)	478	1/2	\$	18.00	\$	18.00	\$ 36.00
Check Water Heater, Set Temperature	720	1/2	\$	18.00			\$ 18.00
Repair Water Heater- Minor Leaks	721	1/2	\$	18.00	*		*
Repair Water Heater -Major Leak	722	1	\$	36.00	*		*
Replace Water Heater	723	3	\$	108.00	*		*
Repair Water Heater Flue	724	1/2	\$	18.00			\$ 18.00
Check/Replace Sewer Cap PVC	725	1/2	\$	18.00	\$	4.50	\$ 22.50
Check/Replace Sewer Cap Brass	989	1/2	\$	18.00	\$	6.50	\$ 24.50
Check Water Meter for Leaks	960	1/2	\$	18.00			\$ 18.00
Repair Outside Water Leak	962	2	\$	72.00	*		*
Unstop Main Sewer Line (line outside unit)	985	1	\$	36.00			\$ 36.00
Apply Chemicals/ Flush Sewer Lines	986	1/4	\$	9.00	\$	7.00	\$ 16.00
Unstop Storm Drains/Clean	987	1	\$	36.00			\$ 36.00
Inspect Water Cooler	1001	1/2	\$	18.00			\$ 18.00
STOVES and VENT HOODS							
Replace Burner or Oven Knob Brown Stove	503	1/4	\$	9.00	\$	6.00	\$ 15.00
Replace Burner or Oven Knob GE/Hot Point Stove	518	1/4	\$	9.00	\$	15.50	\$ 24.50
Replace Burner (surface)	504	1/2	\$	18.00	\$	13.50	\$ 31.50
Replace Burner Grate (Brown)	505	1/2	\$	18.00	\$	9.00	\$ 27.00
Replace Oven Door Hinge (each)	506	1	\$	36.00	\$	10.00	\$ 46.00
Replace Oven Door	537	3/4	\$	27.00	*		*
Replace Oven Door Handle	507	1/2	\$	18.00	\$	4.50	\$ 22.50
Inspect/Adjust/Lite Gas Range	501	1/2	\$	18.00			\$ 18.00
Replace Oven Door Gasket (Vesta)	509	1/2	\$	18.00	*		\$ 18.00
Replace Oven Door Gasket Brown Stove (each)	508	1/2	\$	18.00	\$	3.50	\$ 21.50

Replace Broan ON/OFF switch	534	3/4	\$	27.00	\$	4.75	\$	31.75
Replace gas line	538	1/4	\$	9.00	\$	16.00	\$	25.00
Replace Safety Valve	510	1	\$	36.00	*		*	
Replace Oven Control Thermostat	511	1	\$	36.00	*		*	
Replace Oven Pilot	512	3/4	\$	27.00	*		*	
Replace Burner Valve	513	1	\$	36.00	*		*	
Replace Top Pilot Assembly (pilot line and shield)	514	1	\$	36.00	\$	22.00	\$	58.00
Remove Stove in Unit for Cleaning, etc.	516	1/4	\$	9.00			\$	9.00
Clean Stove Burner	517	1/4	\$	9.00			\$	9.00
Replace Stove	502	1 1/2	\$	54.00			\$	54.00
Wall Back Splash for Stove	539	1/2	\$	18.00	\$	34.00	\$	52.00
Inspect, Clean and Lube Kitchen Vent Fan	520	1/2	\$	18.00			\$	18.00
Replace Range Hood	521	1 1/2	\$	54.00	\$	94.50	\$	148.50
Replace Range Hood Motor (183-8)	522	1	\$	36.00	*		*	
Replace Range Hood Motor (183-1, 183-2, 183-3, 183-4, 183-5, 183-6)	523	1	\$	36.00	\$	29.00	\$	65.00
Replace Range Hood Fan (183-8)	524	1/2	\$	18.00	\$	13.50	\$	31.50
Replace Range Hood Fan (183-1, 183-2, 183-3, 183-4, 183-5)	525	1/2	\$	18.00	\$	4.50	\$	22.50
Replace Range Hood Motor and Fan Complete (183-8)	526	1/2	\$	18.00	*		*	
Replace Range Hood Motor and Fan Complete (183-1, 183-2, 183-3, 183-4, 183-5)	527	1	\$	36.00	\$	30.00	\$	66.00
Replace Range hood Filter Thick Charcoal	529	1/4	\$	9.00	\$	6.00	\$	15.00
Replace Range hood Filter- -Bowl	530	1/4	\$	9.00	\$	7.00	\$	16.00
Replace Range hood Filter- Small Round	531	1/4	\$	9.00	\$	5.00	\$	14.00
Replace Range hood Filter - Large Round	532	1/4	\$	9.00	\$	10.00	\$	19.00
Replace Range hood Filter - 11 7/8 x 14 3/8	533	1/4	\$	9.00	\$	18.00	\$	27.00
Replace Range Hood Filter	528	1/4	\$	9.00	\$	9.00	\$	18.00
Replace Range Hood Fan Switch	534	3/4	\$	27.00	\$	5.00	\$	32.00
Replace Range Hood Light Switch	535	3/4	\$	27.00	\$	7.00	\$	34.00
Clean Range Hood	536	1	\$	36.00			\$	36.00
Clean Stove	515	1	\$	36.00			\$	36.00
REFRIGERATORS								
Replace Refrigerator	566	1 1/2	\$	54.00	*		*	
Inspect Refrigerator	540	1/2	\$	18.00			\$	18.00
Relocate Refrigerator- multiple locations	541	1 1/2	\$	54.00			\$	54.00
Move Refrigerator- inside unit	542	1/4	\$	9.00			\$	9.00
Defrost Refrigerator	543	1	\$	36.00			\$	36.00
Clean Refrigerator	544	1	\$	36.00			\$	36.00
Replace Refrigerator Handle Complete	545	1/2	\$	18.00	*		*	
Replace Refrigerator Shelves and Racks (each)	546	1/2	\$	18.00	*		*	
Replace Vegetable Bin	547	1/2	\$	18.00	*		*	
Replace Vegetable Bin Cover	548	1/2	\$	18.00	*		*	
Replace Food Door Gasket	549	1/2	\$	18.00	\$	62.50	\$	80.50
Replace Refrigerator Control Switch	564	1	\$	36.00	*		*	
Replace Freezer Door Gasket	550	1/2	\$	18.00	\$	62.50	\$	80.50
Repair Damage to Refrigerator	551	1	\$	36.00			\$	36.00
Replace Door Shelf Bar	552	1/2	\$	18.00	*		*	
Replace Door Shelf Bracket	563	1/4	\$	9.00	*		*	
INSPECTIONS								
PM Inspection	1	1/2	\$	18.00			\$	18.00
PM Inspection Interior Surfaces	2	1/4	\$	9.00			\$	9.00

PM Inspection Bath Exhaust Fans	3	1/4	\$	9.00		\$	9.00
PM Inspection Domestic Hot Water Heater	4	1/4	\$	9.00		\$	9.00
PM Inspection Electrical System	5	1/4	\$	9.00		\$	9.00
PM Inspection Doors and Door Hardware	6	1/4	\$	9.00		\$	9.00
PM Inspection Refrigerators	7	1/4	\$	9.00		\$	9.00
PM Inspection Water Coolers	8	1/4	\$	9.00		\$	9.00
PM Inspection Plumbing Systems	9	1/4	\$	9.00		\$	9.00
PM Inspection Gas Range	10	1/4	\$	9.00		\$	9.00
PM Inspection Window/Through the Wall AC Units	11	1/4	\$	9.00		\$	9.00
PM Inspection AC Units and Heat Pumps	12	1/4	\$	9.00		\$	9.00
PM Inspection Windows and Window Hardware	13	1/4	\$	9.00		\$	9.00
PM Inspection Exterior Building Surfaces	14	1/4	\$	9.00		\$	9.00
PM Inspection Roofs	15	1/4	\$	9.00		\$	9.00
PM Inspection Battery Emergency Lightening	16	1/4	\$	9.00		\$	9.00
Inspect Grounds and Systems	17	4	\$	144.00		\$	144.00
Annual Inspection	20	1/2	\$	18.00		\$	18.00
Accompany Inspectors, etc.	134	1	\$	36.00		\$	36.00
Other							
Inspect Unit for Burning Smell/Gas Order	342	1/2	\$	18.00		\$	18.00
Pest Control							
Fog Apartment	860	1/2	\$	18.00	*		*
Extra Spray For Roaches	861	1/2	\$	18.00	*		*
Pest Control Routine Treatment	862	1/2	\$	18.00		\$	18.00
Check for Small Rodent	863	1/2	\$	18.00		\$	18.00
Inspect for Bed Bugs	865	1/2	\$	18.00		\$	18.00
No Bed Bugs Found	866	1/2	\$	18.00		\$	18.00
Bed Bugs Found/Treatment Scheduled	867	1/2	\$	18.00		\$	18.00
Treatment for Bed Bugs	868	*		*	*		*
Check/Treatment for Ants	869	1/2	\$	18.00		\$	18.00
Pest Control Non-Routine Insects, Rodent, Etc.	1003	1/2	\$	18.00		\$	18.00
Laundry							
Inspect /Repair Faucet at Washing Machine	874	1/2	\$	18.00	*		*
Replace Clothesline Post	875	1	\$	36.00	*		*
Replace Clothesline (each strand)	876	1/4	\$	9.00	\$	5.00	\$ 14.00
Replace Clothesline (handi-cap)	877	1	\$	36.00	\$	48.00	\$ 84.00
Inspect/ Repair Washing Machine in Laundry Center (minor)	879	1/2	\$	18.00	*		*
Inspect/Repair Dryer in Laundry Center (minor)	880	1/2	\$	18.00	*		*
Install Dryer Vent	890	2	\$	72.00	\$	10.00	\$ 82.00
Janitorial							
Sweep and Mop Laundry Room	801	1/2	\$	18.00		\$	18.00
Clean and Mop Laundry Room	805	1 1/2	\$	54.00		\$	54.00
Clean/Sweep/Organize	811	1	\$	36.00		\$	36.00
Sweep Management Office Tile Floors	820	1/2	\$	18.00		\$	36.00
Strip an Wax Management Office Tile Floors	821	2	\$	72.00		\$	72.00
Vacuum Management Office Carpet	825	1/2	\$	18.00		\$	18.00
Shampoo Office Carpets	826	2	\$	72.00		\$	72.00
Clean Management Office, Restrooms	830	1/2	\$	18.00		\$	18.00
Take Trash to Street, Management Office	832	1/4	\$	9.00		\$	9.00
Sweep Porch - Management Office	834	1/4	\$	9.00		\$	9.00

MISCELLANEOUS

Trash Pick-up and Disposal Service at Dunaway Massey Braselton per Month						\$ 12.00
Trash Pick-up and Disposal Service at Dunaway Massey Statham per Month						\$ 13.75
Remove Tires (plus disposal fee)	840	1/2	\$ 18.00	\$ 5.00		\$ 23.00
Remove Large Items From the Yards and Disposal Fee	833	1/2	\$ 18.00	\$ 15.00		\$ 33.00
Remove Trash From Roof	835	1/2	\$ 18.00			\$ 18.00
Remove Trash from Apartment (plus disposal fee)	836	1/2	\$ 18.00	\$ 15.00		\$ 33.00
Trip to Landfill	837	2	\$ 72.00	\$ 59.00		\$ 131.00
Litter Fee	838		\$ 10.00			\$ 10.00
Remove Litter From Common Areas and Streets	839	1	\$ 36.00			\$ 36.00
Clean Common Areas, Wash Windows- Management	870	2	\$ 72.00			\$ 72.00
Remove Large Trash Items from Apartment plus Disposal Fee	881	1	\$ 36.00	\$ 15.00		\$ 51.00
Garden	889	1/2	\$ 18.00			\$ 18.00
Check Lift Station	961	1	\$ 36.00			\$ 36.00
Paint Parking Lot Lines	988	35	\$ 36.00			\$ 1,260.00
Mail Box Repair/Move/ Inspect	982	1/2	\$ 18.00			\$ 18.00
Maintain Vehicle Equipment (housing authority property)	981	1	\$ 36.00			\$ 36.00
Pick-up Materials from Warehouse	980	1	\$ 36.00			\$ 36.00
Receive/Inspect/Stock Materials	979	1	\$ 36.00			\$ 36.00
Trim Bush/Cut Limb/Mulch/Fill Hole/etc.	990	1/2	\$ 18.00			\$ 18.00
Check Hole/Erosion/Standing Water	991	1/2	\$ 18.00			\$ 18.00
Meet Gas Company on Site Regular Hours	994	3/4	\$ 27.00			\$ 27.00
Unusual Occurrences	995	1	\$ 36.00			\$ 36.00
Give out Letters	996	1	\$ 36.00			\$ 36.00
Move Out Inspections	997	1	\$ 36.00			\$ 36.00
Meetings	998	1	\$ 36.00			\$ 36.00
Training	999	2	\$ 72.00			\$ 72.00
Move Furniture/Items From Unit	1000	1 1/2	\$ 54.00			\$ 54.00
Unnecessary Call	1002	1 1/2	\$ 54.00			\$ 54.00
Work Was Completed on Prior Work Order	1004	1/4	\$ 9.00			\$ 9.00
Warranty Work	1005	3	\$ 36.00			\$ 108.00
Check Residents Report on Contractors	1006	1	\$ 36.00			\$ 36.00
Contractors to Make Repairs	1007	1/2	\$ 18.00			\$ 18.00
Inspect Unit	1008	1/2	\$ 18.00			\$ 18.00
Non-Coded Repairs at Gym/Boys and Girls Club	1009	1	\$ 36.00			\$ 36.00
Fire Damage-Insurance Deductible or Repair Cost	1011	1	\$ 36.00			
Contractor Renovations	1010	40	\$ 1,440.00			\$ 1,440.00
Indicates After Hours Call	2000	1 1/2	\$ 54.00			\$ 54.00

***COST OF MATERIALS + \$36.00 PER MAN HOUR FOR LABOR** 36.00

This schedule of maintenance charges is effective whenever damage is caused by carelessness, misuse, or neglect on part of the Tenant, his/her family or visitors, the Tenant agrees to pay the cost of all repairs. Normal wear and tear items will not be charged.

**** Duplex units have drains that are back to back. When these drains are unstopped the charge will be divided between the units.**