

Winder Housing Authority - Crescent Residential Properties - Innovation Properties					
SCHEDULE of PROCEDURES/MAINTENANCE CHARGES					
EFFECTIVE MARCH 1, 2020					
	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	3/4	\$ 27.00	\$ 10.50	\$37.50
Repair Window Screen	265	1	\$ 36.00	*	\$36.00
Replace Window Balance Clips	204	1/2	\$ 18.00	\$ 15.00	\$33.00
Replace Window Lock	206, 205, 207,	1/2	\$ 18.00	\$ 4.94	\$22.94
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	\$ 9.00	\$27.00
Replace Blind (40" or more)	212	1/2	\$ 18.00	\$ 12.00	\$30.00
Blind 39" or less cost	271			\$ 8.00	\$8.00
Blind 40" or more cost	272			\$ 10.00	\$10.00
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	\$ 36.00		\$36.00
Replace/Repair Roof Shingles	126	1	\$ 36.00	*	*

Check Roof Vents	127	1	\$ 36.00		\$36.00
Repair/Replace Roof Vent	128	1	\$ 36.00	*	*
Repair Fascia - per 10' piece	129	1	\$ 36.00	*	*
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	\$ 36.00	*	*
Check/Secure Porch Railing	148	1/2	\$ 18.00	*	*
Clean Porch	149	1	\$ 36.00		\$36.00
Clean Walkway to Street	150	1	\$ 36.00		\$36.00
Repair Cornicing	151	1	\$ 36.00	*	*
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 1/2	\$ 54.00	*	*
Outside Remove Graffiti	885	1	\$ 36.00		\$36.00
Outside Remove Television Receivers	864	1 1/4	\$ 45.00		\$45.00
<u>STORM and SCREEN DOORS</u>					
Replace Door Closure	254	1/2	\$ 18.00	\$ 12.00	\$30.00
Replace Safety Chain	255	1/2	\$ 18.00	\$ 3.00	\$21.00
Replace Handle, Lock, Latch Complete	256	1/2	\$ 18.00	\$ 46.00	\$64.00
Replace Inside Storm Door Latch	217	1/2	\$ 18.00	\$ 18.00	\$36.00
Replace Storm Door	245	3	\$ 108.00	\$ 171.00	\$279.00
Repair door/ re-screen	260	1	\$ 36.00	\$ 4.00	\$40.00
Replace Kick Plate Back into Door Unit	213	1/2	\$ 18.00	*	*
Replace Screen Guard	214	1/2	\$ 18.00	*	*
Replace Complete Screen Insert	216	1	\$ 36.00	*	*
Replace Storm Door Glass (top)	219	1/2	\$ 18.00	*	*
Replace Storm Door Glass (bottom)	251	1/2	\$ 18.00	*	*
Replace Storm Door Clips (each side bottom)	253	1/2	\$ 18.00	*	*
Replace Storm Door Clips (each side top)	252	1/2	\$ 18.00	*	*
Inspect /Adjust storm door	259	1/2	\$ 18.00		\$18.00
Remove Storm Door	261	1/2	\$ 18.00		\$18.00
<u>DOORS</u>					
Inspect/Adjust Exterior door (minor)	246	1	36.00		\$36.00

Inspect/Adjust Interior door (minor)	247	1	36.00		\$36.00
Inspect Window in Door	250	1/2	18.00		\$18.00
Complete Exterior Door Unit -Metal	263	4	144.00	\$ 206.00	\$350.00
Complete Exterior Door Unit - Fiberglass	267	3	108.00	\$ 247.00	\$355.00
Complete Exterior Door Unit - Special Order	264	4	144.00	*	*
Replace Exterior Door (metal)	257	3	108.00	*	*
Replace Exterior Door (wood) finish	258	3	108.00	*	*
Replace Exterior Door Complete (wood)	262	4	144.00	\$ 107.00	\$251.00
Replace Interior Door Complete with Jams, Hanging Hardware and Finish (solid core wood)	220	3	108.00	\$ 138.00	\$246.00
Replace Interior Door Complete with Jams, Hanging Hardware and Finish (hollow core wood)	218	3	108.00	\$ 77.00	\$185.00
Replace Interior Door Slab Finish (solid core wood)	266	3	108.00	\$ 112.00	\$220.00
Replace Interior Door Slab and Finish (hollow core wood)	268	3	108.00	\$ 54.00	\$162.00
Repair Interior Door (put back on hinges)	233	1	36.00		\$36.00
Exterior Door Kick Plate	215	1	36.00	\$ 37.00	\$73.00
Replace Exterior Door Entry Lock Body No Cylinder	221	1	36.00	\$ 28.00	\$64.00
Replace Exterior Door Entry Lock Cylinder	222	1	36.00	\$ 10.50	\$46.50
Replace Exterior Door Deadbolt Lock Body No Cylinder	223	1	36.00	\$ 26.00	\$62.00
Replace Exterior Door Deadbolt Lock Cylinder	224	1	36.00	\$ 12.50	\$48.50
Replace Latch Bolts Entry or Deadbolt	225	1	36.00	\$ 9.50	\$45.50
Replace Passage Lock	226	1	36.00	\$ 9.00	\$45.00
Replace Privacy Lock	227	1	36.00	\$ 10.00	\$46.00
Change Locks	249	1	36.00	\$ 10.00	\$46.00
Replace Passage Lock Lever Handle	228	1	36.00	\$ 18.00	\$54.00
Replace Privacy Lock Lever Handle	229	1	36.00	\$ 20.00	\$56.00
Replace Door Guard	230	1	36.00	\$ 19.00	\$55.00
Replace Door Stop Floor Mount	232	1/2	18.00	\$ 2.00	\$20.00
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	\$ 2.00	\$20.00
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	2	\$72.00	\$ 3.50	\$75.50
Patch-Sand-Paint (12"x12")	117	2	\$72.00	\$ 5.50	\$77.50
Patch-Sand Paint (24"X24")	118	2 1/2	\$90.00	\$ 7.50	\$97.50
Paint Ceiling One Room	135	2	\$72.00	\$ 12.00	\$84.00
Paint Unit - Efficiency	110	9	\$324.00	\$ 75.00	\$399.00
Paint Unit- 1BR	111	9	\$324.00	\$ 75.00	\$399.00
Paint Unit -2BR	112	12	\$432.00	\$ 100.00	\$532.00
Paint Unit -3BR	113	15	\$540.00	\$ 100.00	\$640.00
Paint Unit-4BR	114	18	\$648.00	\$ 125.00	\$773.00
Paint Single Room	115	3	\$108.00	\$ 25.00	\$133.00
Prep Vacant Unit-Efficiency	105	12	\$432.00	*	*
Prep Vacant Unit-1 BR	106	15	\$540.00	*	*
Prep Vacant Unit- 2 BR	107	20	\$720.00	*	*
Prep Vacant Unit- 3 BR	108	24	\$864.00	*	*
Prep Vacant Unit- 4 BR	109	30	\$1,080.00	*	*
Touch-up Paint(per sq. foot)	121	1/2	\$18.00	*	*
Remove Attic Fan/Patch/Paint Hole	123	4	\$144.00	*	*
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	1/2	\$ 18.00		\$18.00
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 Cove Base (per linear foot)	141	1/2	\$ 18.00	\$ 2.00	*

Replace Ceramic Tile (per-sq. .ft.)	142	2	\$ 36.00	\$ 3.50	\$75.50
Floor Stripper Per Gallon	155			\$ 12.00	\$12.00
Floor Wax Per Gallon	156			\$ 25.00	\$25.00
Clean and Wax Floor Only (per room)	157	2	\$ 72.00	\$ 25.00	\$97.00
Clean Carpet Only (per room)	158	2	\$ 72.00	\$ 6.25	\$78.25
Carpet Cleaner Only Per Gallon	159			\$ 12.50	\$12.50
Clean, Strip, Wax Floors -0BR	143	5	\$ 180.00	\$ 9.50	\$ 189.50
Clean, Strip, Wax Floors -1BR	144	5	\$ 180.00	\$ 9.50	\$ 189.50
Clean, Strip, Wax Floors -2BR	145	6	\$ 216.00	\$ 19.00	\$ 235.00
Clean, Strip, Wax Floors -3BR	146	7	\$ 252.00	\$ 28.50	\$ 280.50
Clean, Strip, Wax Floors -4BR	147	8	\$ 288.00	\$ 30.00	\$ 318.00
Inspect Carpet	153	1	\$ 36.00		\$ 36.00
<u>CABINETS</u>					
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	\$ 1.00	\$ 19.00
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	\$ 1.50	\$ 10.50
Inspect/Adjust Cabinets (hinges, Roller, etc.)	174	1/4	\$ 9.00		\$ 9.00
Refinish Cabinet Surfaces*	175	3	\$ 108.00	*	*
<u>ELECTRICAL</u>					
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	\$ 2.50	\$ 20.50
Replace Receptacle	304	1/2	\$ 18.00	\$ 1.00	\$ 19.00
Replace Spec Grade Wall Switch/ Receptacle	305	1/2	\$ 18.00	\$ 4.00	\$ 22.00

Replace Spec Grade 3 Way Wall Switch	306	1/2	\$ 18.00	\$ 5.00	\$ 23.00
Replace GFCI Receptacle	307	1	\$ 36.00	\$ 14.00	\$ 50.00
Replace Dryer Receptacle	308	1	\$ 36.00	\$ 10.00	\$ 46.00
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	1/2	\$ 18.00	\$ 10.00	\$ 28.00
Replace Bathroom Channel Fixture	313	1	\$ 36.00	\$ 16.00	\$ 52.00
Replace Kitchen Light Fixture 11" 2 bulb nickel (no bulbs)	314	1	\$ 36.00	\$ 10.00	\$ 46.00
Replace 2'X4' Fluorescent Fixture	315	1 1/2	\$ 54.00	\$ 36.00	\$ 90.00
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 13" Indoor Globe	319	1/2	\$ 18.00	\$ 10.00	\$ 28.00
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	\$ 10.00	\$ 28.00
Replace Outside Light Fixture (complete wall mount barrel glass)	323	1/2	\$ 18.00	\$ 6.00	\$ 24.00
Replace Outside Light Fixture (complete wall mount lens cover) Dunaway Massey	324	1/2	\$ 18.00	\$ 6.00	\$ 24.00
Replace Outside Light Fixture (complete ceiling mount)	325	1	\$ 36.00	\$ 20.00	\$ 56.00
Replace Outside Light Globe (barrel glass)	326	1/2	\$ 18.00	\$ 2.50	\$ 20.50
Replace Address Light	327	1	\$ 36.00	\$ 58.00	\$ 94.00
Inspect Address Light	198	1/2	\$ 18.00		\$ 18.00
Replace Light Bulb (spiral fluorescent)	329	1/4	\$ 9.00	\$ 2.50	\$ 11.50
Replace Light Bulb (appliance, night light)	330	1/4	\$ 9.00	\$ 1.00	\$ 10.00
Replace Fluorescent Bulb (2', 4', or 13wt)	331	1/4	\$ 9.00	\$ 3.00	\$ 12.00
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 (10 year battery operated)	333	1/2	\$ 18.00	\$ 6.00	\$ 24.00
Repair Smoke Alarm Battery (when unplugged, missing or turned wrong way)	334	1/4	\$ 9.00		\$ 9.00
Repair Attach Smoke Alarm to Ceiling or Wall (when removed by anyone other than maintenance)	335	1/2	\$ 18.00		\$ 18.00
Replace Smoke Alarm/CO2 Detector (electric-battery backup) Ioniz	336	1/2	\$ 18.00	\$ 36.00	\$ 54.00
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	\$ 10.00	\$ 28.00

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	1/4	\$ 9.00		\$ 9.00
Replace Smoke Alarm Battery	339	1/4	\$ 9.00		\$ 9.00
Check/Replace Ballast	340	1/2	\$ 18.00	*	*
Check/repair Electrical Panel/Outside Box	341	1/2	\$ 18.00	*	*
Install Ceiling Fan	344	3	\$ 108.00		\$ 108.00
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 1/2	\$ 54.00		\$ 54.00
Inspect , Adjust/Vacuum HVAC	700	1	\$ 36.00		\$ 36.00
Relight Pilot Light	701	1/2	\$ 18.00		\$ 18.00
Rewire, Repair HVAC	702	1 1/2	\$ 54.00	*	*
Replace Thermostat (Honeywell) T834N1002, T8034N1007, T87N1000	703	1	\$ 36.00	\$ 37.00	\$ 73.00
Replace Return Air Vent Register	704	1	\$ 36.00	\$ 40.00	\$ 76.00
Replace Thermostat (Carrier, Trane)	705	1	\$ 36.00	\$ 39.00	\$ 75.00
Replace Carrier Control Knobs	706	1/2	\$ 18.00	\$ 10.00	\$ 28.00
Clean HVAC Drain	707	1/2	\$ 18.00		\$ 18.00
Replace HVAC Filter	708	1/4	\$ 9.00	\$ 3.00	\$ 12.00
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 Vent Registers	712	1/2	\$ 18.00	\$ 10.00	\$ 28.00
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	\$ 239.00	\$ 311.00
Replace Commode Bowl (regular)Toto	402	2	\$ 72.00	\$ 139.00	\$ 211.00
Replace Commode Tank Toto	403	1	\$ 36.00	\$ 109.00	\$ 145.00
Replace Commode Tank Lid Toto	404	1/2	\$ 18.00	\$ 50.00	\$ 68.00
Replace Commode (Toto Handicap)	405	2	\$ 72.00	\$ 227.00	\$ 300.00
Replace Commode Bowl (Toto Handicap)	406	2	\$ 72.00	\$ 301.00	\$ 373.00
Replace Commode Seat (regular)	407	1/2	\$ 18.00	\$ 8.00	\$ 26.00

Replace Commode Seat (handicap)	408	1/2	\$ 18.00	\$ 10.00	\$ 28.00
Replace Commode Supply Line	409	1/2	\$ 18.00	\$ 5.00	\$ 23.00
Replace Commode Supply Line Cutoff	410	1	\$ 36.00	\$ 6.00	\$ 42.00
Replace Commode Wax Seal and Bolts	411	1 1/2	\$ 54.00	\$ 4.50	\$ 58.50
Replace Commode Flange, Wax Seal and Bolts	412	1 1/2	\$ 54.00	\$ 25.00	\$ 79.00
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 1/2	\$ 54.00	\$ 3.75	\$ 59.75
Unstop Commode (**)	414	1 1/2	\$ 54.00		\$ 54.00
Replace Flush Handle Toto	415	1/2	\$ 18.00	\$ 20.00	\$ 38.00
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	\$ 13.00	\$ 49.00
Repair Vanity	420	1	\$ 36.00	*	\$ 36.00
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	\$ 10.00	\$ 19.00
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	\$ 32.00	\$ 68.00
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
Replace Tub Lift & Turn Drain	426	1/2	\$ 18.00	\$ 16.50	\$ 34.50
Inspect Bathtub Faucet - replace washers, O-rings	432	1	\$ 36.00	\$ 1.00	\$ 37.00
Replace Lavatory Faucet Set	428	1	\$ 36.00	\$ 27.00	\$ 63.00
Replace Faucet Handles (kitchen, lavatory, tub)	429	1	\$ 36.00	*	*
Clean/Caulk Bathtub	437	1 1/2	\$ 54.00	\$ 7.00	\$ 61.00
Unstop Lavatory (**)	430	1	\$ 36.00		\$ 36.00
Unstop Tub (**)	431	1 1/2	\$ 54.00		\$ 54.00
Replace Tub/Shower Faucet	433	2	\$ 72.00	*	*
Replace Tub Spout/Diverter	434	1	\$ 36.00	*	*
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	\$ 36.00	\$ 19.00	\$ 55.00
Replace Hand Held Shower Head	439	1/2	\$ 18.00	\$ 14.00	\$ 32.00
Replace Hand Held Shower Hose 72"	440	1/2	\$ 18.00	\$ 18.00	\$ 36.00
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	\$ 3.00	\$ 21.00
Inspect Bathroom Vent Fan, Lubricate	445	1/2	\$ 18.00		\$ 18.00
Repair Bathroom Vent Fan	446	1	\$ 36.00	*	*
Replace Exhaust Fan Complete Broan 688	887	1 1/2	\$ 54.00	\$ 42.00	\$ 96.00
Replace Exhaust Fan Motor (C-frame)	447	1 1/2	\$ 54.00	*	*
Replace Exhaust Fan Motor (3 1/4" frame)	448	1 1/2	\$ 54.00	*	*
Replace 2' Grab Bar	883	1 1/2	\$ 36.00	\$ 27.00	\$ 81.00
Replace 4' Grab Bar	887	1 1/2	\$ 54.00	\$ 36.00	\$ 90.00
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	\$ 4.00	\$ 22.00
Replace Toilet Tissue Holder	452	1/2	\$ 18.00	\$ 4.50	\$ 22.50
Replace Toilet Tissue Roller	453	1/4	\$ 9.00	\$ 1.00	\$ 10.00
Replace Towel Bar (complete metal)	454	1/2	\$ 18.00	\$ 6.00	\$ 24.00
Replace Towel Bar (bar only)	455	1/2	\$ 18.00	\$ 2.00	\$ 20.00
Replace Towel Bar Brackets	456	1/2	\$ 18.00	\$ 4.00	\$ 22.00
Replace Towel Bar Plastic Spring Loaded	457	1/4	\$ 9.00	\$ 5.00	\$ 14.00
Replace Faucet Aerator	458	1/2	\$ 18.00	\$ 6.00	\$ 24.00
Replace Kitchen Sink Basket	459	1/4	\$ 9.00	\$ 3.50	\$ 12.50
Replace Kitchen Sink Strainer and Basket	460	1	\$ 36.00	\$ 5.00	\$ 41.00
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	\$ 36.00		\$ 36.00
Replace Kitchen Faucet Set	464	1	\$ 36.00	\$ 42.00	\$ 78.00
Replace Kitchen Supply Line	465	1/2	\$ 18.00	\$ 8.00	\$ 26.00
Inspect Kitchen Sink Drain	467	1/2	\$ 18.00		\$ 18.00
Replace Kitchen Drain Pipes	466	1	\$ 36.00	\$ 36.00	\$ 72.00
Unstop Kitchen Sink (**)	468	1 1/2	\$ 54.00		\$ 54.00
Unstop Washer Drain (**)	469	1 1/2	\$ 54.00		\$ 54.00
Inspect/Adjust Outside Faucet	474	1/2	\$ 18.00		\$ 18.00

Replace Outside Sillcock (complete)	470	20	\$ 72.00	\$ 52.00	\$ 124.00
Replace Outside Sillcock Stem	471	1	\$ 36.00	\$ 37.00	\$ 73.00
Replace Outside Faucet Handle	477	1	\$ 36.00	\$ 8.00	\$ 44.00
Water Heater Supply Line (per line)	478	1/2	\$ 18.00	\$ 17.00	\$ 35.00
Check Water Heater, Set Temperature	720	3/4	\$ 27.00		\$ 27.00
Repair Water Heater- Minor Leaks	721	1	\$ 36.00	*	*
Repair Water Heater -Major Leak	722	2	\$ 72.00	*	*
Replace Water Heater	723	3	\$ 108.00	*	*
Repair Water Heater Flue	724	1	\$ 36.00		\$ 36.00
Check/Replace Sewer Cap PVC	725	1/2	\$ 18.00	\$ 5.00	\$ 23.00
Check/Replace Sewer Cap Brass	989	1/2	\$ 18.00	\$ 7.00	\$ 25.00
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 1/2	\$ 54.00		\$ 54.00
Apply Chemicals/ Flush Sewer Lines	986	1/4	\$ 9.00	\$ 11.00	\$ 20.00
Unstop Storm Drains/Clean	987	1	\$ 36.00		\$ 36.00
Inspect Water Cooler	1001	1/2	\$ 18.00		\$ 18.00
<u>STOVES and VENT HOODS</u>					
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	\$ 3.00	\$ 12.00
Replace Burner (surface)	504	1/2	\$ 18.00	\$ 15.00	\$ 33.00
Replace Burner Grate (Brown)	505	1/2	\$ 18.00	\$ 11.00	\$ 29.00
Replace Oven Door Hinge (each)	506	1	\$ 36.00	\$ 10.00	\$ 46.00
Replace Oven Door	537	1	\$ 36.00	*	*
Replace Oven Door Handle	507	1/2	\$ 18.00	\$ 8.00	*
Inspect/Adjust/Lite Gas Range	501	1/2	\$ 18.00		\$ 18.00
Replace Oven Door Gasket Brown Stove (each)	508	1/2	\$ 18.00	*	*
Replace Broan ON/OFF switch	534	3/4	\$ 27.00	\$ 4.75	\$ 31.75
Replace gas line	538	1/2	\$ 18.00	\$ 16.00	\$ 34.00
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	1/2	\$ 18.00		\$ 18.00

Clean Stove Burner	517	1/2	\$ 18.00		\$ 18.00
Replace Stove	502	1 1/2	\$ 54.00		\$ 54.00
Wall Back Splash for Stove	539	1	\$ 36.00	\$ 38.00	\$ 74.00
Inspect, Clean and Lube Kitchen Vent Fan	520	1/2	\$ 18.00		\$ 18.00
Replace Range Hood	521	1 1/2	\$ 54.00	*	*
Replace Range Hood Motor (183-8)	522	1	\$ 36.00	\$ 31.00	\$ 67.00
Replace Range Hood Motor (183-1, 183-2, 183-3, 183-4, 183-5, 183-6)	523	1	\$ 36.00	\$ 31.00	\$ 67.00
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	\$ 36.00	*	*
Replace Range Hood Motor & Fan (183-1, 183-2, 183-3, 183-4, 183-5)	527	1	\$ 36.00	\$ 32.00	\$ 68.00
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	\$ 12.00	\$ 21.00
Replace Range hood Filter - 11 7/8 x 14 3/8	533	1/4	\$ 9.00	\$ 20.00	\$ 29.00
Replace Range Hood Filter	528	1/4	\$ 9.00	\$ 6.00	\$ 15.00
Replace Range Hood Fan Switch	534	1	\$ 36.00	\$ 5.00	\$ 41.00
Replace Range Hood Light Switch	535	1	\$ 36.00	\$ 7.00	\$ 43.00
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	1/2	\$ 18.00		\$ 18.00
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	\$ 73.00	\$ 91.00
Replace Refrigerator Control Switch	564	1	\$ 36.00	*	*
Replace Freezer Door Gasket	550	1/2	\$ 18.00	\$ 73.00	\$ 91.00
Repair Damage to Refrigerator	551	1	\$ 36.00		\$ 36.00

Replace Door Shelf Bar	552	1/2	\$ 18.00	*	*
Replace Door Shelf Bracket	563	1/2	\$ 18.00	*	*
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	\$ 36.00	*	*
Inspect/Repair Dryer in Laundry Center (minor)	880	1	\$ 36.00	*	*
Install Dryer Vent	890	2	\$ 72.00	\$ 15.00	\$ 87.00
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	\$ 36.00	\$ 5.00	\$ 41.00
Remove Large Items From the Yards and Disposal Fee	833	1	\$ 36.00	\$ 15.00	\$ 51.00
Remove Trash From Roof	835	1	\$ 36.00		\$ 36.00
Remove Trash from Apartment (plus disposal fee)	836	1	\$ 36.00	\$ 15.00	\$ 51.00
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	2	\$ 72.00		\$ 72.00
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	1	\$ 36.00		\$ 36.00
Mail Box Repair/Move/ Inspect	982	1	\$ 36.00		\$ 36.00
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	\$ 36.00		\$ 36.00
Check Hole/Erosion/Standing Water	991	1	\$ 36.00		\$ 36.00
Meet Gas Company on Site Regular Hours	994	1	\$ 36.00		\$ 36.00
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		\$ 36.00
Contractor Renovations	1010	*	*	*	*
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 he 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.					

You will be charged for unlocking door when the call is made to maintenance.					
If you get into your unit before maintenance arrives, or you are not present waiting for maintenance to arrive, you will still be charged for calling maintenance to unlock your door. Maintenance will make all possible efforts to arrive within one hour, however this may not always be possible if maintenance is tied up on another call and can't leave or has an emergency call waiting. You can purchase an extra key during office hours rather than have maintenance to open your door.					
MAINTENANCE WORK ORDER					
CALL IN PROCEDURE					
Call 770-867-7495					
Monday/Tuesday/Wednesday/Thursday					
7:30 am – 4:00 pm					
Call 770-530-2860					
Emergency Work orders ONLY					
After Hours/Friday's/Weekends/Holidays					
An emergency work order is a situation that constitutes a serious threat to the life, safety or health of residents or staff. It is a situation that will cause serious damage to the property structure or systems if not repaired in twenty-four (24) hours. The on call person will use their best judgment to determine if your call constitutes an emergency. Upon arriving, if the on call person determines that the call was not of an emergency situation you will be charged for an unnecessary emergency call.					
Examples of Emergency are, But Not All Inclusive:					
Locked or Unsecured Entrances					
Major Water Leaks					
Gas Leaks					
Sewage System Backup					
Unresponsive or Down Person Call 911, Then Maintenance If Necessary To Open Door.					
Electrical Shortage					
Electrical, Fire or Storm Damage					