

Winder Housing Authority - Crescent Residential Properties - Innovation Properties
SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

EFFECTIVE DECEMBER 1, 2022					
	Procedure	Hours	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	*	*
Replace Window Balance	203	3/4	\$27.00	\$10.50	\$37.50
Repair Window Screen	265	1	\$36.00	*	*
Replace Window Balance Clips	204	1/2	\$18.00	\$15.00	\$33.00
Replace Window Lock 183-3	205	1/2	\$18.00	*	*
Replace Window Lock 183-4	206	1/2	\$18.00	*	*
Replace Broken Glass (regular glass) 8X10	207	1	\$36.00	*	*
Inspect Window	208	1/2	\$18.00		\$18.00
Repair Window	209	1	\$36.00	*	*
Replace Blind (39" or less)	211	1/2	\$18.00	\$11.00	\$29.00
Replace Blind (40" or more)	212	1/2	\$18.00	\$13.00	\$31.00
Blind 39" or less - cost of blind no labor	271			\$11.00	\$11.00
Blind 40" or more - cost of blind no labor	272			\$13.00	\$13.00
<u>BUILDING EXTERIORS</u>					
Board up unit- MISCELANEOUS	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	*	*
Inspect 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 Soffit	202	3/4	\$27.00	*	*
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	*	*
Inspect Porch Railing	137	1/2	\$18.00		\$18.00

Winder Housing Authority - Crescent Residential Properties - Innovation Properties

SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

Secure Porch Railing	148	1	\$36.00	*	*
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
Inspect Handicap Ramp	888	1/2	\$18.00		\$18.00
Repair Handicap Ramp	873	1	\$36.00	*	*
Handicap Ramp Install/Remove	882	2	\$72.00	*	*
Outside Remove Graffiti	885	1	\$36.00		\$36.00
Outside Remove Television Receiver, Satellite Dish or Pole	864	1 1/4	\$45.00		\$45.00
Inspect Outside Faucet	479	1/2	\$18.00		\$18.00
<u>STORM and SCREEN DOORS</u>					
Replace Door Closure	254	1/2	\$18.00	\$15.00	\$33.00
Replace Safety Chain	255	1/2	\$18.00	\$3.00	\$21.00
Replace Handle, Lock, Latch - Complete	256	1/2	\$18.00	\$55.00	\$73.00
Replace Inside Storm Door Latch	217	1/2	\$18.00	\$21.50	\$39.50
Replace Storm Door 32" 183-1/183-2	245	3	\$108.00	\$290.00	\$398.00
Replace Storm Door 36" 183-1/183-2	269	3	\$108.00	\$310.00	\$418.00
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	1/2	\$18.00		\$18.00
Inspect Window in Door	250	1/2	\$18.00		\$18.00
Complete Exterior Door Unit - Metal	263	4	\$144.00	*	*
Complete Exterior Door Unit - Fiberglass	267	3	\$108.00	*	*
Complete Exterior Door Unit - Special Order	264	4	\$144.00	*	*
Replace Exterior Door (metal)	257	3	\$108.00	*	*

Winder Housing Authority - Crescent Residential Properties - Innovation Properties

SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

Replace Exterior Door (wood) finish	258	3	\$108.00	*	*
Replace Exterior Door Complete (wood)	262	4	\$144.00	*	*
Replace Interior Door Complete (solid core wood)	220	3	\$108.00	*	*
Replace Interior Door Complete (hollow core wood)	218	3	\$108.00	*	*
Replace Interior Door Slab and Finish (solid core wood)	266	3	\$108.00	*	*
Replace Interior Door Slab and Finish (hollow core wood)	268	3	\$108.00	*	*
Repair Interior Door (put back on hinges)	233	1/2	\$18.00		\$18.00
Install Exterior Door Kick Plate	215	1	\$36.00	\$27.00	\$63.00
Replace Exterior Door Entry Lock Body No Cylinder	221	1	\$36.00	\$31.00	\$67.00
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	\$15.00	\$51.00
Replace Exterior Door Deadbolt Lock Cylinder	224	1	\$36.00	\$10.50	\$46.50
Replace Latch Bolts Entry or Deadbolt	225	3/4	\$27.00	\$9.50	\$36.50
Replace Passage Lock	226	3/4	\$27.00	\$12.50	\$39.50
Replace Privacy Lock	227	3/4	\$27.00	\$15.50	\$42.50
Change Locks	249	1	\$36.00	\$10.00	\$46.00
Replace Passage Lock Lever Handle	228	3/4	\$27.00	\$19.00	\$46.00
Replace Privacy Lock Lever Handle	229	3/4	\$27.00	\$27.00	\$54.00
Replace Door Guard	230	1	\$36.00	\$42.00	\$78.00
Replace Door Stop Floor Mount	232	1/2	\$18.00	\$2.50	\$20.50
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	*	*
Replace Threshold Complete	236	1 1/2	\$54.00	\$22.00	\$76.00
Replace Handicap Threshold	237	1 1/2	\$54.00	\$24.00	\$78.00
Replace Threshold Rubber Strip	238	1/2	\$18.00	*	*
Replace Weather Stripping Kerf Type	343	1/2	\$18.00	\$10.00	\$28.00
Replace Weather Stripping Bulb Type - per piece	240	1	\$36.00	\$10.50	\$46.50
Repair Weather Stripping	239	1/2	\$18.00		\$18.00
Key	241			\$3.50	\$3.50
Deliver Key	242	1/2	\$18.00	\$3.50	\$21.50
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	\$5.00	\$77.00

Winder Housing Authority - Crescent Residential Properties - Innovation Properties

SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

Patch-Sand-Paint (12"x12")	117	2	\$72.00	\$7.00	\$79.00
Patch-Sand Paint (24"X24")	118	2 1/2	\$90.00	\$9.00	\$99.00
Paint Ceiling (One Room)	135	1	\$36.00	\$12.00	\$48.00
Paint Unit - Efficiency	110	9	\$324.00	\$80.00	\$404.00
Paint Unit- 1BR	111	9	\$324.00	\$80.00	\$404.00
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	\$1.00	\$19.00
Remove Attic Fan/Patch/Paint Hole	123	4	\$144.00	*	*
Replace TV Outlet	125	1/2	\$18.00	\$2.50	\$20.50
Telephones Check for Connections	884	1	\$36.00		\$36.00
Inspect Ceiling/Walls	136	1/2	\$18.00	*	\$18.00
Repair Closet Rod/ Shelf	138	1/2	\$18.00	*	*
Replace Closet Rod/ Shelf	270	1	\$36.00	*	*
FLOORS					
Repair/Glue Cove Base (Per Piece)	139	1/2	\$18.00		\$18.00
Remove and Replace Cove base 1 BR	1101	3	\$108.00	*	*
Remove and Replace Tile Floor 1 BR	1100	5	\$180.00	*	*
Replace Vinyl Floor Tiles (per sq. ft.)	140	1/2	\$18.00	\$1.00	\$19.00
Replace Cove Base (per linear piece)	141	1/2	\$18.00	*	*
Replace Ceramic Tile (per sq. ft.)	142	2	\$72.00	\$7.50	\$79.50
Floor Stripper Per Gallon	155			\$8.00	\$8.00
Floor Wax Per Gallon	156			\$18.00	\$18.00
Clean and Wax Floor Only (per room)	157	1	\$36.00	\$6.00	\$42.00
Clean Carpet Only (per room)	158	1	\$36.00	\$5.00	\$41.00
Carpet Cleaner Only Per Gallon	159			\$17.50	\$17.50
Clean, Strip, Wax Floors -0BR	143	5	\$180.00	\$8.00	\$188.00
Clean, Strip, Wax Floors -1BR	144	5	\$180.00	\$8.00	\$188.00
Clean, Strip, Wax Floors -2BR	145	6	\$216.00	\$12.00	\$228.00
Clean, Strip, Wax Floors -3BR	146	7	\$252.00	\$16.00	\$268.00

Winder Housing Authority - Crescent Residential Properties - Innovation Properties

SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

Clean, Strip, Wax Floors -4BR	147	8	\$288.00	\$20.00	\$308.00
Inspect Carpet	153	1/2	\$18.00		\$18.00
Remove Cove Base (Per Room)	1013	1/2	\$18.00		\$18.00
CABINETS					
Replace Cabinet Door (Complete)	160	1	\$36.00	\$35.00	\$71.00
Hang Cabinet Door (Off Hinges)	161	1/2	\$18.00		\$18.00
Replace Cabinet Door Hinge	163	1/2	\$18.00	\$2.00	\$20.00
Replace Cabinet Drawer (Complete)	165	1	\$36.00	\$60.00	\$96.00
Replace Cabinet Drawer (Front Only)	166	1 1/2	\$54.00	\$25.00	\$79.00
Repair Cabinet Drawer (Wood Frame)	167	1	\$36.00	\$10.00	\$46.00
Replace Cabinet Drawer Slide (Single)	169	1/2	\$18.00	\$3.00	\$21.00
Replace Cabinet Drawer Slide (Double)	170	3/4	\$27.00	\$6.00	\$33.00
Replace Counter Top (Per Hour)	172	1	\$36.00	*	*
Replace Cabinet Wood Knob	173	1/4	\$9.00	\$1.00	\$10.00
Repair Damaged Cabinet (Per Cabinet)	176	3/4	\$27.00	*	*
Replace Cabinet Door Handle	164	1/4	\$9.00	\$3.00	\$12.00
Inspect/Adjust Cabinets (Hinges, Roller, etc.)	174	1/2	\$18.00		\$18.00
Refinish Cabinet Surfaces (Per Face)	175	1	\$36.00	\$2.50	\$38.50
ELECTRICAL					
Replace Wall Switch /Receptacle Cover Single or Double	300	1/2	\$18.00	\$0.75	\$18.75
Replace Broken/Missing Receptacles (Per Room)	349	1/2	\$18.00	*	*
Replace Outside Electrical Cover	301	1/2	\$18.00	\$3.00	\$21.00
Replace Wall Switch	302	1/2	\$18.00	\$1.25	\$19.25
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	*	*
Replace Spec Grade 3 Way Wall Switch	306	1/2	\$18.00	*	*
Replace GFCI Receptacle	307	1	\$36.00	\$18.50	\$54.50
Replace Dryer Receptacle	308	1	\$36.00	\$14.00	\$50.00
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	\$10.00	\$46.00
Replace Bathroom Channel Fixture	313	1	\$36.00	\$25.00	\$61.00
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	\$55.00	\$73.00

Winder Housing Authority - Crescent Residential Properties - Innovation Properties

SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

Replace Bathroom Channel Globe	318	1/2	\$18.00	\$9.00	\$27.00
Replace 13" Indoor Globe	319	1/2	\$18.00	\$15.00	\$33.00
Replace Hall Globe	321	1/2	\$18.00	*	*
Replace Kitchen Globe	322	1/2	\$18.00	\$15.00	\$33.00
Replace Outside Light Fixture (Complete Wall Mount Barrel Glass)	323	1	\$36.00	\$41.00	\$77.00
Replace Outside Light Fixture (Complete Wall Mount Lens) Dunaway Massey	324	1	\$36.00	\$51.00	\$87.00
Replace Outside Light Fixture (Complete Ceiling Mount)	325	1	\$36.00	*	*
Replace Outside Light Globe (Barrel Glass)	326	1/2	\$18.00	\$4.50	\$22.50
Replace Address Light	327	1	\$36.00	\$70.00	\$106.00
Inspect Address Light	198	1/2	\$18.00		\$18.00
Replace Light Bulb (Spiral Fluorescent)	329	1/4	\$9.00	\$1.00	\$10.00
Replace Light Bulb (Appliance, Night Light)	330	1/4	\$9.00	\$2.00	\$11.00
Replace Fluorescent Bulb (2', 4', or 13wt)	331	1/4	\$9.00	\$9.50	\$18.50
Attach Light Fixture to Ceiling (When Not Removed by Maintenance)	332	1/2	\$18.00		\$18.00
Inspect Damage to Electrical System (Plus Utility Company Fees)	347	1/2	\$18.00	*	*
Replace Smoke Alarm (10 year Battery Operated)	333	1/2	\$18.00	\$60.00	\$78.00
Replace Smoke Alarm Battery (Missing/Damaged)	334	1/4	\$9.00	\$1.25	\$10.25
Attach Smoke Alarm to Ceiling or Wall (When Not Removed by 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	\$56.00	\$74.00
Inspect Receptacle	299	1/2	\$18.00		\$18.00
Replace Bedroom Globe	317	1/2	\$18.00	\$10.00	\$28.00
Repair Emergency Exterior Lighting	314	3/4	\$27.00	*	*
Replace Emergency Exterior Lighting	328	1	\$36.00	*	*
Replace Fuse	320	1/4	\$9.00	*	*
Reset Breaker	337	1/2	\$18.00		\$18.00
Test Smoke Alarm	338	1/4	\$9.00		\$9.00
Replace Smoke Alarm Battery	339	1/4	\$9.00	\$1.50	\$10.50
Inspect Ballast	567	1/2	\$18.00		\$18.00
Replace Ballast	340	1	\$36.00	\$27.00	\$45.00
Inspect Electrical Panel/Outside Box	568	1/2	\$18.00		\$18.00
Repair Electrical Panel/Outside Box	341	1	\$36.00	*	*
Install Ceiling Fan (Labor Only)	344	3	\$108.00		\$108.00
Inspect Call For Aid Switch/Bell	569	1/2	\$18.00		\$18.00
Replace Call For Aid Switch/Bell	345	1	\$36.00	*	*
Wire and Install Dryer Receptacle	346	3	\$108.00	*	*

Winder Housing Authority - Crescent Residential Properties - Innovation Properties
SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

HEATER and FURNACES					
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
RRepair/Rewire HVAC	702	1 1/2	\$54.00	*	*
Replace Thermostat (Honeywell) T834N1002, T8034N1007, T87N1000	703	1	\$36.00	\$45.00	\$81.00
Replace Return Air Vent Register	704	1/2	\$18.00	*	*
Replace Thermostat	705	1	\$36.00	*	*
Clean HVAC Drain	707	1/2	\$18.00		\$18.00
Replace HVAC Filter	708	1/4	\$9.00	\$1.50	\$10.50
Repair HVAC (Minor)	709	1	\$36.00	*	*
Repair HVAC (Major)	710	2 1/2	\$90.00	*	*
HVAC Seasonal Service	711	1	\$36.00	*	*
Sweep Mechanical Room	810	1/4	\$9.00		\$9.00
Replace Vent Registers	712	1/2	\$18.00	*	*
Install or Remove All A/C Window Units - Tenant Must Have Brackets and Side Pieces, (no post or card board will be used)	713	1	\$36.00		\$36.00
PLUMBING					
Install Access Panel	993	1	\$36.00	*	*
Replace Commode	401	2	\$72.00	*	*
Replace Commode Bowl (regular)	402	2	\$72.00	*	*
Replace Commode Tank	403	1	\$36.00	*	*
Replace Commode Tank Lid	404	1/2	\$18.00	*	*
Replace Commode (Handicap)	405	2	\$72.00	*	*
Replace Commode Bowl (Handicap)	406	2	\$72.00	*	*
Replace Commode Seat (Regular)	407	1/2	\$18.00	\$10.00	\$28.00
Replace Commode Seat (Handicap)	408	1/2	\$18.00	\$18.00	\$36.00
Replace Commode Supply Line	409	1/2	\$18.00	\$6.00	\$24.00
Replace Commode Supply Line Cutoff	410	1	\$36.00	\$7.50	\$43.50
Replace Commode Wax Seal	411	1/2	\$18.00	\$4.50	\$22.50
Replace Commode Flange	412	1	\$36.00	\$30.00	\$66.00
Replace Commode Bolts	570	1/2	\$18.00	\$1.50	\$19.50
Commode Leaking	472	1/2	\$18.00	*	*
Inspect Commode (Labor Only)	473	1/2	\$18.00		\$18.00
Commode Running	400	1/2	\$18.00	*	*
Pull Commode	413	1 1/2	\$54.00	\$3.75	\$59.75
Unstop Commode	414	1	\$36.00		\$36.00

Winder Housing Authority - Crescent Residential Properties - Innovation Properties

SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

Replace Flush Handle Toto	415	1/2	\$18.00	\$27.00	\$45.00
Replace Filler Valve	416	1/2	\$18.00	\$7.50	\$25.50
Replace Flapper Valve Toto	417	1/2	\$18.00	\$13.50	\$31.50
Replace Flush Valve Toto	418	1	\$36.00	\$16.00	\$52.00
Repair Vanity	420	1	\$36.00	*	*
Replace Closet Shelf	450	1	\$36.00	*	*
Install Lavatory Sink	419	1 1/2	\$54.00	*	*
Inspect Bathroom Sink	571	1/2	\$18.00		\$18.00
Tighten Drain Pipes	425	1/2	\$18.00		\$18.00
Inspect Lavatory Faucet	572	1/2	\$18.00		\$18.00
Replace Lavatory Faucet Washers, O-rings	427	1/2	\$18.00		\$18.00
Replace Aerator for Lavatory Faucet	886	1/4	\$9.00	\$1.50	\$19.00
Replace Lavatory (Complete)	421	1 1/2	\$54.00	\$150.00	\$183.50
Replace Vanity Sink - Drop In	422	1 1/2	\$54.00	\$86.00	\$105.00
Replace Lavatory P.O. Plug	423	1	\$36.00	\$14.00	\$68.00
Replace Lavatory Drain Pipes	424	1	\$36.00	\$10.00	\$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	482	1	\$36.00	\$9.00	\$45.00
Replace Bathtub Washers/O-rings	432	1 1/2	\$54.00	\$1.50	\$55.50
Replace Lavatory Faucet Set	428	1	\$36.00	\$58.00	\$94.00
Replace Lavatory Faucet Handle	429	1/2	\$18.00	\$18.00	\$36.00
Replace Tub Faucet Handle	573	1/2	\$18.00	\$10.50	\$28.50
Clean and Caulk Bathtub	437	1 1/2	\$54.00	\$7.00	\$61.00
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	\$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	\$21.00	\$57.00
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	\$20.00	\$38.00
Replace Hand Held Shower Bracket	441	1/4	\$9.00	\$10.00	\$19.00
Replace Shower Arm	442	1/2	\$18.00	\$7.00	\$25.00
Replace Shower Head	443	1/2	\$18.00	\$7.00	\$25.00
Replace Shower Rod	444	1/2	\$18.00	\$5.00	\$23.00

Winder Housing Authority - Crescent Residential Properties - Innovation Properties

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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	481	1 1/2	\$54.00	\$18.00	\$72.00
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	\$54.00	\$27.00	\$81.00
Replace 4' Grab Bar	887	1 1/2	\$54.00	\$38.00	\$92.00
Install Shower Seat/Bench	475	1/2	\$18.00	*	*
Replace Medicine Cabinet	449	1	\$36.00	\$38.50	\$74.50
Replace Medicine Cabinet Shelf	451	1/2	\$18.00	\$5.00	\$23.00
Replace Toilet Tissue Holder	452	1/2	\$18.00	\$7.50	\$25.50
Replace Toilet Tissue Roller	453	1/4	\$9.00	\$3.50	\$12.50
Replace Towel Bar (Complete Metal)	454	1/2	\$18.00	\$11.50	\$29.50
Replace Towel Bar (Bar Only)	455	1/4	\$9.00	\$4.00	\$13.00
Replace Towel Bar Brackets	456	1/2	\$18.00	\$8.00	\$26.00
Replace Towel Bar Plastic Spring Loaded	457	1/4	\$9.00	\$4.00	\$13.00
Replace Faucet Aerator	458	1/2	\$18.00	\$8.00	\$26.00
Replace Kitchen Sink Basket	459	1/4	\$9.00	\$8.00	\$17.00
Replace Kitchen Sink Strainer and Basket	460	3/4	\$27.00	\$10.00	\$37.00
Replace Kitchen Sink	461	2	\$72.00	\$96.50	\$168.50
Replace Kitchen Faucet Handle	574	1/2	\$18.00	\$20.00	\$38.00
Inspect Kitchen Sink Faucet-Replace Stems	463	1	\$36.00	*	*
Replace Kitchen Faucet Set (Without Sprayer)	464	1	\$36.00	\$52.00	\$88.00
Replace Kitchen Faucet Set (With Sprayer)	575	1	\$36.00	\$50.00	\$86.00
Replace Kitchen Supply Line (Per Line)	465	1/2	\$18.00	\$5.50	\$23.50
Inspect Kitchen Sink Drain	467	1/2	\$18.00		\$18.00
Replace Kitchen Drain Pipes (Per Piece)	466	1	\$36.00	\$24.00	\$60.00
Unstop Kitchen Sink (**)	468	1 1/2	\$54.00		\$54.00
Unstop Washer Drain (**)	469	1 1/2	\$54.00		\$54.00
Inspect Outside Faucet	479	1/2	\$18.00		\$18.00
Adjust Outside Faucet	474	1/2	\$18.00		\$18.00
Replace Outside Sillcock - Complete	470	2	\$72.00	\$70.00	\$142.00
Replace Outside Sillcock - Stem	471	1	\$36.00	\$30.00	\$66.00
Replace Outside Faucet Handle	477	1	\$36.00	\$6.00	\$42.00
Water Heater Supply Line (per line)	478	1/2	\$18.00	\$19.00	\$37.00
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	*	*

Winder Housing Authority - Crescent Residential Properties - Innovation Properties

SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

Replace Water Heater	723	3	\$108.00	*	*
Repair Water Heater Flue	724	1	\$36.00	*	*
Check/Replace Sewer Cap PVC	725	1/2	\$18.00	\$6.00	\$24.00
Check/Replace Sewer Cap Brass	989	1/2	\$18.00	*	*
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	2	\$72.00		\$72.00
Apply Chemicals/ Flush Sewer Lines	986	1/4	\$9.00	*	*
Unstop or Clean Storm Drains (Per Drain)	987	1	\$36.00		\$36.00
Inspect Water Cooler	1001	1/2	\$18.00		\$18.00
<u>STOVES and VENT HOODS</u>					
Replace Burner - Brown Stove	503	1/4	\$9.00	\$4.00	\$13.00
Replace Oven Knob - Brown Stove	519	1/4	\$9.00	\$12.00	\$21.00
Replace Burner - GE/Hot Point Stove	518	1/4	\$9.00	\$8.00	\$17.00
Replace Oven Knob - GE/Hot Point Stove	565	1/4	\$9.00	\$4.00	\$13.00
Replace Burner (Surface)	504	1/2	\$18.00	*	*
Replace Burner Grate (Brown)	505	1/2	\$18.00	*	*
Replace Oven Door Hinge (each)	506	1	\$36.00	\$60.00	\$96.00
Replace Oven Door	537	1	\$36.00	*	*
Replace Oven Door Handle	507	1/2	\$18.00	*	*
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	\$13.00	\$40.00
Replace Gas Line	538	1/2	\$18.00	\$43.00	\$61.00
Replace Safety Valve	510	1	\$36.00	*	*
Replace Oven Control Thermostat	511	1	\$36.00	*	*
Replace Burner Valve	513	1	\$36.00	*	*
Remove Stove in Unit for Cleaning, etc.	516	1/2	\$18.00		\$18.00
Clean Stove Burners	517	1/2	\$18.00		\$18.00
Replace Stove	502	1 1/2	\$54.00	*	*
Install Wall Back Splash - Stove	539	1	\$36.00	\$39.00	\$75.00
Inspect Kitchen Vent Fan	576	1/2	\$18.00		\$18.00
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	522	1	\$36.00	*	*
Replace Range Hood Fan - Wall Mount	524	1/2	\$18.00	*	*
Replace Range Hood Fan	525	1/2	\$18.00	*	*

Winder Housing Authority - Crescent Residential Properties - Innovation Properties

SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

Replace Range Hood Motor and Fan Complete - Wall Mount	526	1	\$36.00	*	*
Replace Range Hood Motor and Fan	527	1	\$36.00	*	*
Replace Range hood Filter Thick Charcoal	529	1/4	\$9.00	*	*
Replace Range Hood Filter	528	1/4	\$9.00	*	*
Replace Range Hood Fan Switch	534	1	\$36.00	\$13.00	\$49.00
Replace Range Hood Light Switch	535	1	\$36.00	\$13.00	\$49.00
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 1/2	\$54.00		\$54.00
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	*	*
Replace Refrigerator Control Switch	564	1	\$36.00	*	*
Replace Freezer Door Gasket	550	1/2	\$18.00	*	*
Repair Damage to Refrigerator	551	1	\$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

Winder Housing Authority - Crescent Residential Properties - Innovation Properties

SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

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	\$36.00		\$36.00
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. (Per Hour)	134	1	\$36.00		\$36.00
<u>Other</u>					
Inspect Unit for Burning Smell/Gas Odor	342	1/2	\$18.00		\$18.00
<u>Pest Control</u>					
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
Bedbugs Found - Ordered Treatment	867	1/2	\$18.00		\$18.00
Treat for Bed Bugs	868			*	*
Treat for Ants	869	1/2	\$18.00	*	*
Pest Control Non-Routine Insects, Rodent, Etc.	1003	1/2	\$18.00	*	*
<u>Laundry</u>					
Inspect Faucet at Washing Machine	891	1/2	\$18.00		\$18.00
Repair Faucet at Washing Machine	874	1	\$36.00	*	*
Replace Clothesline Post	875	1 1/2	\$54.00	*	*
Replace Clothesline (Each Strand)	876	1/4	\$9.00	*	*
Replace Clothesline (Handicap)	480	1	\$36.00	\$70.00	\$106.00
Inspect Washing Machine in Laundry Center	892	1/2	\$18.00		\$18.00
Repair Washing Machine in Laundry Center (Minor)	879	1	\$36.00	*	*
Inspect Dryer in Laundry Center	893	1/2	\$18.00		\$18.00
Inspect/Repair Dryer in Laundry Center (Minor)	880	1	\$36.00	*	*
Install Dryer Vent	890	2	\$72.00	*	*
Clean Dryer Vent	1014	1	\$36.00		\$36.00

Winder Housing Authority - Crescent Residential Properties - Innovation Properties

SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

Janitorial					
Sweep and Mop Laundry Center	801	1/2	\$18.00		\$18.00
Clean and Mop Community Room	805	1 1/2	\$54.00		\$54.00
Clean Common Area (Per Hour)	870	1	\$36.00		\$36.00
Clean Room	811	1	\$36.00		\$36.00
Sweep and Mop Floor (Per Room)	820	1/2	\$18.00		\$18.00
Strip and Wax Floor (Per Room)	821	2	\$72.00		\$72.00
Vacuum Carpet (Per Room)	825	1/4	\$9.00		\$9.00
Shampoo Carpet (Per Room)	826	1	\$36.00		\$36.00
Clean Restroom (Per Room)	830	1	\$36.00		\$36.00
Trash and Recycling Disposal - Dumpster (Per Trip)	832	1/4	\$9.00		\$9.00
Clear Outdoor Walkway	834	1/4	\$9.00		\$9.00
Remove Litter From Common Area and Street (Per Half Hour)	839	1/2	\$18.00		\$18.00
Clear Sewer Lines - WCCD (Per Hour)	894	1	\$36.00		\$36.00
Pressure Wash (Per Hour)	895	1	\$36.00		\$36.00
Clean Vanity/Sink	896	1/4	\$9.00		\$9.00
Clean Bathtub/Shower	897	1	\$36.00		\$36.00
Clean Door	898	1/4	\$9.00		\$9.00
Clean Toilet	899	1/4	\$9.00		\$9.00
Clean Indoor Windows and Window Sills (Per Room)	900	1/2	\$18.00		\$18.00
Clean Outdoor Windows (Per Hour)	901	1	\$36.00		\$36.00
Clean Cabinets (Per Hour)	902	1	\$36.00		\$36.00
Clean and Wash Blind (Per Blind)	903	1/4	\$9.00		\$9.00
Clean Light Fixtures, Covers and Shades (Per Room)	904	1/2	\$18.00		\$18.00
Clean/Paint Vent Covers (Per Room)	905	1/2	\$18.00		\$18.00
MISCELLANEOUS					
Trash Pick-up and Disposal Service at Dunaway Massey Ft. Yargo per Month					\$17.00
Trash Pick-up and Disposal Service at Dunaway Massey Braselton per Month					\$18.50
Trash Pick-up and Disposal Service at Dunaway Massey Statham per Month					\$20.00
Remove Tires Plus Disposal Fee (Per Hour)	840	1	\$36.00	*	*
Remove Large Items From Yard Plus Disposal Fee (Per Hour)	833	1	\$36.00	*	*
Remove Trash From Roof (Per Hour)	835	1	\$36.00	*	*
Remove Trash from Apartment Plus Disposal Fee (Per Hour)	836	1	\$36.00	*	*
Trip to Landfill Plus Disposal Fee	837	2	\$72.00	*	*
Litter Fee	838		\$10.00		\$10.00
Remove Large Trash Items from Apartment plus Disposal Fee (Per Hour)	881	1	\$36.00	*	*

Winder Housing Authority - Crescent Residential Properties - Innovation Properties

SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

Lawn Care (Per Hour)	990	1	\$36.00		\$36.00
Garden (Per Hour)	889	1	\$36.00		\$36.00
Check Lift Station	961	1	\$36.00		\$36.00
Paint Parking Lot Lines (Per Lot)	988	1	\$36.00	\$10.00	\$46.00
Inspect Mailbox	983	1/2	\$18.00		\$18.00
Relocate Mailbox (Per Hour)	984	1	\$36.00		\$36.00
Repair Mailbox (Per Hour)	982	1	\$36.00	*	*
Maintain WHA Vehicle/Equipment (Per Hour)	981	1	\$36.00	*	*
Material Replenishment (Per Half Hour)	980	1/2	\$18.00		\$18.00
Receive and Inspect Inventory/Material (Per Half Hour)	978	1/2			\$18.00
Stock Inventory/Material (Per Half Hour)	979	1/2	\$18.00		\$18.00
Inspect Grounds for Holes, Standing Water or Erosion	991	1/2	\$18.00		\$18.00
Meet Contractor on Site - Office Hours (Per Hour)	994	1	\$36.00		\$36.00
Unusual Occurrence (Per Hour)	995	1	\$36.00		\$36.00
Distribute Letter/Notice (Per Hour)	996	1	\$36.00		\$36.00
Move Out Inspection (Per Hour)	997	1	\$36.00		\$36.00
Meeting (Per Hour)	998	1	\$36.00		\$36.00
Training (Per Hour)	999	1	\$36.00		\$36.00
Administration (Per Half Hour)	992	1/2	\$18.00		\$18.00
Move Furniture/Items (Per Half Hour)	1000	1/2	\$18.00		\$18.00
Unnecessary Call	1002	1 1/2	\$54.00		\$54.00
Work Completed on Prior Work Order	1004	1/4	\$9.00		\$9.00
Warranty Work (Per Hour)	1005	1	\$36.00		\$36.00
Contractor Quality Control (Per Half Hour)	1006	1/2	\$18.00		\$18.00
Contractor Referral	1007	1/2	\$18.00		\$18.00
Inspect Unit (Per Half Hour)	1008	1/2	\$18.00		\$18.00
Non-Coded Repairs at Gym/Boys and Girls Club (Per Hour)	1009	1	\$36.00	*	*
Inspect Fire Damage - Determine Insurance or Repair (Per Hour)	1011	1	\$36.00		\$36.00
Contractor Renovations	1010	*	*	*	*
After Hours Call	2000	1 1/2	\$54.00		\$54.00
*COST OF MATERIALS + \$36.00 PER MAN HOUR FOR LABOR					\$36.00

Winder Housing Authority - Crescent Residential Properties - Innovation Properties
SCHEDULE of PROCEDURES/MAINTENANCE CHARGES

Schedule of maintenance charges are in effect at the time the damage occurs. The Tenant agrees to pay the cost of all repairs due to carelessness, misuse, or neglect on part of the Tenant, his/her family or visitors. 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 any door at the time the call is placed 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 open your door.**

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MAINTENANCE WORK ORDER CALL IN PROCEDURE

Call 770-867-7495
 Monday, Tuesday, Wednesday, or Thursday
 7:30 am – 4:00 pm

Call 770-530-2860
 Emergency Work orders ONLY
 After Hours: Friday, Saturday, Sunday or 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. 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 limited to:
 Locked or Unsecured Entrances
 Major Water Leaks
 Gas Leaks
 Sewage System Backup
 Unresponsive or Down Person Call 911, Maintenance Necessary to Open Door.
 Electrical Shortage