



Schedule of Maintenance Charges

Effective September 1, 2024

The maintenance charges outlined in the schedule cover both material and labor costs for most potential repairs that residents might encounter. The resident will only incur charges if there is evidence that they are responsible for the need for repairs. No charges apply for normal wear and tear. ***It is possible that damages, which are not covered by this list of maintenance charges, may occur in an apartment.*** Repairs not listed on the schedule of maintenance charges will be based upon an actual material cost and a labor rate of \$40.00 per hour during normal working hours of Monday through Thursday 7:30 am to 6:00 pm. Labor will be charged at a rate of \$60.00 per hour outside of normal working hours as well as actual material cost.

Please call (770)867-7495 to place a work order and listen for the prompts directing you to the correct extension.

Repair	Charge
Windows and Screens	
Repair window screen (half)	\$50
Replace blind	\$30
Replace window lock	\$30
Replace window balance	\$45
Replace window pane (8 x 10)	\$45

Doors and Walls	
Replace exterior door	\$425
Replace interior door	\$185
Replace entry locks	\$50
Replace storm door	\$360
Replace storm door closure	\$35
Replace safety chain	\$25
Replace storm door latch	\$40
Rescreen storm door	\$40
Replace storm door glass	\$115
Replace or provide key	\$3.50 + \$20 delivery if requested
Replace interior passage lock	\$50
Replace interior privacy lock	\$50
Unlock door *	\$80
Repair wall damage (per 6x6 area)	\$90





Schedule of Maintenance Charges

Effective September 1, 2024

Repair	Charge
Cabinets	
Replace cabinet door	\$75
Replace cabinet door hinge	\$25
Replace medicine cabinet	\$95

Ranges	
Replace handle	\$90
Replace knob	\$15
Replace range hood filter	\$20

Refrigerators	
Replace handle	\$64
Replace vegetable bin	\$95
Replace vegetable bin cover	\$120
Replace shelf/rack	\$120
Replace door gasket	\$90
Replace door bar	\$85

Electrical	
Replace thermostat	\$90
Replace interior switch/receptacle cover	\$20
Replace exterior switch/receptacle cover	\$30
Replace receptable	\$50
Replace light switch	\$42
Replace interior globe	\$33
Replace exterior globe	\$25
Replace light bulb**	\$12
Replace smoke alarm	\$82

**** Elderly or disabled residents will not be charged for the replacement of light bulbs.**





Schedule of Maintenance Charges

Effective September 1, 2024

Repair	Charge
Plumbing	
Unstop sink, commode, drain or tub (each)	\$40
Remove/reinstall commode	\$80
Replace tank	\$204
Replace tank lid	\$158
Replace commode	\$390
Replace commode seat	\$29
Replace towel bar	\$35
Replace hand held shower	\$65
Replace shower head	\$35
Replace tub spout	\$50
Replace lavatory faucet	\$80
Replace kitchen faucet	\$80
Replace tissue holder	\$23
Replace tissue roller	\$21
Replace flush tank handle	\$50
Replace aerator	\$21
Replace lavatory	\$244

Fee Schedule	
Labor (per hour, per employee)	\$40
Labor after hours (per hour, per employee)	\$60
Unnecessary call during business hours	\$40
Unnecessary call after hours	\$60
Litter fee	\$10 per day
Tampering with smoke alarm	\$25
Blocked egress	\$40
Remove graffiti (per hour)	\$40
Inspect Unit for Burning Smell/Gas Odor	\$40
Return check	\$7
Relight pilot light (when service is disrupted)	\$40





Schedule of Maintenance Charges

Effective September 1, 2024

Please call (770)867-7495 to place a work order and listen for the prompts directing you to the correct extension.

*** 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 when maintenance arrives, 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 attending to another call and can't leave or has an emergency call waiting. You may purchase an extra key during office hours rather than have maintenance open your door.

**** Elderly or disabled residents will not be charged for the replacement of light bulbs.**

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:

Unresponsive or down person **call 911**

Locked or unsecured entrances

Major water leaks

Gas leaks

Sewage system backup

Maintenance necessary to open door

Electrical shortage or damage

Fire or storm damage

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the housing programs and related services. If you need a reasonable accommodation, please contact Michelle Yawn, our 504 Coordinator, at myawn@winderhousing.com.

