

**SCCCMHA OWNED FACILITIES
MAINTENANCE RESPONSIBILITIES LIST**

SUBJECT	MAINTENANCE ITEM	RESPONSIBLE PARTY
Appliances	Built-in Dishwashers	SCCCMHA
	Built-In Microwaves	SCCCMHA
	Clothes Dryers Vent Cleaning	SCCCMHA
	Clothes Dryers	Operating Provider
	Freezers	Operating Provider
	Ranges	Operating Provider
	Refrigerators	Operating Provider
	Stoves	Operating Provider
	Washing Machines	Operating Provider
Bathrooms	Accessibility Modifications	SCCCMHA
	Accessories, i.e., towel holders, mirrors, etc.	Operating Provider
	Bathtub Whirlpool Repair (only if parts are readily available by a local supplier; otherwise, the jets will be abandoned)	SCCCMHA
	Clogged Sink/Toilet	Operating Provider
	Showerhead and Hand-Shower Replacement	SCCCMHA
	Toilet repair and replacement	SCCCMHA
Decks	Power-washing	SCCCMHA
	Re-paint/Re-seal	SCCCMHA
	Repair	SCCCMHA
Door Alarms	Installation	Operating Provider
	Repair	Operating Provider
Doors	Door Hardware and Locks	SCCCMHA
	Interior/Exterior Doors	SCCCMHA
Driveways	Add Gravel/Grade (where applicable)	SCCCMHA
	Repair	SCCCMHA
Electrical	Addition of Electrical Capacity	Operating Provider
	Installation of Additional Power Outlets	Operating Provider
	Light Bulb Replacement	Operating Provider
	Replacing Ceiling Fans	SCCCMHA
	Replacing Damaged Light Fixtures	SCCCMHA
	Replacing Damaged Power Outlets	SCCCMHA

Fencing	Chain Link Fence Repair	SCCCMHA
	Privacy Fence Installation	SCCCMHA and Operating Provider (50/50 split)
	Privacy Fence Re-painting (as needed)	SCCCMHA
	Privacy Fence Repair	SCCCMHA
Fire Alarm Systems	Installation	Operating Provider
	Interlocks with HVAC	Operating Provider
	Maintenance/Batteries	Operating Provider
	Repairs	Operating Provider
	Smoke Detectors (Provide hard-wired, battery back-up smoke detectors)	SCCCMHA
Flooring	Regular Cleaning	Operating Provider
	Repair and Replacement (due to reasonable wear and tear)	SCCCMHA
	Tile and Grout Sealing (after grout is cleaned by provider)	SCCCMHA
Generators (including transfer switch/wiring)	Battery Replacement	SCCCMHA
	Installation	SCCCMHA
	Inspections	SCCCMHA
	Maintenance	SCCCMHA
Gutters	Cleaning	SCCCMHA
	Repair	SCCCMHA
HVAC	Furnace/Boiler/AC Repairs	SCCCMHA
	Licensing-Required Inspections	Operating Provider
	Replacing Filters	SCCCMHA
Kitchens	Cabinet Locks	Operating Provider
	Cabinet Repair and Replacement	SCCCMHA
	Clogged Sink	Operating Provider
	Countertop Repair and Replacement (due to reasonable wear and tear)	SCCCMHA
	Garbage Disposal Repair and Replacement	SCCCMHA
	Kitchen Faucet Repair and Replacement	SCCCMHA
	Range Hood Repair and Replacement	SCCCMHA
Landscaping	Bushes and Shrub maintenance	Operation Provider
	Mulch	Operating Provider
	Tree trimming in instances of dead trees or limbs endangering the property	SCCCMHA

Lawn Maintenance	Bare Spots/Patches	Operating Provider
	Lawn Mowing	Operating Provider
	Leaf Pick-Up	Operating Provider
	Weed Control	Operating Provider
Licensing-Required Maintenance Inspections	Emergency Lighting and all applicable inspections per LARA	Operating Provider
Painting	Every eight (8) years, using SCCCMHA standard colors	SCCCMHA
	Wall Repair due to damage by employee/resident	Operating Provider
Pest Control	Interior/Exterior	Operating Provider
Porches	Repair	SCCCMHA
Power-Washing	Home exterior	SCCCMHA
Ramps	Installation (as needed)	SCCCMHA
	Repair	SCCCMHA
	Resurfacing	SCCCMHA
Roofing	Repair and Replacement	SCCCMHA
Septic Systems	Pumping	SCCCMHA
	Repair	SCCCMHA
	Rid-X	SCCCMHA
Sheds	Installation	Operating Provider
	Repair	SCCCMHA
Sidewalks	Repair	SCCCMHA
Siding	Repair	SCCCMHA
Snow Removal	Driveways and Sidewalks	Operating Provider
Sprinkler Systems	Inspections	Operating Provider
	Repair	Operating Provider
Sump Pumps	Repair and Replacement	SCCCMHA
Utilities	Gas	Operating Provider
	Electric	Operating Provider
	Internet	Operating Provider
	Television	Operating Provider
	Trash Removal/Recycling	Operating Provider
	Water	Operating Provider
Water Softeners	Annual Inspections (including filter changes)	SCCCMHA
	Installation (if required due to damaged plumbing)	SCCCMHA
	Repair due to reasonable wear and tear	SCCCMHA
	Salt filling/replacement	Operating Provider

Wells	Repair	SCCCMHA
Windows	Repair and Replacement	SCCCMHA
	Screen Repair due to reasonable wear and tear	SCCCMHA