

Attachment B to Phoenix V Rules & Regulations rev. 10/2/21			
<b>Phoenix V -- Unit Owner Maintenance Responsibility Schedule</b>			
<b>Item</b>	<b>Issue to be addressed</b>	<b>Maintenance or Replacement Schedule / Frequency</b>	<b>Remarks</b>
<b>HVAC/Hot Water Closet:</b>			
Unit Main Water Cutoff Valve	Verify it will shut off completely	Test Annually	
Roof Condenser Unit, refrigerant lines, unit fan/coil unit	Check unit fan/coil unit drain/drain pan monthly. Replace filter monthly.	Service roof condenser unit and unit fan coil unit twice annually. Replace at 12 years.	HVAC condensate drain lines should be cleaned with tablets or bleach or distilled vinegar once a year. Test the over flow float switch annually.
Hot Water Heater	Check for leaks monthly	Replace 12 years or sooner if rust/corrosion visible	
<b>Kitchen &amp; Baths:</b>			
Garbage Disposal	Check hose connections for leaks and unit for visible rust/corrosion	Inspect annually, replace at 10 years	
Shower/Tub Handles	Caulking & Sealing at wall/tile penetrations	Caulking & Sealing at wall/tile penetrations	
Toilets	Supply lines should be braided stainless hoses with Brass or Stainless connectors.	Check annually, replace at 10 years.	High capacity flush toilets are highly recommended to prevent overflows. The 16"-18" seat heights are desirable for renters especially snow birds
Toilet wax ring	If a toilet rocks at all it will cause the wax ring to leak into unit below	Check annually, replace at 10 years.	
Sink Cutoff valves	Verify it will shut off completely	Test Annually	Water cut off valves on sinks and toilets are 20+ years old and may have deteriorated seal washers which may not cut off completely when needed(Plumbers recommend 90 degree cutoff )
Shower Heads	Caulking & Sealing at wall/tile penetrations	Check annually.	
Shower heads	Inspected to make sure water is NOT coming out from the screw connection or the pivot joint -water should not spray sideways from the head	Check annually, replace at 7 years.	
Faucets	Caulking & Sealing at wall/tile penetrations	Caulking & Sealing at wall/tile penetrations	
Tubs	Caulk around edges and between tub and floor/walls.	Caulking & Sealing at wall/tile	
Refrigerator & ice maker supply lines	Supply lines should be Braided hoses with Brass or Stainless connectors.	Check annually, replace at 10 years.	
Dishwasher supply & drain lines	Supply lines should be Braided hoses with Brass or Stainless connectors.	Check annually, replace at 10 years.	
Sink fixtures & Drains	Check for leaks monthly	Replace at 20 years	
GFI Outlets/Breakers	Test twice a year	Replace at 20 years	
<b>Laundry Rooms:</b>			
Clean Dryer Lint Screens & tubes	Check condition of dryer hose monthly, vacuum vent to walkway monthly.	Replace dryer tube at 5 years	
Check water supply and drain lines for leaks	Supply lines should be Braided stainless steel hoses with Brass or Stainless connectors.	Check annually, replace at 10 years.	
<b>Windows/Doors:</b>			
Clean interior and exterior of windows	Clean monthly	Report fogged windows to Facility Maintenance for replacement	
Clean entry door/frame	Clean entry door and frame for dirt and mildew monthly	Report doors with rust/corrosion to Facilities Maintenance (FM) for service, or obtain paint and sandpaper from FM for service by Rental Management.	
Electrical Switches and Receptacles	Switches and Receptacles need to be inspected monthly for damage or cracks.	Replace switches/outlets at 20 years.	

Entry Door mat	Clean monthly	Contact FM for replacement	
Circuit Breaker panel	Verify breakers are properly identified by number on panel annually	Check for breaker hot spots at least every 2 years (HVAC tech can check)	
Balcony surfaces	report cracking, peeling or spalls on floors, walls, and ceilings	Annually	
NOTE: FAILURE TO MAINTAIN PER ABOVE SCHEDULE MAY CONSTITUTE A VIOLATION OF OWNERS' MAINTENANCE OBLIGATIONS UNDER THE DECLARATION OF CONDOMINIUM AND MAY BE "MISCONDUCT" UNDER THE DECLARATION OF CONDOMINIUM AND BYLAWS.			
<b>Non-binding Recommendation:</b>			
Avoid Glass on Balconies	Glass top tables can cause major issues if broken in high winds.		Online videos show that some glass top tables can even spontaneously explode, throwing glass several feet.