

ROUTINE MAINTENANCE (RECURRING @ REGULAR INTERVALS):										
#	ITEM	PRIORITY	ESTIMATED COST	COMMENTS	S/O	DISPOSITION	SPENT YTD	PROPOSED 2009-2010 BUDGET	PROPOSED 2011-2012 BUDGET	
1	BATHROOM CAULKING	B	\$100.00	CHECK OUT WHERE NEEDED			\$0.00	\$30.00	\$100.00	
2	BATHS - MISC.	B	\$0.00	TBD			\$0.00	\$200.00	\$0.00	
3	CARPETS - CLEAN	B	\$400.00	OUTSOURCE THIS			\$0.00	\$200.00	\$400.00	
4	DRAPES - CLEAN	B	\$200.00	OUTSOURCE THIS EVERY 3 YRS.			\$0.00	\$0.00	\$200.00	
5	MAT. PADS - CLEAN	A	\$40.00	LAUNDROMAT TRY OUTSOURCE			\$0.00	\$100.00	\$40.00	
6	WINDOWS	B	\$20.00	CLEAN			\$0.00	\$0.00	\$20.00	
7	CLEANING	B	\$0.00	CLEAN RAFTERS, CEIL @ GT RM			\$0.00	\$0.00	\$0.00	
8	DRYER VENT	B	\$0.00	CLEAN			\$0.00	\$0.00	\$0.00	
9	EXTERIOR PAINTING	B	\$300.00	FIRE ESCAPES, FRONT RAILING			\$0.00	\$600.00	\$300.00	
10	INTERIOR PAINTING	B	\$200.00	SEE PAINTING SCHEDULE			\$0.00	\$200.00	\$200.00	
11	KIT CABS	B	\$10.00	CLEAN INSIDE & OUT			\$0.00	\$20.00	\$10.00	
12	KITCHEN	B	\$20.00	CLEAN KITCHEN, CAULK & REPAIR COUNTER TOPS			\$0.00	\$30.00	\$20.00	
13	MOUSEPROOFING	B	TBD	OUTSOURCE THIS			\$0.00	\$20.00	???	
14	BINS	B	\$0.00	CLEAN ALL BINS					\$0.00	
15	GROUNDS	C	\$0.00	TRIM TREES/SHRUBS, CLEAR FLOWER BEDS			\$0.00	\$0.00	\$0.00	
16	PARKING LOT	C	TBD	MAINTAIN GRADING, GRAVEL			\$0.00	\$0.00	???	
17	MISC	N/A	\$500.00	UNANTICIPATED ITEMS			\$0.00	\$500.00	\$500.00	
				BUDGET SUBTOTAL			\$0.00	\$1,900.00	\$1,790.00	
MAINTENANCE (NOT REGULARLY RECURRING):										
#	ITEM	PRI.	ESTIMATED COST	COMMENTS	S/O	DISPOSITION	SPENT YTD	PROPOSED 2009-2010 BUDGET	PROPOSED 2011-2012 BUDGET	
	GROUNDS	A	\$10.00	REMOVE SHRUBS/TREES @ WALKWAY			\$0.00	\$0.00	\$10.00	
	GROUNDS	A	\$800.00	REPLACE STONE @ WALKWAY					\$800.00	
	GROUNDS	A	\$15.00	REPAIR POSTS @ STREET			\$0.00	\$0.00	\$15.00	
	LIGHTS	B	\$60.00	CHECK ALL FOR BULBS AND OVERALL CONDITION			\$0.00	\$0.00	\$60.00	
	FANS	B	\$300.00	REPL BOTH 3RD FLR BATH FANS					\$300.00	
	BINS	A	\$0.00	LABEL OR TATOO ALL BINS					\$0.00	
	TOOLS	B	\$200.00	MISC SMALL TOOLS, EQUIPMENT			\$0.00	\$0.00	\$200.00	
	ELEC UPGRADE	B	\$200.00	REPLACE UNGROUNDED OUTLETS			\$0.00	\$0.00	\$200.00	
	ELEC PANEL BOX	C	\$0.00	NEED LABELS FOR BREAKERS			\$0.00	\$0.00	\$0.00	
	OIL TANKS	A	\$4,000.00	PER CV OIL ESTIMATE					\$4,000.00	
	ROOF REPAIRS	A	\$788.00	PER VT ROOFING RECOMMEND.					\$788.00	
	SOFFIT	A	\$60.00	REPAIR DAMAGED SOFFIT/FASCIA BOARDS @ REAR					\$60.00	
	DECK	A	\$80.00	REPAIR ICE SLIDE DAMAGE					\$80.00	
	OFFICE	C	\$20.00	INSTALL POWER STRIP W/SURGE PROTECTOR			\$0.00	\$0.00	\$20.00	
	TREES	C	\$200.00	CUT BIRCH LIMB OVERHANGING LODGE			\$0.00	\$0.00	\$200.00	
				BUDGET SUBTOTAL			\$0.00	\$0.00	\$6,733.00	
	WORK WEEKENDS 2011-2012:			\$1,600.00						
	TOTAL BUDGET FOR MAINTENANCE IS THE SUBTOTAL OF RECURING + NON-RECURRING + WORK WEEEKENDS FOR CURRENT YEAR (2011-2012):							\$10,123.00		
NOTE: THIS WORKBOOK HAS FIVE PAGES ON THREE SHEETS. CLICK ON TABS BELOW TO SEE OTHER SHEETS										
IF YOU WISH TO PRINT ALL SHEETS, SELECT "ENTIRE WORKBOOK" IN YOUR PRINTER DIALOG BOX										