

OPCA

Cleaning & Maintenance

Suggestion for each unit



WEEKLY TASKS

- Check HVAC filter
- Clean drains
- Inspect toilet operation
- Clean surfaces
- Check appliance operation



MONTHLY TASKS

- Deep clean drains
- Test HVAC system
- Check doors and windows
- Inspect grout and caulk
- Test safety equipment
- Clean kitchen exhaust vents
- Clean bathroom vents
- Drain Cleaners- Pour a half cup of baking soda and 1 cup of regular white vinegar. Cover the drain for a few 3 minutes and then rinse with a mixture of boiling water and salt.



QUARTERLY TASKS

- Clean appliances deeply
- Service HVAC system
- Check all plumbing
- Maintain windows and doors
- Check cabinets and drawers



ANNUAL TASKS

- Service water heater
- Inspect electrical system
- Clean exterior windows
- Service major appliances
- Clean air ducts

