

House Corp Professional Service Agreements Recommendation:

Life Safety:

1. Fire Alarm System Monitoring: annual contract; emergency contact information should be updated semi-annually
2. Fire Alarm System Inspection & Annual Certification: annual contract for inspection and certification of FACP panels and smoke detectors
3. Fire Extinguishers Inspection & Annual Certification: annual contract for inspection and certification of extinguishers and retagging
4. Life Safety Systems Inspection & Annual Certification: annual contract for inspection and certification:
5. Electrician: all Emergency backup lights, emergency circuit lights horns & strobes and exit door lights; all panels; all outlets and light switches with cover plates
6. Door or General Contractor: all exit doors & panic hardware, all smoke doors & closers, all 1-hour rated doors (incl bedrooms) and closers
7. Ceiling or General Contractor: all fire rated ceilings including drop acoustical
8. General Contractor: all stair handrails & treads, emergency exit stairs, balcony porch and deck railings; bedroom emergency window exits for operation & accessibility, no illegal bed lofts
9. Kitchen Hood & Fire Suppression System (if applicable) Inspection & Annual Certification: annual contract for inspection and certification; cleaning hood & filters and exhaust system including roof or wall outlet, tagging fire suppression system
10. Kitchen Equipment (if applicable): annual contract for inspection including gas connections and professional cleaning and shutting down for summer. Service agreement for repairs as needed
11. Fire Sprinkler System (if applicable): Inspection & Annual Certification: annual contract for inspection and certification
12. Laundry (if applicable): annual contract for semi-annual inspection of water supply and drain hoses and dryer exhaust vent and cleaning of lint in exhaust hose

Preventative Maintenance: annual contract for inspection and certification and service agreement for repairs as needed:

1. HVAC: Bi-monthly inspection and servicing of units including filter changes
2. Plumbing: annual inspection of all hot water heaters, fixtures, drains and hose bibs for operation, leaks and proper drainage/clogs.
3. Roofing; annual inspection of roof surfaces for deterioration and leaks, all vent penetrations and flashings; soffit & Fascia for deterioration/rot
4. Gutters & Downspouts: clearing of seasonal leaves & debris; inspection of grade, pitch, flow & leaks and all connections and on grade drainage
5. Electrical: annual inspection of all exterior and security lighting, exterior outlets weather protected re-lamping of interior ceiling fixtures with proper bulbs
6. Pest Control: quarterly inspection and service (rodents, insects, termites, etc.)