TABLE OF CONTENTS FOR HUD MAINTENANCE GUIDEBOOKS GUIDEBOOK I MAINTENANCE PROGRAM

OCTOBER 1994

CHAPTER	S	Pages
1	PURPOSE OF THE GUIDEBOOK	
	A Comprehensive Maintenance Program	1-1
	B Intended Audience for the Guidebook	1-1
	C Importance of the Program	1-1
	D Management Oversight and Review	1-2
2	ANNUAL PLAN	
	A Components of the Plan	2-1
	B Routine and Seasonal Work	2-2
	C Annual Inspections	2-2
	D Vacant Units	2-2
	E Preventive Maintenance	2-2
	F Emergencies	2-3
	G Service Contracts	2-4
	H Staff	2-6
	I Budget	2-6
3	STAFFING	
	A Organization	3-1
	B Job Descriptions	3-1
	C Recruitment and Promotion	3-1
	D Training	3-2
	E Evaluations	3-3
	F Residents, Minorities, Handicapped	3-4
4	INSPECTIONS	
	A General	4-1
	B Other Inspections	4-1
5	PREVENTIVE MAINTENANCE	
	A Program	5-1
	B Scheduled Work	5-1
	C The PM System	5-1
	D Records	5-3
6	VACANT UNITS	
	A Program	6-1
	B Schedule	6-1
	C Vacant-Unit Turnaround System	6-2
	D Records	6-2

7	WORK ORDERS	
	A Program	7-1
•	B Schedule	7-1
	C Work-Order System	7-2
	D Records	7-3
8	INVENTORY AND PROCUREMENT	
	A Program	8-1
	B Inventory-Control System	8-1
	C Procurement System	8-2
	D Records	8-2
9	ENERGY AND MAINTENANCE	
	A Relationship Between Maintenance and Energy Use	9-1
	B Operating and Maintenance Measures	9-1
	C Upgrading Energy Conservation	9-2
	BIBLIOGRAPHY	BIB-
	APPENDIX A	A-1
	Sample Maintenance Plan	
	APPENDIX B	B-1
	Sample Job Descriptions	
	Maintenance Superintendent	
	Maintenance Mechanic II	
	Maintenance Mechanic Assistant	
	Laborer	
	Sample Employee Performance Evaluation	
	APPENDIX C	C-1
	Sample Preventive Maintenance Procedures	
	APPENDIX D	D-1
	Sample Move-In Inspection Form	
	Sample Move-Out Inspection Form	
	Sample Vacancy-Control Log	
	APPENDIX E	E-1
	Sample Work Order Form	
	Sample Work Order Tracking Form	
	Sample Monthly Activity Summary	
	Sample Monthly Activity Summary - Emergency Work Orders	
	Sample Individual Development Summary	
	Sample Vacancy Preparation Summary	
	APPENDIX F	F-1
	Sample Request for Purchase	
	Sample Purchase Order	
	Sample Stock Replenishment Report	

END OF TABLE OF CONTENTS