

Reece Community Living Endeavor

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>TENANT HOUSEHOLD TASKS</b>												
Ceilings must be dusted monthly for cobwebs.												
Walls and ceilings must be washed thoroughly every 6 months.												
Windows, window tracks, window screens must be washed once a year.												
Window coverings should be cleaned at least once per year.												
The refrigerator coils must be cleaned every six months.												
The refrigerator door seals must be cleaned monthly.												
The inside of the refrigerator must be cleaned monthly.												
All GFCI outlets tested monthly												
Door and cabinet knobs need to be tightened if loose.												
Carpeting must be steam-cleaned once per year.												

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<b>TENANT HOUSEHOLD TASKS</b>												
Smoke detectors must be kept in working condition at all times. The batteries must be checked monthly and replaced as needed by the tenant.												
All hoses need to be disconnected before freezing weather.												
Leaves must be raked and removed from the yard in the fall.												
Windows need to be closed and latched before freezing weather.												
Central air conditioning units are the responsibility of the tenant. They should be checked once a year by a qualified service person.												
Window air conditioning units should have the filters washed at least twice during the summer months												
Storm windows installed in fall.												

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<b>TENANT HOUSEHOLD TASKS</b>												
Screens installed in spring												
Gutters and down spouts must be cleaned each fall by the tenant. Gutters must be free of leaves and other debris.												
Exterior of the house must be checked monthly for damage to the windows, siding, roof, etc., and reported if found to the Reece Endeavor.												