

Portland Tower

PREVENTATIVE MAINTENANCE PLAN AND SCHEDULE

This Preventative Maintenance Plan and Schedule provides for the general preventative maintenance of the common elements that are a part of Portland Tower Association (the "Association").

General:

Inspections - Unless otherwise noted in this document or required by law, a visual inspection of the common elements listed below should be performed at least annually by a qualified professional.

Repairs and Preventative Maintenance - Records of inspections, maintenance performed and additional reports are to be provided to the Association's Board of Directors.

Reports and Records - The Association's Secretary shall be charged with keeping records of inspections, service and maintenance. Complete records should be kept for twelve (12) years.

Preventative Maintenance For Common Elements:

Roofs Systems – All roofing systems, including live roofs, soffits and roof vents, shall be inspected annually by a qualified professional. The inspection shall be properly documented and recorded in the Association's maintenance records. All corrective work will be completed by a qualified contractor.

Wall Systems and Windows - All exterior wall systems and windows shall be inspected annually by a qualified professional starting on the 5th year anniversary of the building. The inspection shall be properly documented and recorded in the Association's maintenance records. All corrective work will be completed by a qualified contractor.

Exterior Flat Work - All concrete, asphalt and other drive and walkways shall be visually inspected annually. The inspection shall be properly documented and recorded in the Association's maintenance records. All corrective work will be completed by a qualified contractor.

Electrical Systems - All common element electrical systems shall be inspected annually by a qualified professional, except as otherwise noted below. The inspection shall be properly documented and recorded in the Association's maintenance records. All corrective work will be completed by a qualified contractor. Those systems include:

- Distribution panels
- Stepdown transformers
- Emergency generator – Inspected semiannually
- Emergency power transfer switch(es) – Inspected semiannually
- Nonemergency lighting – As needed

Mechanical Systems – All common element central mechanical/HVAC systems shall be inspected and maintained on a schedule consistent with manufacturer's specifications and ASHRAE standards. The Association will maintain a preventative maintenance contract for all systems for the following equipment:

- Heating/Cooling water to units and common elements; production and distribution equipment
- Domestic hot water; production and distribution equipment
- Domestic water booster pumps
- PRV annual inspection and certification
- Make up air handling equipment for occupied spaces and parking ramp
- CO monitoring system for parking ramp
- Humidification equipment (Central)
- Bathroom exhaust – Common element shaft & fans
- Carbon monoxide exhaust system – Parking Garage
- Common element fan coils
- Cooling towers; including chemical treatments
- Distribution system chemical maintenance

Life Safety Systems – The Association shall maintain all life safety systems in accordance with state, local and federal regulations. Except as otherwise noted below, annual inspections and preventative maintenance shall be done on the following equipment:

- Fire pump churn test – Inspected monthly
- Sprinkler system test
- Fire alarm control panel
 - Audible devices within units and common areas verified
 - Emergency exit lighting
 - Stairwell pressurization fans
- Emergency phone systems – Areas of Refuge
- Security systems including FOBs and cameras
- Roof anchors

Balconies - All balconies (including sealants and railings) shall be inspected annually by a qualified professional starting on the 5th year anniversary of the building. The inspection shall be properly documented and recorded in the Association’s maintenance records. All corrective work will be completed by a qualified contractor.

Caulking – The caulking around all exterior windows, doors and penetrations shall be inspected annually by a qualified professional. The inspection shall be properly documented and recorded in the Association’s maintenance records. All corrective work will be completed by a qualified contractor.

Elevators - The Association shall maintain all elevator systems in accordance with state, local and federal regulations. The Association will, at all times, maintain a preventative maintenance contract with a qualified elevator service company to provide and document all preventative maintenance.

Doors, Garage Doors and Operators - All ingress and egress doors and associated operators shall be visually inspected quarterly. The Association will, at all times, maintain a preventative maintenance contract with a qualified professional to ensure the equipment is maintained according manufacturer’s specification. Any inspections/repairs shall be properly documented and recorded in the Association’s maintenance records. All corrective work will be completed by a qualified contractor.

Drains - All common area horizontal drain collection piping, sump pumps, flammable waste tanks (traps) and surface water collectors shall be visually inspected annually, cleaned as needed. The inspection shall be properly documented and recorded in the Association's maintenance records. All corrective work will be completed by a qualified contractor.

Storm Water Management System – As required by the City of Minneapolis, the Association maintains an underground storm water collection and filtration system to manage storm water collected on the common elements. The underground storm water collection and filtration system shall be inspected and cleaned annually and annual reports documenting the same shall be provided to the City of Minneapolis.

Exercise Equipment - All exercise equipment owned by the Association shall be covered by a preventative maintenance agreement with a qualified contractor. Such contract will be executed annually to ensure the equipment is maintained according manufacturer's specification for operation and safety. The inspection shall be properly documented and recorded in the Association's maintenance records. All corrective work will be completed by a qualified contractor.

WiFi Distribution Network – The Association provides limited internet access to residents within the common element amenity spaces. The Association will maintain a service contract to ensure consistent, reliable operation of such network and equipment.

Interior Finishes – All common element finishes, including but not limited to, paint, floor coverings, wall coverings, doors, hardware, trash cute doors, etc. shall be cleaned, maintained and repaired in a reasonable manner to ensure the integrity of the property and to maximize the useful life thereof.

Parking Garage (Non Mechanical) – The Association will maintain the surfaces of the parking garage in a manner to keep the drive and parking surfaces reasonably free from dirt and debris. The parking garage drive and parking surfaces will be washed annually in the spring of each year. Mechanical elements were previously referenced.

Trees and Landscaping – All trees and landscaping shall be visually inspected annually. The inspection shall be properly documented and recorded in the Association's maintenance records. All corrective work will be completed by a qualified contractor.

Please refer to the annual operating budget for the Association which includes a maintenance budget allocated for these purposes.

Dated: December 21, 2017

Portland Tower L. L. C.

By: 
Michael J. Kraling
Its: Chief Financial Manager/Treasurer