

## Monthly scheduled maintenance schedule-

The following document is an outline of the scheduled maintenance tasks that are performed throughout the year. This is a guide **ONLY** as most of these tasks are directly affected by time restraints, weather, or budget. Although there are many additional tasks that come up, this schedule should provide a general understanding of when things get done.

### January-

- Website work
- House security/temperature checks
- Septic lift station monitoring
- Snow removal
- Machine maintenance

### February

- Website work
- House security/temperature checks
- Septic lift station monitoring
- Snow removal
- Machine maintenance
- Review yearly contracts for renewal
- Tree removal

## March-

- Website work
- Hire summer help
- House security/temperature checks
- Adjust front entrance pin timers for daylight savings time
- Septic lift station monitoring
- Chlorinate wells and well maintenance
- Snow removal
- Machine maintenance
- Order Summer materials (Stain, fertilizer, lime, etc.)
- Switch all equipment over from Winter use to Summer use
- Pull boat from storage and prepare boat and hoist for use

## April-

- Install docks (weather permitting)
- Install Shore Stations (weather permitting)
- Install Shore Station covers after boats are on lifts
- Install PWC lifts and swim rafts (weather permitting)
- Clean gutters and roofs of winter debris
- Begin Spring clean up of winter debris
- Rent brush chipper to remove brush
- Remove sand from roads
- Start up all 6 irrigation systems
- Check, adjust, and replace if necessary over 400 sprinkler heads
- Apply first fertilizer and lime (weather permitting)
- Begin working on LCE requests approved over the winter
- Begin mowing schedule
- Evaluate perimeter bushes for replacement

## May-

- Finish installation of all water assets
- Install Shore Station covers after boats are on lifts
- Begin stripping, sanding, and staining scheduled decks
- Begin staining scheduled buildings
- Continue mowing schedule
- Adjust, level docks after initial settling
- Add red granite to paths if needed
- Begin scheduled Summer projects
- Tree removal
- Order bushes and replace as scheduled
- Blow roads weekly

## June-

- Apply second fertilizer
- Pull boat for Summer storage
- Continue staining schedule of buildings and decks
- Rent aerial lift for high staining areas
- Continue Summer projects
- Continue mowing schedule
- Blow roads weekly

## July-

- Continue staining schedule
- Continue mowing schedule
- Complete Summer projects
- Scheduled maintenance on septic lift stations
- Blow roads weekly

## August-

- Finish staining schedule
- Continue mowing schedule
- Blow roads weekly
- Evaluate next year's contracts
- Apply final fertilizer and lime

## September-

- Remove Shore Station covers, wash, and deliver to owners
- Begin Shore Station removal
- Begin PWC lift and swim raft removal
- Begin dock removal
- Begin Fall clean up
- Blow out and winterize all irrigation systems
- Continue mowing schedule
- Blow roads weekly

## October-

- Begin house checks
- Monitor septic lift stations
- Finish removing all water assets
- Fall clean up
- Trim all bushes (preferably after first frost)
- Clean gutters and roofs of Fall debris
- Winterize boat for storage
- Mark trees for winter removal
- Submit next year's preliminary budget
- Cover septic lift stations in woods with straw
- Tree removal

## **November-**

- Coordinate town Hall for annual meeting**
- Adjust front entrance pin timers for daylight savings time**
- Continue Fall clean up**
- Switch all equipment over from Summer to Winter**
- Submit final budget for following year**
- Snow removal**
- Monitor septic lift stations**
- Purchase Christmas wreaths for front entrance**
- Security house checks**
- Tree removal**

## **December-**

- Snow removal**
- Organize entire heated and non-heated shop**
- Organize file room**
- Machine maintenance**
- House security checks**
- Ready for the annual meeting**