THE
PARK LANE TOWERS
CONDOMINIUM ASSOCIATION, INC

415 South Howes Street
Fort Collins, CO 80521
970.482.9159
www.parklanetowers.org

2025 Maintenance Calendar

January

- Both Buildings: Private 3rd party elevator inspections
- Send elevator inspection reports to the state
- Schedule Total Fire Protection for annual fire equipment inspections + other inspections

February

- Both Buildings: Preventative maintenance on central HVAC systems
- Both Buildings: TK Elevator inspections and repair any private inspection findings

March

- Preventative maintenance on the tractor
- Both Buildings: Clean out dryer vent lines and exterior blower
- South Building: Power wash trash room and chute

April

- North Building: Schedule Murphy Company to have chillers ready to go at May 1st and to clean the garage heat exchanger tubes
- Turn on all 4 irrigation sprinkler systems (weather dependent), fertilize grass, and aerate grass

May

- Both Buildings: Common area carpeting cleaned
- North Building: Power wash Arcade floor coating
- South Building: Outdoor pool drained, cleaned, and refilled
- Both Buildings: Preventative maintenance on central HVAC systems
- South Building: Convert from heating to cooling as temperatures change
- Wash pickleball court coating

June

- Preventative maintenance on the tractor
- Wash pickleball court coating
- Both Buildings: Clean out dryer vent lines and exterior blower
- South Building: Power wash trash room and chute

July

- Wash pickleball court coating

August

- Both Buildings: Preventative maintenance on central HVAC systems
- Wash pickleball court coating

September

- South Building: Outdoor pool closed and winterized
- Both Buildings: HVAC filters in residential and commercial units changed
- Both Buildings: Emergency keys tested
- Preventative maintenance on the tractor
- Wash pickleball court coating
- Both Buildings: Clean out dryer vent lines and exterior blower
- South Building: Power wash trash room and chute

October

- South Building: Convert from cooling to heating as temperatures change
- South Building: Breezeway heating units turned on and tested
- North Building: Power wash Arcade floor coating
- Both Buildings: All carpeting except residential halls cleaned
- Wash pickleball court coating
- Turn off and blowout all 4 irrigation sprinkler systems (weather dependent)

November

- Both Buildings: Preventative maintenance on central HVAC systems

December

- Both Buildings: Clean out dryer vent lines and exterior blower
- Preventative maintenance on the tractor
- South Building: Power wash trash room and chute

Daily Tasks

- Daily opening and checks – follow checklist
- North Building: Swap dumpster in basement with outside spare with tractor

- Pools and hot tub chemicals tested

Weekly Tasks

- Both Buildings: Leaves cleaned up in Fall until all trees are bare
- North Building: Hot tub cleaned every Tuesday morning (water drained and refilled)
- Walk buildings and property for maintenance items, safety issues, and violations
- Reset VoIP phone lines
- Reset cameras and NVRs
- Pick up any trash on grounds

Monthly Tasks

- Both Buildings: Emergency lights and fire extinguishers tested
- Both Buildings: Elevator door tracks vacuumed
- Maintenance Committee meeting on 3rd Thursday of the month
- Check housekeeping paper supplies and order as necessary
- Both Buildings: Walk roofs (weather permitting) looking for any issues
- Clean up shop, boiler rooms, and electric rooms and put tools away