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## SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

August 3, 1981

CITY MANAGER'S OFFICE  
**RECEIVED**  
AUG 5 1981

Housing Authority of the  
City of Sacramento  
Sacramento, California

Honorable Members in Session:

**SUBJECT:** Approving Preventive Maintenance Program for Sacramento  
Housing and Redevelopment Agency

### SUMMARY

Attached is a resolution by which you approve the implementation of a Preventive Maintenance Program for all Agency-owned housing units, and "earmark" approximately \$53,000 in Section 8 Existing Housing Reserve funds to execute this program for the period between September 1, 1981 and December 31, 1981. The annualized cost of this program will be \$160,000.

### BACKGROUND

Management Report No. 3 contained the staff's recommendation to implement a new Preventive Maintenance Program for all elderly and family low-income housing units. It was indicated that the goal of this program would be to protect the physical appearance and structural integrity of all Agency owned buildings, as well as provide the Management and Maintenance staff the capability to plan, schedule and control preventive maintenance activities as a cost effective adjunct to all housing operations.

Subsequently, a preventive maintenance proposal has been prepared, reviewed by staff and tentatively submitted to the Department of Housing and Urban Development for possible funding under the new Comprehensive Improvement Assistance Program (C.I.A.P.).

### Preventive Maintenance Program Summary

It is proposed that the Preventive Maintenance Program be implemented approximately September 1, 1981 utilizing two vans each staffed with one General Repair Worker and one Maintenance Worker I. Each Preventive Maintenance crew will be responsible for checking individual housing units for faucet repair, caulking behind sinks and wash basins, showers, tubs, toilet repairs, shower head replacement, repair and replacement of sewer traps and strainers, cleaning and repairing kitchen fans, cabinet rollers

**APPROVED**  
SACRAMENTO HOUSING AUTHORITY

Date 8/11/81

8-11-81  
All Districts

# SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the  
City of Sacramento  
Page Two

August 3, 1981

and catches, door knobs, wall plugs, light switches, door stops, cleaning wall heaters and air conditioner filters. Additional work includes inspecting the electrical system (including meter boxed), plumbing systems, exterior and interior paint, roofs gutters and downspouts, fences and the general upkeep of the property.

All preventive maintenance scheduling will be coordinated with Area Housing Managers as part of the realignment of duties and responsibility. For example, the crew will utilize an existing Agency unit inspection form to check off work and report problem areas for further follow up to maintenance or housing management staff, as appropriate.

These two, two-man crews will be able to perform all preventive maintenance functions on all 2327 Agency-owned units during a twelve to fourteen month cycle.

## FINANCIAL DATA

The Maintenance Department presently has two vans properly outfitted that can be utilized for the Preventive Maintenance Program, therefore, no capital outlay is required. Funding requirement to implement the Preventive Maintenance Program is estimated at \$160,000 and includes, salaries and fringe benefits for four (4) positions, and all overhead costs including vehicle operation and equipment replacement.

As mentioned previously, funds have been requested from HUD as part of a C.I.A.P. proposal. As of the writing, it does not appear that these funds will be granted. Therefore, staff is proposing to locally fund the Preventive Maintenance Program from City and County Section 8 Existing Housing Reserve funds commencing September 1, 1981 in proportion to the number of units serviced within the City and County boundaries respectively. Total estimated reserves projected for January 1, 1982 are: City - \$763,410, and County - \$424,675. Continued funding would be dependent on the success of the program and would ultimately be reflected as part of the Housing Department's programs and staffing in the annual budget. HUD staff has provided written concurrence with this proposal.

Moreover, since this funding represents four (4) additional positions, it is recommended that the Agency retain four (4) maintenance workers, in the same job classifications who are presently slated for layoff during the month of September in accordance with the adopted Section 23 phased Layoff Plan.

## VOTE AND RECOMMENDATION OF COMMISSION

As its regular meeting of August 3, 1981, the Sacramento Housing and Redevelopment Commission recommended adoption of the attached resolution.

# SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the  
City of Sacramento  
Page Three

August 3, 1981

The vote was recorded as follows:

AYES: Coleman, Luevano, A. Miller, Teramoto, B. Miller

NOES: None

ABSENT: Fisher, Knepprath, Serna, Walton

## RECOMMENDATION

The staff recommends: (1) approval of the Agency's Proposed Preventive Maintenance Program; (2) retention of four (4) Maintenance Workers currently slated for layoff in the appropriate job classifications; and (3) if C.I.A.P. funds from DHUD are not forthcoming, fund the Preventive Maintenance Program from the reserves of the appropriate housing budgets.

Respectfully submitted,

*William H. Edgar*

WILLIAM H. EDGAR  
Interim Executive Director

TRANSMITTAL TO COUNCIL:

*Walter J. Slipe*  
WALTER J. SLIPE, City Manager

RESOLUTION NO. 81-076

Adopted by the Housing Authority of the City of Sacramento

August 11, 1981

APPROVING PREVENTIVE MAINTENANCE PROGRAM  
AND AUTHORIZING IMPLEMENTATION

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY  
OF SACRAMENTO:

Section 1. The Preventive Maintenance Program for the  
Housing Authority of the City of Sacramento, attached hereto as  
Exhibit "A", is hereby approved.

Section 2. The Authority hereby approves the designa-  
tion of Section 8 Existing Housing Reserve Funds, in an amount  
not to exceed One Hundred Sixty Thousand Dollars (\$160,000), if  
required, to fund the Preventive Maintenance Program.

Section 3. The Interim Executive Director is author-  
ized to perform any and all acts necessary to implement said  
Preventive Maintenance Program.

\_\_\_\_\_  
CHAIRMAN

ATTEST:

\_\_\_\_\_  
SECRETARY

APPROVED  
SACRAMENTO HOUSING AUTHORITY  
Date 8/11/81

# SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

## MEMORANDUM

TO: Bob Smith, Interim Deputy Director  
FROM: Cliff Steele, Modernization Coordinator  
SUBJECT: Preventive Maintenance Program

DATE: May 18, 1981

File No.

### Item No. 1. Workload Data

The attached inspection report will be completed for each apartment or dwelling.

### Time Rate - Inspection Report

1 bedroom	-	15 minutes
2 bedroom	-	20 minutes
3 bedroom	-	25 minutes
4 bedroom	-	30 minutes
5 bedroom	-	35 minutes

1 bedroom units	1147	x 15 minutes	= 36 man days
2 bedroom units	503	x 20 minutes	= 21 man days
3 bedroom units	516	x 25 minutes	= 27 man days
4 bedroom units	148	x 30 minutes	= 10 man days
5 bedroom units	13	x 35 minutes	= <u>1 man day</u>

Total man days required for inspection 95 man days

### Minor Repair and Maintenance

An average allowable time frame for the following repairs: faucet repair; servicing heating and air conditioning motors and blowers; changing filters; replacing damaged wall outlets and switch plates; repair and/or replace cabinet rollers, door stops, door and window hardware; caulk around tubs, water closets, and lavatories as required; repair or replace toilet tank appertenances, shower heads, aerators, sewer traps and strainers.

### Time Rate

1 bedroom units	1147	x 30 minutes	= 72 man' days
2 bedroom units	503	x 35 minutes	= 37 man days
3 bedroom units	516	x 40 minutes	= 43 man days
4 bedroom units	148	x 45 minutes	= 14 man days
5 bedroom units	13	x 50 minutes	= <u>2 man days</u>

Total man days required for repair and maintenance 168 man days

Time Rate - Highrise Common Areas

Highrise	12 floors	15 min./floor	x 1 bldg.	=180 mins.=3 hours
Highrise	9 floors	15 min./floor	x 3 bldgs.	=405 mins.=7 hours
Highrise	8 floors	15 min./floor	x 2 bldgs.	=240 mins.=4 hours
Lobbies & community spaces		25 min.	x 2 bldgs.	= 50 mins.)
Roof areas		10 min.	x 2 bldgs.	= 20 mins.) 2 hours
Exterior surfaces & spaces		25 min.	x 2 bldgs.	= 50 mins.)
				<u>16 hours</u>

Total man days required for highrise common areas - 2 man days

Time Rate - Elderly Clustered Sites - Common Areas

Lobbies & community spaces	20 min.	x 9 complexes	= 180 mins.
Roof areas	15 min.	x 9 complexes	= 135 mins.
Exterior surfaces & spaces	25 min.	x 9 complexes	= 225 mins.
			<u>540 mins. = 9 hours</u>

Total man days required for elderly clustered sites - common areas

1.1 man days

Time Rate - Multi-family Clustered Sites

Cal 5-1,5-3 - New Helvetia - 61 Buildings

Community spaces	30 min.
Roof areas	30 min.
Exterior surfaces & spaces	90 min.

Cal 5-2 - River Oaks - 60 Buildings

Community spaces	30 min.
Roof areas	30 min.
Exterior surfaces & spaces	60 min.

Cal 7-1,7-2B - Dos Rios - 93 Buildings

Community spaces	30 min.
Roof areas	45 min.
Exterior surfaces & spaces	90 min.

Cal 6-2 - Kennedy Estates - 18 Buildings

Community spaces	30 min.
Roof areas	20 min.
Exterior surfaces & spaces	<u>40 min.</u>

525 mins. = 8.75 hours

Total man days required for family clustered sites 1.1 man days

Time Rate - Multi-family Scattered Sites

Cal 7-2A - Del Paso Heights - 44 Buildings

Community spaces -0-  
Roof areas 44 bldgs.x10 min./bldg. =440 mins.= 7.3 hrs.  
Exterior surfaces & spaces 44 bldgs.x15 min./bldg. =660 mins.= 11.0 hrs.  
18.3 hrs.

Total man days 2.29 man days

Time Rate - All Other Scattered Sites - 232 Buildings

Community spaces -0-  
Roof areas 232 bldgs.x10 min./bldg.=2320 mins.=38.7 hrs.  
Exterior surfaces & spaces 232 bldgs.x15 min./bldg.=3480 mins.=58.0 hrs.  
96.7

Total man days 12.08 man days

RECAP

Time Rates - Highrise Elderly Complexes

Inspection Reports 503 1 bedroom units x 15 mins./unit =  
7545 minutes = 16 man days  
Minor Repair and Maintenance 503 1 bedroom units x 30 mins./unit =  
15,090 minutes = 32 man days  
Common & Exterior Areas  
(see detailed breakdown) = 2 man days

Total man days - Highrise 50 man days  
Travel time 50 man days x 1 hr./day = 50 hours 6.25 man days

Grand total - Man day Requirement - Highrises 57 man days

Time Rates - Clustered Sites

Inspection Reports 640-1 bedroom units x 15 minutes/unit =  
9600 minutes = 20 man days  
Inspection Reports 470-2 bedroom units x 20 minutes/unit =  
9400 minutes = 19.58 man days  
Inspection Reports 332-3 bedroom units x 25 minutes/unit =  
8300 minutes = 17.29 man days  
Inspection Reports 92-4 bedroom units x 30 minutes/unit =  
2760 minutes = 5.75 man days  
Inspection Reports 8-5 bedroom units x 35 minutes/unit =  
280 minutes = .46 man days

Minor Repair and Maintenance 640-1 bedroom units x 30 mins./unit =  
19,200 minutes = 40 man days  
Minor Repair and Maintenance 470-2 bedroom units x 35 mins./unit =  
16,450 minutes = 37.27 man days  
Minor Repair and Maintenance 332-3 bedroom units x 40 mins./unit =  
13,280 minutes = 27.66 man days  
Minor Repair and Maintenance 92-4 bedroom units x 45 mins./unit =  
4,140 minutes = 8.63 man days  
Minor Repair and Maintenance 8-5 bedroom units x 50 mins./unit =  
400 minutes = .83 man days

Common Areas - Elderly & Multi-Family  
(see detailed breakdown) 10.2 man days

Total man days - Clustered Sites 176.67 man days

Travel Time 185 man days x 1.20 minutes/day =  
222 hours = 27.75 man days

Grand Total - Man Day Requirement-Clustered Sites 205 man days

Time Rates - Scattered Sites

Inspection Reports 4-1 bedroom units x 15 minutes/unit =  
60 minutes = 0.1 man days  
Inspection Reports 33-2 bedroom units x 20 minutes/unit =  
660 minutes = 1.38 man days  
Inspection Reports 184-3 bedroom units x 25 minutes/unit =  
4600 minutes = 9.58 man days  
Inspection Reports 56-4 bedroom units x 30 minutes/unit =  
1680 minutes = 3.5 man days  
Inspection Reports 5-5 bedroom units x 35 minutes/unit =  
175 minutes = 0.3 man days

Minor Repair and Maintenance 4-1 bedroom units x 30 mins./unit =  
120 minutes = 0.2 man days  
Minor Repair and Maintenance 33-2 bedroom units x 35 mins./unit =  
1155 minutes = 2.41 man days  
Minor Repair and Maintenance 184-3 bedroom units x 40 mins./unit =  
7360 minutes = 15.33 man days  
Minor Repair and Maintenance 56-4 bedroom units x 45 mins./unit =  
2520 minutes = 5.25 man days  
Minor Repair and Maintenance 5-5 bedroom units x 50 mins./unit =  
250 minutes = 0.42 man days

Common Areas & Exterior Areas  
(see detailed breakdown) 14.37 man days

Total man days - Scattered Sites 52.84 man days

Travel Time 53 man days x 2 hours/day = 106 hours = 13.25 man days

Grand Total - Man Day Requirement-Scattered Sites 66 man days



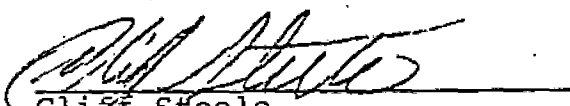
Total Preventive Maintenance Days

Highrise Elderly	57 man days
Clustered Sites	205 man days
Scattered Sites	66 man days
<u>Projected Days Required for 2327 Units</u>	<u>328 man days</u>
Average Per Day	7.09 units

These projections are based on one 2-man preventive maintenance crew. This crew would do only minor and emergency type maintenance. All other required work would be accomplished via the work order process.

Furthermore, these projections do not include preventive maintenance on commercial equipment, elevators, fire alarm systems, etc. These are considered to be specialized and it is projected as a full time endeavor.

Attached are preventive maintenance inspection forms, both interior and exterior; commercial equipment inspection forms and maintenance log sheets.

  
Cliff Steele  
Modernization Coordinator

CS:jr

Attachments

## SACRAMENTO HOUSING &amp; REDEVELOPMENT AGENCY

PREVENTIVE MAINTENANCE  
PROJECT GENERAL INSPECTION SHEET

REPORTED BY \_\_\_\_\_

PROJECT NAME PROJECT NUMBER PROJECT LOCATION

	ITEMS INSPECTED	A	M	I
1.	Lawns and plantings			
2.	Drives, parking areas, service paving			
3.	Walks, steps, ramps and guardrails			
4.	Walks & fences			
5.	Outdoor drainage system - ponding & erosion			
6.	Benches			
7.	Area lighting			
8.	Overhead/underground electrical systems			
9.	Underground gas, water and sewage systems			
10.	Exterior walls, foundations, caulking			
11.	Exterior painting			
12.	Roofs, flashings, chimneys, vents			
13.	Porches, balconies			
14.	Termites, rodents, household vermin			
15.	Laundries			
16.	Public spaces, halls, stairs, community spaces			
17.	Storage areas			
18.	Commercial areas			
19.	Exterior doors, windows & railings			
20.	Floors and coverings			

## SACRAMENTO HOUSING &amp; REDEVELOPMENT AGENCY

PREVENTIVE MAINTENANCE  
PROJECT GENERAL INSPECTION SHEET

REPORTED BY \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT NUMBER \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

	ITEMS INSPECTED	A	M	I
21.	Ranges, refrigerators, garbage disposals			
22.	Plumbing fixtures			
23.	Electrical fixtures and panels			
24.	Heating and domestic H W plants			
25.	Central air conditioning systems			
26.	Trash/garbage collection			
27.	Security systems			
28.	Elevators			
29.	TV antenna system			
30.	Water supply			
31.	Fire and safety hazards			
32.	Maintenance areas, equipment, personnel			
33.	Preventive maintenance			
34.	Fire alarm system			
35.	Intercom system			
36.	Outside door buzzers			
37.	Electrical power and pump rooms			
38.	Other			

CODE:

A - ACCEPTABLE

M - MAINTENANCE REQUIRED

I - ITEMS REQUIRING IMMEDIATE ATTENTION

"Residential" Preventive Maintenance  
(Typical)



PREVENTIVE MAINTENANCE CHECK LIST

ROOF AND FACIA INSPECTION

NOTE: Use roof plan provided to record all defects for reference and repairs.

1. Inspect exterior walls of building for cracks or evidence of building movement that might have strained the flashing or displaced drainage facilities.
2. Inspect for efflorescence, (that whitish powdery excretion from mortar joints and bricks). If it is found it may be that there are leaks in the flashing, coping or parapet.
3. Inspect interior walls and ceilings for stains or seepage, damp walls, chipped or discolored paint, (all of which are clues to roof and/or wall leakage).
4. Inspect topside of roof, including penthouse, for sharp dents, cracks, weather checking, blisters, vents, all flashings, pitch pots are full of approved pitch, pipes and ducting.
5. Inspect parapet, coping, flashings, drains, gutters and downspouts for cracks, paint, rust and security.
6. Inspect inside of scuppers for proper sealing to prevent leakage.
7. Inspect TV antenna and guy wires, (replace or tighten as needed) hold downs and condition of antenna.
8. Inspect for proper roof drainage and roof sagging. NOTE: Water can be used to check or inspect this item in rainy weather. (Detail all low areas on roof plan for future reference or repair data.)
9. Inspect roof coating for flaking or wear.
10. Inspect shake and composition roofing for broken shingles, tabs, decomposed shingles, damaged vents, flashings and drains. Check for rust, paint, dry rot and other visual defects.
11. Inspect roofs for debris and plugged drains.