

House Corp Guide to **Professional Service Agreement Recommendations**

Life Safety

A. Fire Alarm System Monitoring

Annual contract; emergency contact information should be updated semi-annually.

B. Fire Alarm System Inspection & Annual Certification

Annual contract for inspection and certification of FACP panels and smoke detectors.

C. Fire Extinguisher Inspection & Annual Certification

Annual contract for inspection and certification of extinguishers and retagging.

D. Life Safety Systems Inspection & Annual Certification

Annual contract for inspection and certification, covering:

- Electrician: all emergency backup lights, emergency circuit lights, horns and strobes, and exit door lights; all panels; all outlets and light switches with cover plates
- Door or General Contractor: all exit doors and panic hardware, all smoke doors and closers, all one-hour rated doors (including bedrooms) and closers
- Ceiling or General Contractor: all fire-rated ceilings including drop acoustical
- General Contractor: all stair handrails and treads, emergency exit stairs, balcony porch and deck railings; bedroom emergency window exits for operation and accessibility, no illegal bed lofts

E. Kitchen Hood & Fire Suppression System (if applicable)

Annual contract for inspection and certification; cleaning hood and filters and exhaust system including roof or wall outlet, tagging fire suppression system.

F. Kitchen Equipment (if applicable)

Annual contract for inspection including gas connections and professional cleaning and shutting down for summer. Service agreement for repairs as needed.

G. Fire Sprinkler System (if applicable)

Annual contract for inspection and certification.

H. Laundry (if applicable)

Annual contract for semi-annual inspection of water supply and drain hoses and dryer exhaust vent, and cleaning of lint in exhaust hose.

Preventative Maintenance

Annual contract for inspection and certification, and service agreement for repairs as needed:

A. HVAC

Bi-monthly inspection and servicing of units, including filter changes.

B. Plumbing

Annual inspection of all hot water heaters, fixtures, drains, and hose bibs for operation, leaks, and proper drainage or clogs.

C. Roofing

Annual inspection of roof surfaces for deterioration and leaks, all vent penetrations and flashings, soffit and fascia for deterioration or rot.

D. Gutters & Downspouts

Clearing of seasonal leaves and debris; inspection of grade, pitch, flow, and leaks, and all connections and on-grade drainage.

E. Electrical

Annual inspection of all exterior and security lighting, weather-protected exterior outlets, and re-lamping of interior ceiling fixtures with proper bulbs.

F. Pest Control

Quarterly inspection and service (rodents, insects, termites, etc.).

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