

**SCHEDULE OF MAINTENANCE CHARGES**

Effective March 15, 2015

- I. The following list consists of charges for services requested by tenants, costs attributed to tenants, or penalty charges covering neglect or damage. Any cost to the Housing Authority that is not considered normal wear and tear, or in the course of normal operations, may be billed to the tenant. All charges designated by L/M (labor and materials) shall be computed by actual labor performed (see Section II. Labor Rates for Tenant Charges) plus material used including applicable tax. Work by outside contract is charged at the actual billing charge to the Housing Authority. The list is not all inclusive. Tenant charges are for costs incurred by the Housing Authority for tenant related expenses which may include but are not limited to administrative time, travel time, shared costs attributable to several tenants, and costs for damage from one tenant to another tenant’s apartment.

<b>Description</b>	<b>Charge</b>
Carpentry Repair	L/M
Trash and Junk Hauling- Miscellaneous (\$20 Minimum fee-billed per landfills charge)	L/Dump Fee
Washing Machine Valves, Install Faucets	L/M
Window Glass Repair	L/M
Smoke Detector and/or Battery Replacement	L/M
Miscellaneous Adjustments	L/M
Cleaning and Repair of Vacated unit (charge to tenant when beyond normal wear and tear)	L/M
Electrical Repair	L/M
Light Bulb Replacement (actual cost of bulb + staff time)	L/M
Extermination (cockroach, etc.)	Actual Cost
Hardware Repair (excluding locks)	L/M
Janitorial-Miscellaneous	L/M
Replacement of Keys (unit, mailbox, bike cage, laundry room, key cards, gate fobs)	L/M
Lock change per cylinder (includes keys; if entire lock assembly is replaced it will be charged at L/M)	\$50.00/lock
Lock change per cylinder for mailbox	\$25.00/lock
Lock Out - during business hours only	L/M
Miscellaneous Repair (when not applicable to any other code)	L/M
Plumbing (actual cost if done by an outside contractor)	L/M
Toilet seat replacement	L/M
New Screen Door Installation	L/M
Screen Door Repair	L/M
Plumbing Stoppage (actual billing cost is by outside contractor)	L/M
Wallboard Repair	L/M
Floor/Tub Repair	L/M

- II. Work performed by Housing Authority staff shall be billed at a cost of \$40.00 per hour in half-hour increments. Work performed by staff after normal working hours (7:00 a.m. to 3:30 p.m.) or on Saturdays, Sundays or holidays will be billed at time and a half (\$60.00/hour) door to door with a one hour minimum. Any work performed by outside contractors/labor will be billed at the actual cost charged to the Housing Authority, and may be subject to an administration fee.
- III. Residents may refer to the Housing Authority’s grievance procedure to appeal a Tenant Charge. Residents may also request to enter into a Repayment Agreement for a Tenant Charge by contacting their case worker with the Housing Authority.