

**ROUTINE MAINTENANCE OVERVIEW
Procedure 511**

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Effective

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PURPOSE OF THE 511.0X PROCEDURE SERIES OVERVIEW

This Overview applies to all procedures in the Tides 511.0X Routine Maintenance series of the Policies and Procedures, covering the various areas, assets and systems of the property, specifically:

511.01DC Pool
511.02DC Electrical including garage doors, lighting & HVAC
511.03DC Fire Systems
511.04DC Security
511.05DC Plumbing
511.06DC IT & WiFi
511.07DC Refuse & Recycling
511.08DC Landscaping and Fencing
511.09DC Exterior & Floors (including drive ways, garage concrete, and cleaning thereof)

These procedures list the actions, duties and date/time schedule for the Office and Maintenance staff for routine area/system maintenance. The following information is included in the Procedures as applicable:

- Step By Step instructions
- Associated Contacts and Contractors
- Contractor functions and duties
- Government Requirements
- Summarized Maintenance and Duty Schedule Matrix (if deemed useful)

This overview also explains how revisions are handled.

SCOPE OF THIS PROCEDURE

This overview of the 511.0X Procedures is applicable to the Tides Office and Maintenance staff, and the Pool Monitor/Attendant

RESPONSIBILITIES AND AUTHORITIES

The Tides Board of Trustees assigned responsibility and authority to the Office Manager/Maintenance Supervisor to:

- upkeep the 511.0X procedures by making necessary changes
- save/file in appropriate locations
- ensure the staff executes the procedures and schedule herein

Therefore, revisions do not require Board approval and can be made by the maintenance, office staff or the Board.

The Tides Board of Trustees maintains the responsibility for this overview and is controlled by revision number.

REVISIONS

Any staff member can make revisions with approval by the person most impacted. For example, the Office may change the name of a contractor as long as the Maintenance Supervisor or staff agrees.

The Tides 511.01X Procedures are **Date Controlled** as numerous revisions are expected due to changes over time of companies, contacts, schedules, government requirements and even Tides employees' duties. Since these procedures have no revision numbers, any changes must be incorporated ASAP and filed in proper places immediately. Look up the latest version on the main computer and check the upper left corner for the revision date in that file to determine the latest version.

Revisions must be posted in the nearest logical location for the activity (i.e. Pool Room), must be added to the Policies and Procedures book and electronically stored in the main computer in the Policies and Procedure Folder. These Procedures do not have to be added to the owner's section on the Tides Website.

RELATED POLICY

511.0X series of Maintenance Procedures

RELATED DOCUMENT

Job Description for the Pool Monitor/Attendant