



Your Residential Property Maintenance Guide



Take a few minutes to inspect your property for these common maintenance issues.

1. **Broken windows** attract unwanted intruders/ animals and increase utility bills.
2. **Chipped/flaking paint** is harmful to children if lead based and decreases the property value.
3. **Damaged soffits** act as housing for birds and also expose your home's interior to elements.
4. **Clean gutters** drain water away from foundation and help prevent basements from flooding and foundation damage.
5. **Porch/balcony** that are deteriorated structures or steps without handrails can cause physical harm especially to children and older adults.
6. **Legible address numbers** are essential for rapid emergency response.
7. **Animal waste** causes odors and may become "leftovers" for rodents.
8. **Damaged fences** may collapse or harm unsuspecting individuals.
9. **Furniture** intended for indoor use left outside may accumulate mold and provide nesting for rodents.
10. **Inoperable Vehicles** attract rodents and can be hazardous for children.
11. **Misplaced Garbage** is unsanitary, can serve as food for rodents and attract insects, can encourage others to use your property as a dump and cause hazards such as accidental fires.
12. **Overgrown Bushes** are an eyesore and can be a hiding place for criminal activity.
13. **Parking On Unpaved Surfaces** damages grass and is unattractive.
14. **Tires** accumulate water and attract mosquitos which may carry the West Nile Virus.
15. **Unkempt Grass/Weeds** create shelter for rodents and cause pollen and dust issues.



Be a good neighbor! Keep your sidewalks cleared. Snow, ice, and debris on your sidewalk can make it unsafe for others.



Top Preventative Maintenance Solutions

Use this handy checklist to keep your property in great shape and increase value.

- Interior and exterior conditions should be clean, safe, and sanitary.
- Maintain a carbon monoxide detector within 10 feet of every sleeping room.
- Maintain a smoke detector outside of each sleeping room.
- Remove tree limbs and debris from gutters.
- Remove brush piles and bring them to Ramsey County Compost Recycling Center.
- Divert water runoff from occupied structures.
- Clear area around exhaust ducts.
- Scrape and repaint exposed wood surfaces.
- Repair peeling paint.
- Examine plumbing fixtures for leaks.
- Make sure water heater discharge pipe is not clogged and is able to drain.
- Gas burning appliances should have shut off valves within 4 feet. Keep the area around the mechanical equipment clear of any storage.
- Maintain furnace by replacing filters every three months and have the unit inspected by a licensed contractor on a regular basis.
- Make sure fuse boxes are properly labeled and fused.
- Check for loose or exposed wiring. Consult an electrician for repairs.

IMPORTANT CONTACTS:

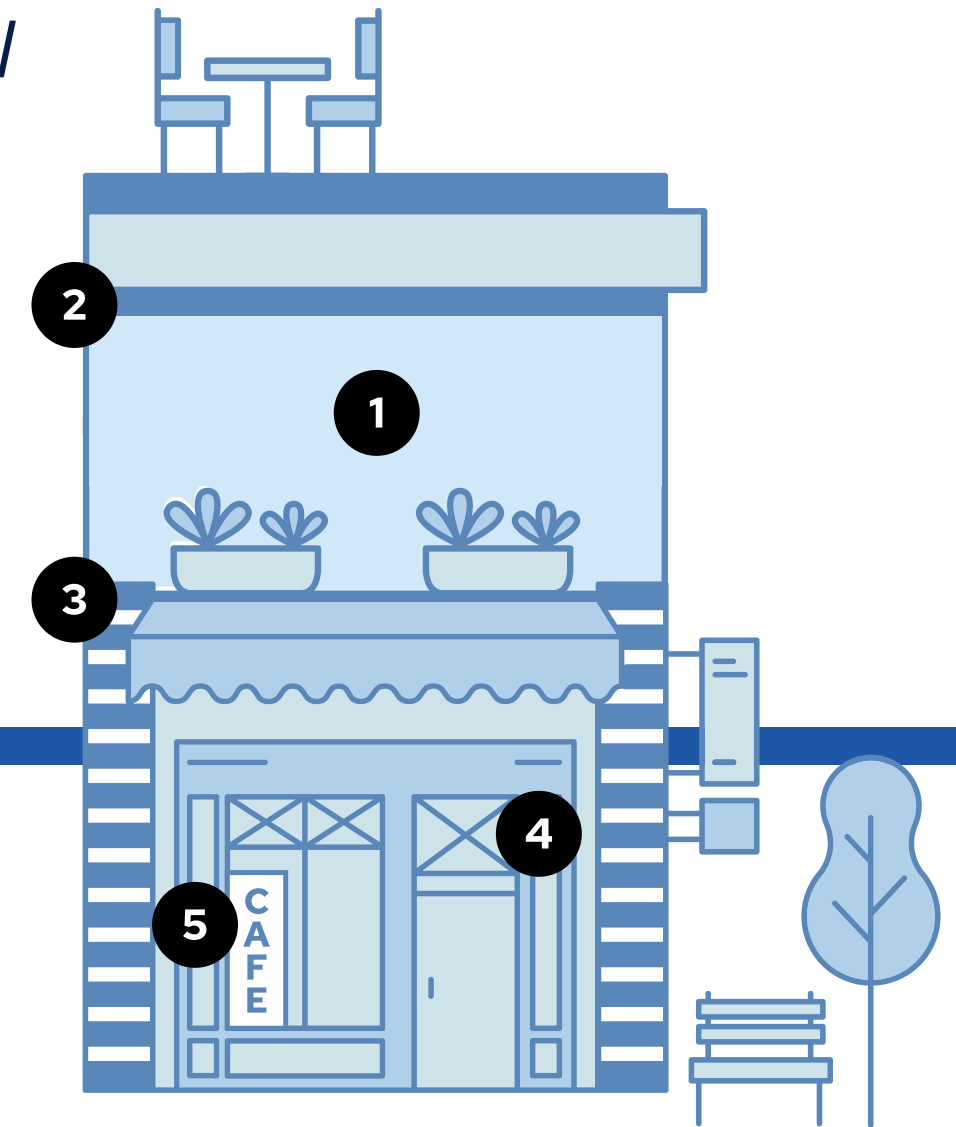
City Call Center.....651-266-8989
 Safety and Inspections.....651-266-8989
 Public Works.....651-266-6100
 Police (non-emergency).....651-299-1111

Animal Control.....651-266-1100
 Ramsey County Recycling.....651-633-3279
 First Call for Help.....211



Your Commercial Property Maintenance Guide

Take a few minutes to inspect your property for these common maintenance issues.



1. **Exterior Paint:** Chipping paint can be harmful and reflects low property values.
2. **Gutters & Downspouts:** If functioning improperly, can cause foundation damage and flooding.
3. **Physical Structure:** Lack of masonry tuckpointing can decrease structural integrity.
4. **Window Glazing:** Broken and cracked windows cause interior damage from the elements.
5. **Window Signage:** Be sure to check specific zoning regulations.
6. **Defacement:** Unwanted markings, carvings, graffiti and other damage can be distracting or offensive.
7. **Misplaced Garbage** is unsanitary and can lead to food for rodents and insects. Can also lead to others using your property as a dumping place which can cause hazards such as accidental fires.
8. **Parking Lots:** Without proper striping, lots can become dangerous.



Sidewalks can be one of the most neglected areas around a business and are the responsibility of the current tenant.



Top Preventative Maintenance Solutions

Use this handy checklist to keep your property in great shape and increase value.

- Is the exterior's condition clean, safe, and sanitary?
- Is the premise maintained free of weeds and unsightly grass growth?
- Are tree branches trimmed away from building and sidewalk alley?
- Are all painted surfaces free of cracking and chipping paint?
- Are all masonry joints properly tuckpointed?
- Is window glazing free from any cracks?
- Are gutters free of debris and draining properly?
- Are roof drains free of debris and draining properly?
- Are the grading and drainage systems maintained to prevent standing and stagnant water?
- Is the property free from marking, carving, graffiti, damage, or defacement?
- Are accessory structures including garages, fences, walls and sheds structurally sound and in good repair?
- Are all structures and exterior properties free of rodent harborage and infestation?
- Are sidewalks, driveways, parking areas and similar spaces maintained and free of hazardous conditions?
- Is the parking lot properly striped?
- Are all exits routes obstruction free?
- Are all fire extinguishers in place, fully charged, and have inspection tags?
- Are smoke alarms functioning correctly?
- Are emergency lights functioning correctly?
- Are all exits marked with reliable illuminated exit signs?
- Do all exit doors close and latch properly?

IMPORTANT CONTACTS:

City Call Center.....651-266-8989
 Safety and Inspections.....651-266-8989
 Public Works.....651-266-6100
 Street Maintenance.....651-266-9700

St. Paul Regional Water.....651-266-6350
 Parking Enforcement.....651-266-5585
 Code Enforcement.....651-266-8989