



**2018
BAIRD & WARNER
LANDLORD MAINTENANCE
CALENDAR**

by
Victor M. Lopez
Realtor



Baird & Warner

724 Ogden Avenue, Downers Grove, IL 60515

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Landlord Maintenance Calendar

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL	2 PAY PHONE & CABLE & BLD SECURITY BILL REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER	3 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE	4 PERFORM BUILDING MAINTENANCE PAY GARBAGE BILL INSPECT BLD ISSUES	5	6 SEND OUT TENANT NEWSLETTER
7	8 RENEW LEASE OR FILL VACANCIES	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Notes: REMOVE SNOW ON SNOW DAYS		

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Landlord Maintenance Calendar

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL	2 PAY PHONE & CABLE & BLD SECURITY BILL REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER	3 SEND OUT TENANT NEWSLETTER
4	5 PERFORM BUILDING MAINTENANCE PAY GARBAGE BILL INSPECT BLD ISSUES	6 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE	7 RENEW LEASE OR FILL VACANCIES	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	Notes: REMOVE SNOW ON SNOW DAYS		

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Landlord Maintenance Calendar

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes REMOVE SNOW ON ON SNOW DAYS				1 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL	2 PAY PHONE & CABLE & BLD SECURITY BILL REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER	3 SEND OUT TENANT NEWSLETTER
4	5 Replace Furnace Filter Replace Water Pad Filter in Furnace Humidifier	6 INSPECT BLD ISSUES RENEW LEASE OR FILL VACANCIES	7 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE	8 PERFORM BUILDING MAINTENANCE PAY GARBAGE BILL	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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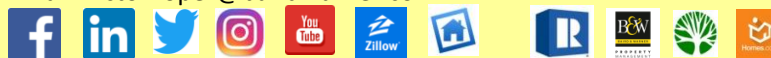
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Landlord Maintenance Calendar

April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL	2 PAY GARBAGE BILL PAY FOR LAWN MAINT. PAY FOR PEST CONTROL CHECK FURNACE FILTER CLEAN DRYER DUCTWORK	3 CLEAN CHIMNEY CLEAN GUTTERS POWERWASH DRIVEWAY INSPECT BLD ISSUES	4 CHECK DRIVEWAY ISSUES CHECK APPLIANCES REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER	5 PAY APT BLD TAXES CHECK SD & CMD BATTERIES	6 PAY PHONE & CABLE & BLD SECURITY BILL CHECK STATUS OF FIRE EXTINGUISHERS	7 SEND OUT TENANT NEWSLETTER
8	9 PERFORM BUILDING MAINTENANCE PAY GARBAGE BILL INSPECT BLD ISSUES	10 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE	11 REMOVE A/C COVER RENEW LEASE OR FILL VACANCIES	12	13	14
15	16 CUT GRASS, PULL WEEDS TRIM BUSHES TURN ON WATER FOUNTAIN	17	18 TURN ON SHUT OFF VALVE FOR OUTSIDE GAS AND WATER HOSE BIBBS	19	20	21
22	23	24	25	26	27	28 Baird & Warner Shred Event
29	30	Notes:				

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May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL	2 CLEAN CHIMNEY CLEAN GUTTERS POWERWASH DRIVEWAY	3 CHECK DRIVEWAY ISSUES CHECK APPLIANCES REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER	4 PAY PHONE & CABLE & BLD SECURITY BILL TAKE OUT GARDEN HOSE	5 SEND OUT TENANT NEWSLETTER
6	7 CHEM TREAT GRASS PAY GARBAGE BILL INSPECT BLD ISSUES	8 CHECK BRICK CONDITION AND TUCKPOINTING RENEW LEASE OR FILL VACANCIES	9 PERFORM BUILDING MAINTENANCE	10 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE	11	12
13	14	15	16 CUT GRASS, PULL WEEDS TRIM BUSHES	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Notes:	

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Landlord Maintenance Calendar

June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL	2 SEND OUT TENANT NEWSLETTER
3	4 PAY PHONE & CABLE & BLD SECURITY BILL PAY GARBAGE BILL INSPECT BLD ISSUES	5 CLEAN CHIMNEY CLEAN GUTTERS POWERWASH DRIVEWAY SHOVEL SNOW	6 WASH WINDOWS AROUND HOUSE Replace Furnace Filter WASH APT BLD SIDING	7 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE	8 CHECK DRIVEWAY ISSUES CHECK APPLIANCES REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER	9
10	11 PAINT TRIM AROUND HOUSE SEAL ASPHALT DRIVEWAY SEAL CONCRETE DRIVEWAY CRACKS	12 CHEM TREAT GRASS RENEW LEASE OR FILL VACANCIES	13 PERFORM BUILDING MAINTENANCE	14	15 CUT GRASS, PULL WEEDS TRIM BUSHES	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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Landlord Maintenance Calendar

July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL	2 CHEM TREAT GRASS PAY GARBAGE BILL	3 CHECK DRIVEWAY ISSUES CHECK APPLIANCES REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER	4 PAY PHONE & CABLE & BLD SECURITY BILL	5 PERFORM BUILDING MAINTENANCE INSPECT BLD ISSUES	6 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE	7 SEND OUT TENANT NEWSLETTER
8	9 INSPECT ROOF CONDITION	10 RENEW LEASE OR FILL VACANCIES	11 CLEAN CHIMNEY CLEAN GUTTERS POWERWASH DRIVEWAY SHOVEL SNOW INSPECT HOUSE ISSUES	12	13	14
15	16 CUT GRASS, PULL WEEDS TRIM BUSHES	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Notes:			

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Landlord Maintenance Calendar

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL	2 CLEAN CHIMNEY CLEAN GUTTERS POWERWASH DRIVEWAY SHOVEL SNOW INSPECT HOUSE ISSUES	3 CHECK DRIVEWAY ISSUES CHECK APPLIANCES REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER	4 SEND OUT TENANT NEWSLETTER
5	6 PAY PHONE & CABLE & BLD SECURITY BILL WASH WINDOWS AROUND HOUSE	7 CHEM TREAT GRASS PERFORM BUILDING MAINTENANCE PAY GARBAGE BILL	8 INSPECT BLD ISSUES RENEW LEASE OR FILL VACANCIES	9 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE	10	11
12	13	14	15	16 CUT GRASS, PULL WEEDS TRIM BUSHES	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Notes:

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Landlord Maintenance Calendar

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL
2	3 PAY PHONE & CABLE & HOME SECURITY BILL CHEM TREAT GRASS PAY GARBAGE BILL	4 CHECK DRIVEWAY ISSUES CHECK APPLIANCES REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER	5 Replace Furnace Filter Replace Water Pad Filter in Furnace Humidifier	6 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE	7 RENEW LEASE OR FILL VACANCIES	8 SEND OUT TENANT NEWSLETTER
9	10 PERFORM BUILDING MAINTENANCE INSPECT BLD ISSUES	11	12	13	14 CUT GRASS, PULL TRIM BUSHES	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Notes:					

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Landlord Maintenance Calendar

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL	2 PAY PHONE & CABLE & HOME SECURITY BILL	3 TURN OFF SHUT OFF VALVE FOR OUTSIDE GAS AND WATER HOSE BIBBS INSTALL A/C COVER	4 DRAIN GARDEN HOSE & BRING INSIDE GARAGE UNDERGROUND SPRINKLERS PURGE WATER	5 WINTERIZE OUTDOOR WATER FOUNTAIN REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER	6 SEND OUT TENANT NEWSLETTER
7	8 RAKE LEAVES PERFORM BUILDING MAINTENANCE PAY GARBAGE BILL INSPECT BLD ISSUES	9 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE	10 RENEW LEASE OR FILL VACANCIES	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Notes:		

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Landlord Maintenance Calendar

November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL	2 PAY PHONE & CABLE & HOME SECURITY BILL REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER	3 SEND OUT TENANT NEWSLETTER
4	5 PAY HOME TAXES CHECK SD & CMD BATTERIES	6 PERFORM BUILDING MAINTENANCE PAY GARBAGE BILL INSPECT BLD ISSUES	7 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE	8 RAKE LEAVES RENEW LEASE OR FILL VACANCIES	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	Notes: REMOVE SNOW ON SNOW DAYS

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Landlord Maintenance Calendar

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Notes: REMOVE SNOW ON SNOW DAYS					1 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL
2	3 PAY PHONE & CABLE & HOME SECURITY BILL REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER	4 INSPECT BLD ISSUES RENEW LEASE OR FILL VACANCIES	5 Replace Furnace Filter Replace Water Pad Filter in Furnace Humidifier	6 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE	7 PERFORM BUILDING MAINTENANCE PAY GARBAGE BILL	8 SEND OUT TENANT NEWSLETTER
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Garbage Pick Up Day	Notes:				

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Emergency Contact Information & Resources

24-HOUR EMERGENCY NUMBERS

Life-threatening fire, police,
or medical emergency

911

Open Fire Hydrant
Peoples Gas
ComEd

311
773-582-3878
800-334-7661

National Domestic Violence Hotline

800-799-7233

HOSPITALS AND MEDICAL SERVICES

Rush University Medical Center 312-942-5000
Emergency Department 312-942-6428
University of Illinois Hospital 312-996-7297
Emergency Room 312-947-0100
John H. Stroger, Jr. Hospital of Cook County 312-864-6000
Emergency Medicine 312-864-6000
Looking for local resources and services? 311
NAMI Chicago information & referral helpline: M - F 10 am – 5 pm 312-563-0445
Compassionate support and personalized referrals
Chicago Public Health District 312-746-8030

Crisis Textline:

text START to 741741

24/7 text message support
for those in crisis

Rape Victim Advocates:

888-293-2080

24/7 Chicago rape hotline

National Capital Poison Center

800-222-1222

National Suicide Prevention Lifeline

800-273-TALK
(800-273-8255)

24/7 free and confidential support
and crisis resources

National Runaway Switchboard:

800-RUNAWAY
(800-786-2929)

24/7 crisis support and resources
for runaway and homeless youth

Child Abuse Hotline:

800-25-ABUSE
(800-252-2873)

24/7 Illinois DCFS hotline
to report child abuse or neglect

Between Friends:

800-603-HELP
(800-603-4357)

24/7 domestic violence crisis line

NON-EMERGENCY NUMBERS

Illinois Warm Line 866-359-7953
Peer and family mental health support
by phone Weekdays M - F 9 am – 5 pm
Chicago Non-Emergency Assistance 411
Chicago Fire Department 312-745-3705
Chicago Police Department 312-747-8730
Emergency 911
Non-Emergency 312-746-6000
Cook County Sheriff 708-865-4700
Chicago Water Department 312-747-0508

TRANSPORTATION

Uber.com 800-353-8237
SafeRides.org 888-656-7233
CTA Transit 888-968-7282
Metra Transit 312-322-6777
Amtrak 800-872-7245
Bicycle Registration 312-746-6000
Amtrak 800-872-7245
Greyhound Bus Lines 800-231-2222
Pace Bus 847-364-7223

GOVERNMENT OFFICES

U.S. Immigration & Naturalization Service 312-353-7334
Internal Revenue Service 800-829-1040
Social Security Administration 800-772-1213
Illinois Department of Revenue 800-732-8866
FEMA 312-408-5500
Rental Assistance 311

CREDIT REPAIR:

Nationwide Credit Clearing 773-862-7700

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