



2019 BAIRD & WARNER LANDLORD MAINTENANCE CALENDAR

by
Victor M. Lopez
Realtor



Baird & Warner

724 Ogden Avenue, Downers Grove, IL 60515

C: 630-660-1292 O: 630-964-1855 F: 630-964-8619

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<http://www.myplaceinchicago.com/>

Email: victor.lopez@bairdwarner.com

Landlord Maintenance Calendar

January 2019

| 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 SEND OUT TENANT NEWSLETTER |
| 6 | 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 | 29 | 30 | 31 | Notes: REMOVE SNOW ON SNOW DAYS | |

Victor M. Lopez

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Landlord Maintenance Calendar

February 2019

| 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 REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER | 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 2019

| 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 SEND OUT TENANT NEWSLETTER |
| 3 | 4 PAY PHONE & CABLE & BLD SECURITY BILL REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER | 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 | Notes: | | | | | |

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April 2019

| 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 SEND OUT TENANT NEWSLETTER |
| 7 | 8 PAY PHONE & CABLE & BLD SECURITY BILL CHECK STATUS OF FIRE EXTINGUISHERS | 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 CUT GRASS, PULL WEEDS TRIM BUSHES TURN ON WATER FOUNTAIN | 16 | 17 TURN ON SHUT OFF VALVE FOR OUTSIDE GAS AND WATER HOSE BIBBS | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 Baird & Warner Shred Event |
| 28 | 29 | 30 | Notes: | | | |

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May 2019

| 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 SEND OUT TENANT NEWSLETTER |
| 5 | 6 PAY PHONE & CABLE & BLD SECURITY BILL TAKE OUT GARDEN HOSE | 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 CUT GRASS, PULL WEEDS TRIM BUSHES | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | Notes: |

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Landlord Maintenance Calendar

June 2019

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|---|--|---|--|--|--|
| | | | | | | 1 SEND OUT TENANT NEWSLETTER |
| 2 | 3 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL | 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 |
| 9 | 10 CHECK DRIVEWAY ISSUES CHECK APPLIANCES REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER | 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 CUT GRASS, PULL WEEDS TRIM BUSHES | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | Notes: | | | | | |

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July 2019

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| | 1 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL | 2 CHECK DRIVEWAY ISSUES CHECK APPLIANCES REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER | 3 PAY PHONE & CABLE & BLD SECURITY BILL CHEM TREAT GRASS PAY GARBAGE BILL | 4 PERFORM BUILDING MAINTENANCE INSPECT BLD ISSUES | 5 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE | 6 SEND OUT TENANT NEWSLETTER |
| 7 | 8 INSPECT ROOF CONDITION | 9 RENEW LEASE OR FILL VACANCIES | 10 CLEAN CHIMNEY CLEAN GUTTERS POWERWASH DRIVEWAY SHOVEL SNOW INSPECT HOUSE ISSUES | 11 | 12 | 13 |
| 14 | 15 CUT GRASS, PULL WEEDS TRIM BUSHES | 16 | 17 | 18 | 19 | 20 |
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Landlord Maintenance Calendar

August 2019

| 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 SEND OUT TENANT NEWSLETTER |
| 4 | 5 CHECK DRIVEWAY ISSUES CHECK APPLIANCES REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER | 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 CUT GRASS, PULL WEEDS TRIM BUSHES | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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Landlord Maintenance Calendar

September 2019

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|--|---|--|---|-------------------------------------|
| 1 | 2 PAY MORTGAGE PAY GAS BILL PAY ELECTRIC BILL PAY WATER BILL | 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 Replace Water Pad Filter Furnace Humidifier | 6 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE | 7 |
| 8 | 9 RENEW LEASE OR FILL VACANCIES | 10 PERFORM BUILDING MAINTENANCE INSPECT BLD ISSUES | 11 | 12 | 13 | 14 SEND OUT TENANT NEWSLETTER |
| 15 | 16 | 17 | 18 | 19 | 20 CUT GRASS, PULL TRIM BUSHES | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | Notes: | | | | |

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Landlord Maintenance Calendar

October 2019

| 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 SEND OUT TENANT NEWSLETTER |
| 6 | 7 WINTERIZE OUTDOOR WATER FOUNTAIN REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER | 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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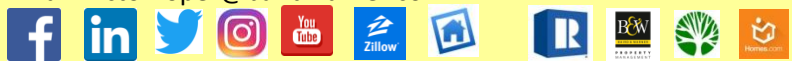
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Landlord Maintenance Calendar

November 2019

| 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 & HOME SECURITY BILL REPLACE WATER FILTER IN REFRIGERATOR OR IN BASEMENT WATER METER | 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 REMOVE SNOW ON SNOW DAYS |

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Landlord Maintenance Calendar

December 2019

| 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 INSPECT BLD ISSUES RENEW LEASE OR FILL VACANCIES | 4 Replace Furnace Filter Replace Water Pad Filter in Furnace Humidifier | 5 COLLECT RENT PAY APT BLD INSURANCE UPDATE ACCOUNTS PAYABLE | 6 PERFORM BUILDING MAINTENANCE PAY GARBAGE BILL | 7 SEND OUT TENANT NEWSLETTER |
| 8 | 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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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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