

MOLINE HOUSING AUTHORITY

Maintenance & Excess Utility Charges Policy

N/A = Not Applicable

CC = Current Cost

Maintenance Task	Material Cost	Labor Cost	Total Cost
SCREEN DOORS			
Replace aluminum door - complete	\$263.00	\$ 44.00	\$ 307.00
Replace door handle	\$ 12.00	\$ 11.00	\$ 23.00
Replace door closure	\$ 12.00	\$ 11.00	\$ 23.00
WINDOW SCREENS			
Replace window screen	\$ 7.00	\$ 22.00	\$ 29.00
New screen & frame	CC	\$ 22.00	CC + \$22.00
ENTRANCE DOORS			
Replace door	CC	\$ 44.00	CC + \$44.00
New LSDA lock set	\$103.00	\$ 22.00	\$ 125.00
New Schlage lock set	\$ 50.00	\$ 22.00	\$ 72.00
Change lock	\$ 20.00	\$ 22.00	\$ 42.00
Replace window frame	CC	\$ 44.00	CC + \$44.00
Replace magnetic weather strip	CC	\$ 22.00	CC + \$22.00
KEYS/LOCKOUTS			
Make new key	\$ 2.00	\$ 11.00	\$ 13.00
Unlock after hours	N/A	\$ 65.00	\$ 65.00
Unlock during hours	N/A	\$ 22.00	\$ 22.00
Key fob (Entry card)	\$10.00	N/A	\$10.00
INTERIOR DOORS			
Replace closet single bi-fold door	CC	\$ 44.00	CC + \$44.00
Replace closet double bi-fold door	CC	\$ 44.00	CC + \$44.00
Replace door knob passage	\$ 14.00	\$ 22.00	\$ 36.00
Replace door stops	\$ 0.60	\$ 11.00	\$ 11.60
New Bedroom Door	CC	\$ 44.00	CC + \$44.00
New Bathroom Door	CC	\$ 44.00	CC + \$44.00
Replace door knob privacy	\$18.00	\$22.00	\$40.00

Maintenance Task	Material Cost	Labor Cost	Total Cost
WINDOWS			
Replace window glass	CC	\$ 44.00	CC + \$44.00
Replace balancer	\$ 14.00	\$ 22.00	\$ 36.00
Replace window lock	\$ 3.00	\$ 11.00	\$ 14.00
Replace shade or blind	CC	\$ 11.00	CC + \$11.00
APPLIANCES			
Replace entire range	CC	\$ 44.00	CC + \$44.00
Replace entire refrigerator	CC	\$ 44.00	CC + \$44.00
Range control knobs	CC	\$ 11.00	CC + \$11.00
Replace oven door handle	CC	\$ 22.00	CC + \$22.00
Replace stove burner	CC	\$ 22.00	CC + \$22.00
Replace refrigerator door gasket	CC	\$ 22.00	CC + \$22.00
Replace refrigerator kick plate	CC	\$ 22.00	CC + \$22.00
Replace refrigerator crisper shelf	\$ 40.00	\$ 22.00	\$ 62.00
KITCHEN CABINETS AND SINK			
New kitchen door pull handle	\$ 1.30	\$ 11.00	\$ 12.30
New door hinges	\$ 5.00	\$ 11.00	\$ 16.00
Replace cabinets	CC	\$22/hr	CC + \$22/hr
Replace cabinet doors	CC	\$ 22.00	CC + \$22.00
Replace Cabinet Shelf, upper	CC	\$ 22.00	CC + \$22.00
Replace cabinet shelf, under sink	CC	\$ 22.00	CC + \$22.00
New countertop almond	CC	\$ 88.00	CC + \$88.00
Faucet	CC	\$ 44.00	CC + \$44.00
End cap	CC	\$ 22.00	CC + \$22.00
New strainer basket	\$ 5.00	\$ 11.00	\$ 16.00

Maintenance Task		Material Cost	Labor Cost	Total Cost
BATHROOM				
Replace towel rack		\$ 21.00	\$ 22.00	\$ 43.00
Replace toilet tissue holder		\$ 13.50	\$ 22.00	\$ 35.50
Replace medicine cabinet mirror		CC	\$ 22.00	CC + \$22.00
New shower curtain rod		\$ 7.00	\$ 22.00	\$ 29.00
Replace toilet seat		\$ 12.00	\$ 22.00	\$ 34.00
New toilet tank lid/Base/Tank		CC	\$ 22.00	CC + \$22.00
Reattach sink to wall - labor only		N/A	\$ 66.00	\$ 66.00
Replace sink		CC	\$ 66.00	CC + \$66.00
Replace lavatory leg pairs w/esc		\$ 16.00	\$ 22.00	\$ 38.00
Tub handle - per handle		CC	\$ 22.00	CC + \$22.00
New soap holder		\$ 5.00	\$ 22.00	\$ 27.00
Replace shower head		\$ 4.50	\$ 11.00	\$ 15.50
Replace tank lever		\$ 5.00	\$ 11.00	\$ 16.00
Tub chain 15" & stopper		\$ 2.00	\$ 11.00	\$ 13.00
Tub spout w/ diverter		CC	\$ 22.00	CC + \$22.00
Tub stop rock assembly		\$ 24.00	\$ 22.00	\$ 46.00
PLUMBING STOPPAGES				
Unclog washer, kitchen sink, tub and toilet drains w/ a chemical or drain snake		CC	\$ 22.00	CC + \$22.00
Unclog by removing toilet		CC	\$22/hr	CC + \$22/hr
Outside professional service		CC	CC	CC
EXCESS UTILITY CHARGES				
Air Conditioner		\$120.00	\$ -	\$ 120.00
AC Materials (Move Out Proposed)/AC		\$ 25.00	\$ -	\$ 25.00
Freezers/Refrigerators/yr		\$108.00	\$ -	\$ 108.00
Laundry Card (If Lost)		\$ 10.00	\$ -	\$ 10.00
Visitor Parking Pass (If Lost) - Each		\$ 5.00	\$ -	\$ 5.00
Approved Tenant Washer and/or Dryer/month		\$ 20.00	\$ -	\$ 20.00
Installation or removal of AC			\$ 45.00	\$ 45.00

Maintenance Task	Material Cost	Labor Cost	Total Cost
ELECTRICAL			
New switch cover or receptacle cover	\$ 1.00	\$ 11.00	\$ 12.00
New switch or receptacle	\$ 7.50	\$ 11.00	\$ 18.50
Replace porch light fixture	\$ 47.00	\$ 22.00	\$ 69.00
Replace bathroom light fixture - 14" 2 bulb	\$ 39.00	\$ 22.00	\$ 61.00
Replace bedroom light fixture	\$ 18.00	\$ 22.00	\$ 40.00
Replace bedroom light fixture glass (wall)	\$ 6.00	\$ 11.00	\$ 17.00
Replace ceiling 12x12 light fixture w/ glass	\$ 17.00	\$ 22.00	\$ 39.00
Replace ceiling 12x12 light fixture glass	\$ 5.00	\$ 11.00	\$ 16.00
GFI receptacle	\$ 25.00	\$ 22.00	\$ 47.00
New cover - cable plate	\$ 2.00	\$ 11.00	\$ 13.00
New bulb - 60 watt	\$ 2.00	\$ 11.00	\$ 13.00
3-way switch	\$ 1.00	\$ 11.00	\$ 12.00
20 amp receptacle	\$ 6.00	\$ 11.00	\$ 17.00
FLOORS/WALLS			
Replace vinyl floor tile - per sq. ft.	\$ 3.00	\$22/hr	Sq Ft+\$22/hr
Replace cove base	CC	\$22/hr	CC + \$22/hr
Replace ceramic floor or wall tile - per sq. ft.	CC	\$22/hr	CC + \$22/hr
Paint interior walls & ceiling	CC	\$22/hr	CC + \$22/hr
Repair walls or ceiling	CC	\$22/hr	CC + \$22/hr
Clean walls & ceiling	CC	\$22/hr	CC + \$22/hr
Remove wall paper per room	CC	\$22/hr	CC + \$22/hr
HEATING/COOLING			
Replace wall thermostat	\$ 31.00	\$ 22.00	\$ 53.00
Replace wall fin tube covers	CC	\$ 22.00	CC + \$22/hr
EXTERMINATION			
The Authority pays for monthly extermination; however, if resident does not have cabinets and food storage areas empty and ready for spraying, the exterminator will be required to revisit the unit. Residents shall pay all exterminator revisit costs	Monthly Revisit Cost		\$ 20.00

Maintenance Task	Material Cost	Labor Cost	Total Cost
YARDS/ROOFS			
Remove trash from roof	N/A	\$ 25.00	\$ 25.00
Remove trash from yard	N/A	\$ 25.00	\$ 25.00
Tow vehicle (Light) Contractor	N/A	CC	CC
Tow vehicle (Heavy - Over 1 Ton) Contractor	N/A	CC	\$ 90.00
Remove Pet Waste	N/A	\$ 25.00	\$ 25.00
OTHER COSTS			
Tenant damaged/missing S-A/CO Combo - regular	\$ 52.00	\$ 11.00	\$ 63.00
Tenant damaged/missing S-A/CO Combo - hearing impaired	CC	\$ 22.00	CC + \$22.00
Battery (damaged/missing) - 9 volt	\$ 2.50	\$ 11.00	\$ 13.50
Curtain rod	\$ 8.00	\$ 22.00	\$ 30.00
Curtain rod bracket	\$ 2.00	\$ 22.00	\$ 24.00
Coat hook	\$ 4.00	\$ 11.00	\$ 15.00
Mail Box	CC	\$ 22.00	CC + \$22.00
Site call miscellaneous - after hours	CC	\$ 65.00	
MOVE OUT CHARGES			
Remove trash/furniture (Level Pickup Truck Load)	N/A	\$88/load	\$88/load
Clean floors	N/A	\$ 44.00	\$ 44.00
Clean windows	N/A	\$ 44.00	\$ 44.00
Clean bathtub	N/A	\$ 22.00	\$ 22.00
Clean cabinets	N/A	\$ 44.00	\$ 44.00
Kitchen sink	N/A	\$ 22.00	\$ 22.00
Clean toilet	N/A	\$ 22.00	\$ 22.00
Clean bathroom sink	N/A	\$ 22.00	\$ 22.00
Clean stove - minor	N/A	\$ 40.00	\$ 40.00
Clean stove - medium	NA	\$80.00	\$ 80.00
Clean stove - major	N/A	\$125.00	\$ 125.00
Clean refrigerator	N/A	\$ 44.00	\$ 44.00

NOTE: Any items not included will be replacement value and actual labor costs.

NOTE: The charges for material and task are damages above normal wear and tear.

NOTE: The charge for 9-Volt batteries for use in smoke or CO detector is \$0.00.

NOTE: All labor charges are \$20/hr based on business hours except for after hour lock outs.

Adopted: _____

Resolution Number: _____