

## **Marblehead Housing Authority Deferred Maintenance Plan**

**Deferred Maintenance** is maintenance upgrades, or repairs that are **deferred** to a future budget cycle or postponed for some other reason.

The purpose of our Deferred Maintenance Plan is to ensure that an identified deficiency, that cannot be addressed immediately, is not overlooked.

There are two ways that an item might be added to the Deferred Maintenance Plan.

- 1.) Work originating from a work order**
- 2.) Maintenance Item that is found but can not be addressed immediately**

### **Deferred Maintenance Plan Should be Used For:**

- 1. Items Best Completed When Unit is Vacant**
- 3. Lack of Funding**
- 4. Efficiency – Items can be grouped together by location, task or trade**
- 5. Organizational and Upkeep Tasks**
- 6. Items that are seasonal work found outside of that season**

### **Deferred Maintenance Plan Should Not Be Used For:**

- 1. Life & Safety Items**
- 2. Work Order Backlog**
- 3. Small/Minor Items**

The Deferred Maintenance Plan will be visited monthly, if necessary, in a meeting that involves the Maintenance Staff and the Director of Maintenance and/or Executive Director. In this meeting, upcoming tasks to be completed can be identified, and reprioritization of the Deferred Maintenance Plan can be done as needed.

**Marblehead Housing Authority  
Deferred Work Order Report**

Filter Criteria Includes: 1) Program: All Programs 2) Project: 3) Types: All Types 4) Deferred Reason: N/A 5) Employee: All, 6) Completed Date: 9/1/2021 to 9/16/2025

<b>Work Order Number</b>	<b>Completed Date/Time</b>	<b>Deferred Reason</b>	<b>Deferred Type</b>
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No information for selected criteria.

*End of Report*