

MAINTENANCE SKILLS/TOOLS CHECKLIST

Name:	Apt. Community:			Date:	
Position Applying For:	Skill & Experience Level:			Do you own tools for this work?	
Please mark all that apply:	<u>None</u>	<u>Limited</u>	<u>Proficient</u>	<u>Yes</u>	<u>No</u>
Pools/Spas					
Clean- Vacuum - Backwash					
Balance Chemicals					
Disassemble Filter					
Replace Shut-off Valve					
Replace Pump					
Replace Heater					
Replace Filter					
Grounds					
Operate Back Pack Blower					
Locks					
Duplicate Keys					
Rekey a Lock					
Install/Remove a Deadbolt					
Painting					
Paint Interior Walls					
Operate an Airless Sprayer					
Heat/AC					
Replace Filters					
Perform Preventative Maintenance					
Replace Thermostat					
Replace Fan Motor					
Diagnose Problems					
Electrical					
Replace Sockets Plug Ins					
Replace Light Fixtures					
Replace Breakers					
Troubleshoot Electrical Problems					
Appliances					
Unstick Garbage Disposals					
Replace Garbage Disposal					
Replace Dishwasher					
Install Dishwasher Pump					
Replace Dishwasher Timer					
Adjust Timer					
Remove Impeller					
Install Range Element					
Install Oven Element					
Install Refrigerator Thermostat					
Install Icemaker					
Install Oven Thermostat					
Repair Microwave Ovens/Troubleshoot					
Repair Washing Machines					

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Repair Dryers					
Screens/Windows					
Repair Screens					
Construct Screens					
Install Pin Locks					
Plumbing					
Oil Circulation Pumps					
Install Circulating Pumps					
Flush Out Water Heaters					
Replace Washers					
Replace Faucet & Handles					
Replace Sinks					
Remove/Replace PTrap					
Remove/Replace Toilet & Wax Ring					
Repair/Replace Ballcock					
Use Auger/Sewer Snake					
Sweat Copper Lines					
Replace Thermocouple					
Other					
Install Smoke Alarms					
Install CO Detectors					
Replace Baseboards					
Replace Doors					
Make Cabinet Drawers					
Repair Sheetrock (Drywall)/ Texture					
Personal Skills - Not Previously Listed					
Other Notes					

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