

Homes	Staff Responsibilities	Maintenance Responsibilities	Seasonal Volunteer Jobs
Abraham Blue Ash Broadbush Gardenside Lavon Wendhaven	Maintenance Ticket Submission - Manager Replacing accessible light bulbs Replacing HVAC filters Flowerbed Work Indoor Window Washing Salt Pickup Snow Removal - Walkway Fire Extinguisher Maintenance	Room Painting Assembly of Large Purchased Items Reasonable Furniture Moving Mulching Leaves Inspection of Appliances that are Reported Hanging Large Pictures and Blinds Mowing Edging Trimming Bushes Mulching Spraying Weeds/Roundup Snow Removal - Driveway Salt Purchasing Ordering Replacement Appliances Scheduling/Meeting with Contractors *Possible Walk Clearing of Snow	Gutter Cleaning Raking Leaves Outdoor Window Washing Mulching Landscaping Flower bed work
Huntsview (Rental)	Maintenance Ticket Submission - Manager Replacing accessible light bulbs Replacing HVAC filters Flowerbed Work Indoor Window Washing Salt Pickup Snow Removal - Walkway Fire Extinguisher Maintenance	Reporting Major Maintenance Issues to Owner Assembly of Large Purchased Items Reasonable Furniture Moving Mulching Leaves Inspection of Appliances that are Reported Mowing Edging Trimming Bushes Mulching Spraying Weeds/Roundup Snow Removal - Driveway Salt Purchasing *Possible Walk Clearing of Snow	Gutter Cleaning Raking Leaves Outdoor Window Washing Mulching Landscaping Flower bed work
Barnes Home (Not CICL Property)	Fire Extinguisher Maintenance	Mowing Edging	Gutter Cleaning Raking Leaves Outdoor Window Washing Mulching Landscaping Flower bed work
<b>MVIO Properties:</b> Brantford Burman Cliffwood Endicott Greencroft Lincoln Park Porter Drive Westbrook Mill Trace Pepper Hill Selma Sherry Drive 1985 Swallowtail Taywood Village Green Wenger Woodridge Garvin Bromwick Hornwood Aberdeen - Salem Woods Apartments	Maintenance Ticket Submission - Manager Replacing accessible light bulbs Replacing HVAC filters Flowerbed Work Indoor Window Washing Salt Pickup Snow Removal - Walkway Fire Extinguisher Maintenance	Reporting of Issues To MVIO Inspection of Appliances that are Reported (Unless Forwarded to MVIO) Inspection/Light Maintenance Reasonable Furniture Moving Assembly of Large Purchased Items Reasonable Furniture Moving Salt Purchasing Minor Plumbing Issues *Possible Walk Clearing of Snow	Gutter Cleaning Mulching Landscaping Outdoor Window Washing Flower bed work

\* If PA & PD determine DSP is not able to do so then it can be referred to Maintenance as a request