



ABSENTEE SHAWNEE HOUSING
AUTHORITY

Version #: 2

Title: Maintenance Standard Labor Charge Book

Date Created: 06/24/2009
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Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy: Maintenance Standard Labor Charge Book

MAINTENANCE STANDARD LABOR CHARGE ESTIMATE AMOUNTS

(Prices may vary depending on the extent of the damage/trash or type of material's needed to return unit to a decent, safe, and sanitary state)

ASHA has tried to address all areas of maintenance and supplies. If an issue arises that is not addressed in this book it will be dealt with on a case by case basis.

REVISED October 23, 2013



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SANITATION AND HOUSEKEEPING

MAINTENANCE ITEM	CHARGE
1. Pick-up of trash and garbage allowed to accumulate inside the house	\$50.00-\$200.00
2. Pick-up of loose trash and garbage in the yard	\$50.00-\$200.00
3. Cleaning of Kitchen/Dining area (countertops, floors, venthood, refrigerator, range, windows, light fixtures, sink, walls, baseboards, back splash, & cabinets)	\$25.00-\$200.00
4. Cleaning of Bathrooms & Laundry area (Countertops, floors, windows, light fixtures, sink, tub, toilet, walls, baseboards, medicine cabinet, & vanity cabinets)	\$25.00-\$200.00
5. Cleaning of Living Room (light fixtures, windows, floors, baseboards, walls, & window sills)	\$25.00-\$100.00
6. Cleaning of a Bedroom (light fixtures, windows, floors, baseboards, walls, & window sills)	\$25.00-\$100.00
7. Cleaning of Garage (walls & floors)	\$25.00-\$100.00
8. Hauling away of inoperable vehicles	Wrecker called at tenants Expense
9. Maintenance labor charge	\$15.00 (per hour/per person)
10. Charge for service call (when work order is issued-but nothing found wrong or needs repair)	\$15.00 (normal business hours) \$25.00 (non-business hours)
11. All other service calls for items that are not normal wear will be billed to tenant for labor at \$15.00 per hour during normal business hours, with a \$15.00 minimum, plus material costs; or \$25.00 per hour during non-business hours, with a \$25.00 minimum, plus material costs.	



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Above charges will be determined by the condition of the unit (rated as LIGHT, MODERATE, OR SEVERE) at the time of the move-out inspection performed by ASHA.



**CHARGES MAY VARY ON SOME ITEMS DUE TO THE TYPE AND/OR
SIZE OF ITEM NEEDED.**

EXTERIOR REPAIRS

MAINTENANCE ITEM	CHARGE
1. Repair exterior door or jamb	\$25.00-\$75.00
2. Replace exterior door	\$300.00
3. Replace exterior door frame	\$450.00
4. Paint exterior door frame	\$ 25.00
5. Replace striker plate	\$ 10.00
6. Replace storm door	\$185.00
7. Replace storm door closer	\$ 20.00
8. Replace storm door handle	\$ 20.00
9. S-hook for storm door	\$ 10.00
10. Replace panel at bottom of storm door	\$ 20.00
11. Replace or repair window (storm door)	\$ 50.00
12. Replace storm window insert-pane & frame	\$ 50.00
13. Replace or repair screen	\$ 20.00
14. Replace broken single pane glass	\$50.00-\$200.00
15. Replace entire window	\$150.00- \$400.00
16. Power wash mud and etc. from siding	\$25.00-\$75.00
17. Clean graffiti (depending on area damaged)	\$25.00-\$125.00
18. Replace splash block	\$ 10.00
19. Replace sillcock	\$ 40.00
20. Replace mail box	\$ 40.00
21. Replace porch light	\$ 40.00
22. Replace porch post	\$ 50.00
23. Power wash oil from drive or carport	\$100.00
24. Replace overhead garage door & garage door lock	\$500.00(1car) or \$700.00 (2-car)
25. Replace garage door lock	\$20.00
26. Replace seal around overhead door	\$50.00
27. Replace door viewer	\$ 10.00
28. Roof Repair (due to satellite installation or other damage)	\$75.00-\$200.00
29. Replace downspout	\$ 30.00



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30. Replace downspout L (90°)	\$ 20.00
31. Replace guttering	(contractor called at tenant's expense)
32. Replace motion light	\$ 40.00
33. Replace motion light bulb	\$ 10.00



INTERIOR REPAIRS

MAINTENANCE ITEM	CHARGE
1. Painting bedroom	\$50.00 (per coat)
2. Painting kitchen/dining room	\$75.00 (per coat)
3. Painting bathroom/laundry area	\$50.00 (per coat)
4. Painting hallway	\$50.00 (per coat)
5. Painting living room	\$75.00 (per coat)
6. Painting garage	\$100.00(per coat)
7. Spot paint	\$30.00 (minimum)
8. Kilz per room (coating to prevent stains or dark colors from bleeding through)	\$50.00 per room
(Costs for painting unit, after tenant vacates, will be paid by ASHA unless the tenant has been in occupancy less than one year)	
9. Replace carpet	\$ 20.00 (per sq. yd)
10. Floor tile, remove & install	\$ 10.00 (each/vinyl) \$20.00 (each/ceramic)
11. Replace dryer vent	\$ 30.00
12. Replace smoke detector	\$ 45.00
13. Replace door (slab only)	\$100.00
14. Replace interior door jamb	\$100.00
15. Replace bi-fold doors (each set)	\$100.00
16. Replace window lock	\$ 10.00
17. Replace switches or receptacle plate	\$ 5.00
18. Replace door strike	\$ 5.00
19. Replace closet rod	\$ 30.00
20. Baseboard & trim	\$ 5.00 (per foot)
21. Repair hole in wall (up to 12"x12")	\$ 30.00
22. Repair hole in wall (over 12"x12")	\$ 50.00
23. Replace wall saver	\$ 5.00
24. Replace closet door guide	\$ 25.00
25. Replace drawer guide	\$ 20.00
26. Replace drawer roller	\$ 20.00
27. Cabinet work	\$15.00 (per hour + material cost)
28. Cabinet hinge	\$ 10.00 each
29. Replace Formica counter	\$ 15.00 (per hr + material cost)
30. Cabinet handle	\$ 10.00
31. Replace entire light fixture	\$ 30.00
32. Replace light globe	\$ 15.00



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33. Replace damaged light bulbs	\$ 5.00
34. Replace damaged emergency bulbs	\$ 7.00
35. Recharge fire extinguisher	\$ 25.00
36. Replace fire extinguisher	\$ 40.00 (2 ½ lb.) \$60.00 (5lb)
37. Replace sliding patio screen door	\$ 50.00
38. Replace patio door handle	\$ 15.00
39. Replace vinyl mini blinds	\$ 10.00- \$50.00 (depends on size)
40. Replace faux wood blinds	\$ \$50.00-\$100.00(depends on size)



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LOCKS AND KEYS

MAINTENANCE ITEM	CHARGE
1. Replace or change exterior lock	\$25.00 (per lock)
2. Provide extra key	\$ 5.00
3. Occupant lock-out/office hours	\$15.00
4. Occupant lock-out/after office hours	\$25.00
5. Replace interior door knob	\$20.00
6. Change locks at tenants request	\$25.00 (per lock)
7. Replace bathroom door knob	\$25.00

ELECTRICAL REPAIRS

MAINTENANCE ITEM	CHARGE
1. Replace receptacle or switch	\$15.00
2. Replace light fixture	\$30.00
3. Replace A/C fuse block	\$25.00
4. Replace door bell & door chime	\$60.00
5. Porcelain pull chain light fixture	\$20.00
6. Replace GFI plugs	\$15.00



PLUMBING REPAIRS

MAINTENANCE ITEM	CHARGE
1. Correct stoppage in sink, tub, lavatory drain (remove trap), washer	\$30.00
2. Correct stoppage in sink, tub, lavatory drain, washer drain with sewer machine	\$30.00-\$75.00
3. Correct stoppage in toilet bowl with hand crank	\$30.00
4. Correct stoppage in toilet bowl with sewer machine	\$30.00
5. Unstop sewer line with sewer machine	\$75.00
6. If plumber is needed to correct any stoppage caused by tenant misuse or neglect, tenant will be responsible for the total cost of repairs/charges.	
4. Pull stool and re-set	\$30.00
5. Replace toilet seat and cover	\$35.00
6. Replace bathtub trip lever	\$30.00
7. Replace lavatory pop up	\$25.00
8. Replace towel rack	\$20.00
10. Replace stainless steel kitchen sink	\$120.00
11. Replace sink strainer	\$12.00
12. Replace toilet flush valve handle	\$11.00
13. Replace shower head	\$20.00
14. Replace tub or faucet handle	\$15.00
15. Replace shower curtain rod	\$20.00
16. Replace faucet	\$85.00
17. Medicine cabinet (complete)	\$118.00
18. Replace sewer cap	\$25.00
19. Tub or sink stopper	\$10.00
20. Replace fluid master	\$15.00
21. Replace flush valve	\$15.00
22. Replace toilet	\$300.00
23. Replace washer box	\$150.00
24. Replace heat/vent/light in bathroom	\$130.00



RANGES & RANGEHOODS

MAINTENANCE ITEMS	CHARGE
1. Replace surface unit control knob	\$ 20.00
2. Replace oven control knob	\$ 20.00
3. Replace top grates	\$ 40.00
4. Replace burner bowls	\$5.00 each
5. Replace oven rack	\$ 40.00
6. Replace electronic igniter	\$ 60.00
7. Replace electronic control panel	\$150.00
8. Replace oven door	\$175.00
9. Replace oven door glass only	\$50.00 each (inside & outside)
10. Replace oven door handle	\$50.00
11. Replace range	\$400.00***
12. Replace range hood (30")	\$85.00***
13. Replace microwave range hood	\$225.00***
14. Replace glass turntable in microwave	\$25.00

REFRIGERATORS

MAINTENANCE ITEM	CHARGE
1. Replace door handles	\$45.00 each
2. Replace drawers	\$75.00 each
3. Replace wire shelves	\$50.00 each
4. Replace tempered glass shelves	\$100.00each
5. Replace door bins	\$40.00 each
6. Replace refrigerator	\$725.00

***Charges for replacement of appliances will be pro-rated according to life span and time that appliance has been used by tenant.



DISHWASHERS

1. Replace control panel	\$150.00
2. Replace upper rack with sprayer	\$175.00
3. Replace lower rack	\$50.00
4. Replace silverware basket	\$50.00
5. Replace garbage disposal	\$100.00
6. Replace dishwasher	\$480.00***

HEATING REPAIRS

MAINTENANCE ITEMS	CHARGE
1. Replace or repair vents	\$25.00
2. Replace return air grille	\$30.00
3. Replace thermostat (Heat & A/C)	\$45.00
4. Replace Hot water tank	\$650.00

LANDSCAPING & LAWN CARE

MAINTENANCE ITEM	CHARGE
1. Correct lawn damage	\$40.00 (minimum)
2. Trimming of trees & shrubs	\$35.00 (minimum)
3. Fence repair	\$40.00 (minimum)
4. Mow, weed eat, & edge	\$50.00-\$250.00