

ELBA HOUSING AUTHORITY
1207 N. CLAXTON AVENUE
ELBA, ALABAMA 36323
(334) 897-2737—Telephone
(334) 897-3834—Fax
elbaha1130@charter.net

**MAINTENANCE SERVICE CHARGES FOR REPAIRS/SERVICES FOR REASONS
OTHER THAN FAIR WEAR AND TEAR**

Effective: March 1, 2009

These updated charges are applicable to all repairs, services and replacements caused by acts other than tenant generated "fair wear and tear". These charges have been reviewed and approved by the Board of Commissioners and will apply for all HUD assisted low-income housing units controlled by the Authority.

This list is not an "all inclusive" listing of charges. Charges for tenant caused damages not specifically included on this list will be established on a case-by-case basis, utilizing the actual cost of materials plus labor.

Service calls after duty hours, weekends, and holidays will be limited to emergency situations only. Normally, emergencies are defined as follows:

1. **NO HEAT**
2. **NO ELECTRICITY**
3. **RUNNING WATER (LEAKS IN WALLS, BROKEN WATER LINES, ETC.)**
4. **DAMAGED OR UNSECURED UNIT**
5. **TENANT LOCKED OUT**
6. **FIRE DAMAGE**
7. **MALFUNCTION OF SMOKE DETECTOR**
8. **OTHER CONDITIONS DETRIMENTAL TO STRUCTURAL INTEGRITY OF THE PREMISES**

To request an after-hours service call, you should contact one of the following personnel listed below:

1. Gary Lambert 897-5597 or 313-0077
2. Myron Dufcan 313-5536
3. Steve Tolver 897-3810
4. Pam Bedsole 897-3570

Please remember that these charges are only used in instances where maintenance is required because of tenant neglect or abuse. They do not apply to things that break or malfunction through no fault of the tenant, or simply over a period of time just wear out. To receive service for these repairs, call 897-2737 or 897-3532, during regular office hours (7:00 a.m. to 5:30 p.m.), Monday through Thursday, and the repairs will be scheduled at the earliest possible time.

This is an important document for you. You should keep it in a convenient and safe place so that you can readily refer to it if you need to contact a maintenance employee, or if you have any questions about the Authority's maintenance call-out policy.

If you have any questions or comments concerning this matter, please let us know. We will appreciate your cooperation in this matter.

Sincerely,

A handwritten signature in cursive script, reading "Pamela D. Bedsole".

Pamela D. Bedsole
Executive Director

MAINTENANCE SERVICE CHARGES

<u>Description</u>	<u>Material</u>	<u>Labor</u>	<u>Charges</u>
<u>Windows</u>			
Replace glass	\$90.00 ea.	\$60.00	\$150.00 ea.
Replace shades(ws only)	\$13.00	4.00	17.00 ea.
Replace Screens (regular)	\$17.00	8.00	25.00 ea.
<u>Doors</u>			
Replace Interior Door	80.00	28.00	108.00 ea.
Replace Door Knob Set	18.00	14.00	28.00 ea.
Replace Exterior Door	277.00	28.00	305.00 ea.
Replace Lock Set (single)	25.00	15.00	40.00 ea.
Replacement Key	1.00	4.00	5.00 ea.
Replace Screen Insert			
Storm Door (Security)	42.50	56.35	98.35 ea.
Replace Bottom Kick			
Panel (Storm Door) Both	34.00	14.00	48.00 ea.
Replace Storm Door	249.00	30.00	279.00 ea.
Replace Closer Cylinder			
Storm Door	16.00	7.00	23.00 ea.
Replace Door Handle			
Storm Door	10.00	10.00	20.00 ea.
<u>APPLIANCES</u>			
Replace Electric Range			
Oven Knob	9.00	4.00	13.00 ea.
Replace Electric Range			
Surface Knob	23.00	4.00	27.00 ea.
<u>REFRIGERATORS</u>			
Replace Door Handle	29.00	14.00	43.00 ea.
Replace Shelf Bars	12.00	7.00	19.00 ea.
Replace Shelf Bar Caps	6.00	7.00	13.00 ea.
Replace Complete	508.00	30.00	

CABINETS

Replace Door Hinges Kitchen Cabinets	4.00	4.00	8.00 ea.
Replace Doors Kitchen Cabinets	21.00	20.00	41.00 ea.

ELECTRICIAL

Replace Switch or Outlet Cover	1.75	1.00	2.75 ea.
Replace Switch or Outlet	3.00	2.00	5.00 ea.
Replace Porch Light Globe	11.00	4.00	15.00 ea.
Replace Porch Light Fixture	27.00	4.00	31.00 ea.
Replace Interior Light Globe	14.00	4.00	18.00 ea.
Replace Interior Light Fixture	22.00	4.00	26.00 ea.
Replace Wall Thermostat For Heater	50.00	10.00	50.00 ea.
Replace Smoke Detector	18.00	2.00	20.00 ea.

PLUMBING

Un-Stop Washer Line, Kitchen Sink, Tub or Toilet (W/Plumbers' Helper or Drain Snake)	2.00	21.00	23.00 ea.
Un-Stop Toilet Line By Pulling Toilet	4.00	35.00	39.00 ea.
Replace Shower Head	8.00	4.00	12.00 ea.
Replace Toilet Tank Lid	24.00	3.00	27.00 ea.
Replace Toilet Seat	12.00	3.00	15.00 ea.
Replace Toilet Complete	119.00	21.00	140.00 ea.
Replace Kitchen Sink Strainer Basket	2.00	1.00	3.00 ea.

FLOORS/WALLS

Replace Floor Tile	1.50	1.50	3.00 ea. Sq.
Replace Base Cover	1.00	1.00	2.00 linear Ft.
Replace Ceramic Tile (Wall or Floor)	3.00	1.00	4.00 sq ft.
Repair/Restore Walls		To Be Determined	

BATHROOMS

Replace Towel Rack	17.00	7.00	24.00 ea.
Replace Toilet Tissue Holder	4.00	4.00	8.00 ea.
Replace Medicine Cabinet	30.00	20.00	50.00 ea.
Replace Shower Curtain Rod	21.00	7.00	28.00 ea.

MISCELLANEOUS

Repair Damage Caused by Parking or Driving Vehicle On Yard or Seeded Areas		50.00	
Remove Trash from Roof		25.00	
Pick up Trash from Yard		25.00	
Clean Flower Beds		25.00	
Damages/Charges Not Specifically Included on this list			Cost of Materials Plus Labor