

Area	Frequency	Action/Compliance Task	Key NYC Authority
Mandatory Regulatory Compliance (Legal & Safety)			
Fire Safety	Annually	File the Annual Fire Safety and Emergency Preparedness Guide acknowledgement with the FDNY (typically due by April 30th).	FDNY
	Annually	Inspect and ensure functioning Smoke and Carbon Monoxide (CO) Detectors are in all common areas and units (owners are responsible for alarms in common areas).	HPD / Housing Maintenance Code
	Annually	Review and update Fire Safety Notices posted on the inside of apartment doors (must be current and correct for fireproof/non-fireproof rating).	HPD / FDNY
Heating (The Heat Season)	Oct 1 – May 31	Maintain indoor temperature at 68 degrees F minimum between 6 AM and 10 PM if outdoor temperature is below 55 degrees F.	HPD
	Oct 1 – May 31	Maintain indoor temperature at 62 degrees F minimum between 10 PM and 6 AM, regardless of outdoor temperature.	HPD
Boiler/Heating	Annually	Schedule professional inspection and servicing of the boiler/furnace.	DOB (for gas/oil permits)
Lead Paint	Annually	File the HPD Annual Lead-Based Paint Hazard Certification if the building was built before 1960 (or between 1960-1978 and received a tax benefit).	HPD
Electrical	Every 6 Years	Hire a Licensed Electrician to inspect and test the electrical wiring and devices in common areas. File the Electrical Inspection Report (EIR) with the DOB.	DOB
Door Security	Ongoing	Ensure all entrance doors, intercoms, and security locks are maintained in working order.	HPD
Financial & Administrative Compliance			
Registration	Annually	Register/renew the building's HPD Multiple Dwelling Registration (MDR). Required for all buildings with 3+ units.	HPD
Violations	Monthly	Check the DOB and HPD websites for any new violations (A, B, or C violations) that require immediate attention or filing for dismissal.	DOB / HPD
Insurance	Annually	Review and renew Property & Casualty (P&C) Insurance and mandatory General Liability policies. Ensure coverage for common areas and structural components.	Owner Responsibility
Reserve Funds	Annually	Review the Reserve Fund status and adjust maintenance/common charges to adequately cover known future expenses (e.g., roof replacement, boiler replacement).	Owner Responsibility
Preventative Maintenance (Operational)			
Roof & Drains	Spring & Fall	Inspect the roof surface for pooling water, cracks, or damage. Clear all roof drains and gutters of debris (prevents major water leaks).	Preventative
Water Heaters	Annually	Have a professional flush the hot water heater tank to remove sediment (improves efficiency and extends life). Check the T&P Relief Valve discharge pipe.	Preventative / Safety
Facade/Exterior	Annually	Inspect the front/rear façade for loose bricks, crumbling mortar, or cracks. Pay attention to parapet walls and areas above windows.	Preventative
Pest Control	Monthly	Scheduled extermination service for common areas (basement, trash room) and unit-level service as requested.	Preventative / HPD Mandate
Sewer/Drainage	Annually	Have the main sewer line/house trap snaked or jetted to prevent major backups.	Preventative
Common Areas	Weekly	Walk-through all hallways, stairs, and basement areas. Check for burnt-out lights, tripping hazards, and clutter/debris near exits.	Preventative / HPD Mandate
Seasonal Tasks (Calendar)			
Winter Prep	Fall (Oct)	Insulate exposed pipes in the basement/crawl space. Cover or remove exterior window A/C units. Verify snow removal contract is in place and stocked with salt/de-icer.	Seasonal
Summer Prep	Spring (Apr)	Clean window wells, areaways, and basement floors after winter. Service air conditioning units (if central) or unit sleeves (if window units are used).	Seasonal