

Kaw Housing Authority

P.O. Box 371
#9 Kanza Lane
Newkirk, Oklahoma 74647
kawhousing@yahoo.com
Office: 580-362-6264

Maintenance Emergency Cell: 580-362-6939

Maintenance Policy and Maintenance Request Forms are available online at:

http://kawnation.com/?page_id=163

Schedule of Maintenance Fees

Effective June 1, 2015

The Kaw Housing Authority reserves the right in every case to make a determination as to whether maintenance is the obligation of occupant pursuant to the occupant's lease or homebuyer agreement, the Maintenance Policy of the Kaw Housing Authority, and the Admissions & Occupancy Policy of the Kaw Housing Authority. The following charges apply to the maintenance items and services that are the responsibility of the occupant under the occupant's lease or homebuyer agreement and under the Maintenance Policy and any other Policy of the Kaw Housing Authority.

As item prices are subject to change, the Kaw Housing Authority (KHA) has the right to make adjustments to this fee schedule as deemed necessary.

- 1) Charges for work performed by Kaw Housing Authority Maintenance Staff are prescribed by this Schedule of Maintenance Fees. All responses to Maintenance Requests are subject to a minimum one-hour labor charge of \$25 during regular business hours. All responses to after-hours Maintenance Requests are subject to a minimum three-hour labor charge of \$75.
- 2) Charges for services and items not listed here will be billed according to time and materials used by the KHA Maintenance Staff and/or according to Vendor-Invoiced amounts.
- 3) KHA will select the materials to be used for all maintenance performed by KHA staff. If the occupant desires materials more expensive than those prescribed in the Maintenance Fee Schedule, below, the occupant must pay the amount of the difference in full in advance of the work being performed.
- 4) All charges for work performed by outside contractors will be charged to the tenant for the full amount of the bill, plus any time accrued by the Kaw Housing Authority Maintenance Staff.
- 5) All items prices listed are subject to change based on market price.

Maintenance Procedures:

1) Occupant must submit a signed Maintenance Request Form. Maintenance Request Forms are available at the KHA Office, via facsimile by request, via email by request, and online at http://kawnation.com/?page_id=163. If maintenance is requested by phone, KHA will mail a Maintenance Request Form to the occupant, and the occupant must sign and return the Maintenance Request Form to the KHA Office.

2) KHA will generate a Work Order based on the Maintenance Request and will be in contact with the occupant to schedule the performance of the maintenance.

3) Maintenance Charges that are the obligation of the occupant will be established as a Maintenance Repay in the occupant's account, and the occupant will be notified of the amount of the Maintenance Repay, and the due date and the amount of the monthly installments under the Maintenance Repay.

LOCKS

Locked out after regular hours±

\$50.00

Door Locks Changed (8:00 a.m. – 4:00 p.m.) [handle lock only]

\$30.00 per lock plus \$25 per hour*

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| | |
|---|--|
| Door Locks Changed (8:00 a.m. – 4:00 p.m.) [deadbolt only] | \$10.00 per lock plus \$25 per hour* |
| Door Locks Changed (8:00 a.m. – 4:00 p.m.) [deadbolt and handle lock set] | \$35.00 per set plus \$25 per hour* |
| Door Locks Changed – After Regular Hours by Management Approval | \$50.00 plus applicable fee listed above |
| Key – Additional | \$3.00 per key |

± You will be charged for having your door unlocked after hours even if you get into your unit before maintenance arrives (or if you are not present when they arrive).

WINDOWS and SCREENS

| | |
|---|--|
| Remount Screen On Unit (when removed other than by KHA Maintenance) | \$15.00 per screen plus \$25 per hour* |
| Replace Window Screen | \$20.00 per screen plus \$25 per hour* |
| Replace Window Lock | \$10.00 per screen plus \$25 per hour* |
| Replace Broken Window | Vendor-Invoiced Amount |

SCREEN DOORS

| | |
|-----------------------------|------------------------------|
| Replace Screen | \$30.00 plus \$25 per hour* |
| Replace Screen Door Closure | \$20.00 plus \$25 per hour* |
| Replace Screen Door Handle | \$15.00 plus \$25 per hour* |
| Replace Screen Door | \$130.00 plus \$25 per hour* |

DOORS

| | |
|-----------------------|-------------------------------|
| Replace Storm Door | \$90 plus \$25 per hour* |
| Replace Exterior Door | Vendor-Invoiced Amount |
| Replace Interior Door | \$35-\$55 plus \$25 per hour* |
| Repair Interior Door | \$25 per hour* |
| Replace Door Knob | \$22.00 plus \$25 per hour* |

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| Replace Door Guard | \$15.00 plus \$25 per hour* |
| Repair Exterior Damaged Door | \$25 per hour* plus materials |
| Replace Door Sweep | \$15.00 plus \$25 per hour* |
| Replace Threshold Complete | \$20.00 plus \$25 per hour* |
| Replace Handicap Threshold | \$40.00 plus \$25 per hour* |
| Replace Threshold Rubber Strip | \$10.00 plus \$25 per hour* |
| Replace Weather Stripping – Bulb Type | \$20.00 plus \$25 per hour* |
| <u>PAINT and REPAIR WALLS</u> | |
| Wall Protector (round stick on) | \$4.00 plus \$25 per hour* |
| Wall Repair | \$25 per hour* plus materials |
| Wall Primer | \$15 per gallon plus \$25 per hour* |
| Wall Paint | \$25 per gallon plus \$25 per hour* |
| Patch-Sand-Paint (6"X6") | \$25.00 plus \$25 per hour* |
| Patch-Sand-Paint (12"X12") | \$30.00 plus \$25 per hour* |
| Patch-Sand-Paint (24"X24") | \$40.00 plus \$25 per hour* |
| Paint Apartment or Room | \$25 per hour* plus materials |
| <u>FLOORS</u> | |
| Replace Hard Flooring | \$25 per hour* plus materials –or- Vendor-Invoiced Amount |
| Replace Carpet | Vendor-Invoiced Amount |
| Replace Cover Base (per foot) | \$4.25 plus \$25 per hour* |
| <u>CABINETS</u> | |
| Replace Door, per door | \$45.00 plus \$25 per hour* |

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| Hang Door (when off hinges only) | \$25 per hour* |
| Replace Door Hinge | \$5.00 plus \$25 per hour* |
| Replace Drawer (complete) | \$40.00 plus \$25 per hour* |
| Replace Drawer (front only) | \$30.00 plus \$25 per hour* |
| Repair Drawer (wood frame) | \$20.00 plus \$25 per hour* |
| Replace Drawer Slide (single) | \$16.00 plus \$25 per hour* |
| Replace Drawer Slide (double) | \$21.00 plus \$25 per hour* |
| Replace Drawer Glide/Roller | \$8.00 plus \$25 per hour* |
| Replace Counter Top (per foot) | \$20.00 per foot plus \$25 per hour* |

ELECTRICAL, LIGHT FIXTURES AND BULBS

| | |
|--|-----------------------------------|
| Electrical Work done by Electrician | Vendor-Invoiced Cost |
| Replace Wall Switch/Receptacle Cover Single or Double | \$2.00 plus \$25 per hour* |
| Replace Outside Electrical Cover | \$10.50 plus \$25 per hour* |
| Replace Cable Cover | \$4.00 plus \$25 per hour* |
| Replace GFCI Cover | \$2.00 plus \$25 per hour* |
| Replace Light Globe/Shade/Cover | Cost of cover plus \$25 per hour* |
| Replace Light Bulb (60watt) | \$4.00 plus \$25 per hour* |
| Replace Light Bulb (fluorescent) | \$4.00 plus \$25 per hour* |
| Replace Light Bulb (appliance) | \$4.00 plus \$25 per hour* |
| Replace Heat Lamp Bulb | \$6.00 plus \$25 per hour* |
| Replace Fluorescent Bulb (2', 4', or 13wt) | \$6.00 plus \$25 per hour* |
| Replace Attach Light Fixture to Ceiling (when pulled away by other than maintenance) | \$20.00 plus \$25 per hour* |
| Repair Damage to Electrical System | Vendor-Invoiced Cost |
| Electrical work requiring an Electrician | Vendor-Invoiced Cost |

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| Replace Smoke Alarm Battery – 9 volt | \$4.00 plus \$25 per hour* |
| Repair/Attach Smoke Alarm to Ceiling or Wall (when removed by anyone other than maintenance) | \$15.00 plus \$25 per hour* |
| Replace Smoke Alarm (electric with battery backup) | \$25.00 plus \$25 per hour* |

HEATER and FURNACES

| | |
|--|---------------------------------------|
| Replace Thermostat (Basic digital thermostat) | \$30.00 plus \$25 per hour* |
| Repair Damage to or Replace Furnace or Air Conditioner | Vendor-Invoiced Cost |
| Clean or Repair/Replace Duct Work | Vendor-Invoiced Cost |
| Replace Registers and Vent Covers | Cost of materials plus \$25 per hour* |

PLUMBING

| | |
|-------------------------------------|------------------------------|
| Clear clogged drain or commode | Vendor-Invoiced Cost |
| Plunge Commode | \$25 plus \$25 per hour |
| Replace Commode | \$120.00 plus \$25 per hour* |
| Replace Commode Bowl | \$75.00 plus \$25 per hour* |
| Replace Commode Tank | \$50.00 plus \$25 per hour* |
| Replace Commode Tank Lid | \$40.00 plus \$25 per hour* |
| Replace Commode (complete handicap) | \$200.00 plus \$25 per hour* |
| Replace Commode Bowl (handicap) | \$100.00 plus \$25 per hour* |
| Replace Commode Handle | \$12.00 plus \$25 per hour* |
| Replace Commode Flush Valve | \$21.45 plus \$25 per hour* |
| Replace Commode Seat (regular) | \$20.00 plus \$25 per hour* |
| Replace Commode Seat (handicap) | \$25.00 plus \$25 per hour* |
| Replace Commode Supply Line | \$14.00 plus \$25 per hour* |

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| Replace Commode Supple Line Cutoff | \$26.00 plus \$25 per hour* |
| Replace Commode Wax Seal and Bolts | \$18.00 plus \$25 per hour* |
| Replace Commode Flange, Wax Seal and Bolts | \$25.00 plus \$25 per hour* |
| Pull Commode | \$25 per hour* |
| Replace Commode Flapper | \$5.00 plus \$25 per hour* |
| Replace Commode Fluid master | \$20.00 plus \$25 per hour* |
| Replace Commode Flush Valve | \$42.00 plus \$25 per hour* |
| Replace Bathroom Sink & Vanity (Complete) | Cost of Materials plus \$25 per hour* |
| Replace Bathroom sink (only) | Cost of Materials plus \$25 per hour* |
| Replace Bathroom Sink P.O. Plug | Cost of Materials plus \$25 per hour* |
| Replace Bathroom Sink Drain Pipes | Cost of Materials plus \$25 per hour* |
| Replace Bathroom Sink Faucet Set | Cost of Materials plus \$25 per hour* |
| Replace Faucet Handles (kitchen, bathroom sink, and tub) | Cost of Materials plus \$25 per hour* |
| Caulk Bathtub | \$10.00 plus \$25 per hour* |
| Replacement Bathtub Stopper | \$2.00 plus \$25 per hour* |
| Replace Tub/Shower Faucet | \$75.00 plus \$25 per hour* |
| Replace Tub Spout/Diverter | \$30.00 plus \$25 per hour* |
| Replace Bathtub/Shower Surround | Cost of Materials plus \$25 per hour* |
| Replace Water Heater | Cost of Water Heater plus \$25 per hour* |
| Repair Shower Walls | Cost of Materials plus \$25 per hour* |
| Replace Shower Arm, Head, Rod, Bracket and/or Hose | Cost of Materials plus \$25 per hour* |
| Replace Medicine Cabinet | Cost of Materials plus \$25 per hour* |
| Replace Medicine Cabinet Shelf | Cost of Materials plus \$25 per hour* |
| Replace Toilet Tissue Holder | Cost of Materials plus \$25 per hour* |

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| Replace Towel Bar and/or Brackets | Cost of Materials plus \$25 per hour* |
| Replace Faucet Aerator | Cost of Materials plus \$25 per hour* |
| Replacement Kitchen Sink Stopper | Cost of Materials plus \$25 per hour* |
| Replace Kitchen Sink Basket | Cost of Materials plus \$25 per hour* |
| Replace Kitchen Sink Sprayer Head | Cost of Materials plus \$25 per hour* |
| Replace Kitchen Sink Sprayer Hose | Cost of Materials plus \$25 per hour* |
| Replace Kitchen Sink | Cost of Materials plus \$25 per hour* |
| Replace Kitchen Faucet Set | Cost of Materials plus \$25 per hour* |
| Replace Kitchen Supply Line | Cost of Materials plus \$25 per hour* |
| Replace Kitchen Drain Pipes | Cost of Materials plus \$25 per hour* |
| Unstop Kitchen Sink | \$25 per hour* or Vendor-Invoiced Cost if Vendor is necessary |
| Unstop Washer Drain | Vendor-Invoiced Cost |
| Repair/Replace Pipes | Cost of Materials plus \$25 per hour* or Vendor-Invoiced Cost if Vendor is necessary |
| Replace Outside Sillcock (complete) | Cost of Materials plus \$25 per hour* or Vendor-Invoiced Cost if Vendor is necessary |
| Replace Outside Sillcock (stem) | Cost of Materials plus \$25 per hour* or Vendor-Invoiced Cost if Vendor is necessary |
| Unfreeze pipes | \$25 per hour* |
| <u>VENT HOODS</u> | |
| Replace Stove Hood Bulb Cover | \$6.00 plus \$25 per hour* |
| Replace Stove Hood Vent Screen | \$8.00 plus \$25 per hour* |
| <u>REFRIGERATORS</u> | |
| Replace/Repair plumbing to Refrigerator | Vendor-Invoiced Cost |
| <u>MISCELLANEOUS</u> | |
| Remove Tires | \$25 per hour* plus disposal fee |

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| Remove Trash from Interior and/or Exterior of Property | \$25 per hour* |
| Trip to Landfill | \$50.00 + dump fee |
| Cleaning at Move out | \$25 per hour* |
| Pest Infestation | Vendor-Invoiced Cost |
| Replace Mailbox | Cost of Materials plus \$25 per hour* |
| Damage Due to Smoking Within Unit | \$25 per hour* plus materials |
| Packing & Storage of Abandoned Personal Items after Move out | \$25 per hour* plus materials |
| Replace Turbine on Storm Shelter | \$60 plus \$25 per hour* |
| Paint Storm Shelter Door | \$12 plus \$25 per hour* |
| Repair/Replace Storm Shelter Door | Vendor-Invoiced Cost |
| <u>EXTERIOR</u> | |
| Repair Roof | Cost of Materials plus \$25 per hour* or Vendor-Invoiced Cost if Vendor is necessary |
| Replace Roof | Vendor-Invoiced Cost |
| Guttering | Cost of Materials plus \$25 per hour* or Vendor-Invoiced Cost if Vendor is necessary |
| Siding Repair/Replacement | Cost of Materials plus \$25 per hour* or Vendor-Invoiced Cost if Vendor is necessary |
| Clean Guttering | \$25 per hour* |
| Fireplace and/or Chimney Work | Cost of Materials plus \$25 per hour* or Vendor-Invoiced Cost if Vendor is necessary |
| Masonry Work | Vendor-Invoiced Cost |
| Foundation Repair | Vendor-Invoiced Cost |
| Tree Removal | Vendor-Invoiced Cost |

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