



TACOMA HOUSING AUTHORITY

MAINTENANCE CHARGE SCHEDULE

THA Form (#) CS-LSNG-100-10

In order to standardize charges to tenants for similar maintenance services, this uniform schedule will be used. All other charges not included in the schedule will be based upon the actual cost of materials plus labor at the current labor pay rate.

Tenant shall pay reasonable charges (as outlined herein) for the repair of damages to the dwelling unit or to the project (including damages to buildings, facilities, or common areas) caused by the tenant, a member of the household or a guest; whenever repair or replacement is necessitated for reasons other than normal wear and tear.

In cases where the cost of repair is greater than the cost of replacement, the replacement cost will apply. In instances where items have an established life cycle, the tenant will be charged for the unused portion of the life cycle.

Whenever referred to in this schedule, "Actual Costs" will be the actual cost of materials and labor needed to repair or replace each item. Labor charges will be assessed for the estimated time worked, unless otherwise specified. The minimum time charged for work completed during normal business hours will be one-quarter of an hour. Any repairs required after normal working hours will have a minimum charge of (2) hours at the current over-time rate, whenever damages are due to reasons other than normal wear and tear.

Current Labor Pay Rate: \$30.50 per Hour

After Hours (Over-time) Labor Pay Rate: \$45.75 per Hour

I. CHARGES FOR EXTRA PAINTING, CLEANING AND WALLPAPER OR DECAL REMOVAL

A. Extra Painting Charge

Where the need for painting all or part (including 'touch up') of a unit exists within a two-year charge period, due to reasons other than normal wear and tear, the tenant will be charged a pro-rated share based on the following chart. The prorated cost will be based on the unexpired portion of the painting cycle calculated to the nearest quarter year. In cases of severe damage, actual costs will be charged to the tenant and justification of the costs will be attached to the work order.

Charge Schedule for Painting

Does not include cost of materials

Months Occupied	0-12	12-18	18-24	24-30	30-36	36+
Percent Payable by Tenant	100%	80%	60%	40%	20%	0%
Living Room	\$120	96	72	48	24	0
Bedroom	\$75	60	45	30	15	0
Dining	\$75	60	45	30	15	0
Kitchen/Utility	\$125	100	75	50	25	0
Bathroom (full)	\$95	76	57	38	19	0
Bathroom 3/4	\$70	56	42	28	14	0
Bathroom 1/2	45	36	27	18	9	0
Halls	\$95	76	57	38	19	0
Stairwells	\$145	116	87	50	29	0
Studio	\$120	96	72	48	24	0
Laundry	\$95	76	57	38	19	0
Walk-in closet	\$50	40	30	20	10	0
Storage	\$35	28	21	14	7	0

B. Extra Cleaning Charge (Wall Washing/Painting Pre-Clean/Removal of Decals/Prep)

Wall Washing/Pre-Clean: Per Wall Charge

Standard \$10

Excessive \$30

C. Cleaning of Appliances: Based on 2 hours per appliance

Cleaning Charge

Standard \$45

Excessive \$85

D. Extra Cleaning-Janitorial

Any charges for janitorial work, necessitated by reasons other than normal wear and tear that are not covered in the authority’s schedule, will be based on the actual maintenance time involved at the current labor pay rate.

Cleaning

	Standard	Excessive
Studio	150	275
1 Bed	175	300
2 Bed	200	325
3 Bed	225	350
4 Bed	250	375
5 Bed	275	400

Sanitize (Wipe Down)

Studio	65
1 Bed	85
2 Bed	105
3 Bed	125
4 Bed	145
5 Bed	165

II. CHARGE SCHEDULE FOR GLASS REPLACEMENT

Window glass replacement charges will be based on the actual cost of the glass plus the cost of the labor required for the replacement. If replacement is performed by a 3rd Party Contractor, tenant will be charge the estimated cost assessed by contractor.

III. CHARGE SCHEULE FOR BLINDS REPLACEMENT AND CLEANING

When authority supplied blinds must be cleaned, the tenant shall be charged an amount equal to the amount the authority incurs in cleaning the drapes.

When authority supplied blinds must be replaced, costs charged to the tenant for blinds replacement will be based on the replacement cost of the blinds and a pro-rated life cycle of six years.

IV. CHARGES FOR DAMAGE TO DWELLING EQUIPMENT (Ranges, Hot Water Tanks, Heaters, etc.)

Because of the great variety of replacement parts and variations in the extent of damages that are possible, all charges for damages to dwelling equipment will be based on the actual cost of the part(s) needed for the repair and the estimated labor involved at the current labor rate.

V. CHARGES FOR DAMAGE TO BUILDINGS AND FIXTURES

For each incident, the total charge to repair the damage will be based on the total costs of the material and estimated labor required to repair the damage. All labor charges will be calculated using the current pay rate. Example of charges for damages within this category include glass replacement for light fixtures, floor tiles, holes in the wall, damage/defaced doors, jam, etc...

VI. CARPET/FLOORING REPLACEMENT SCHEDULE

Below is a schedule that will be used to determine if you will be held responsible for the replacement of the carpets in your unit. Charges can be for entire unit or individual rooms

Percent Charged Based on Number of Years Occupying

0-1 year	1-2 years	2-4 years	4-6 years	6-8 years	8+ years
100	80%	60%	40%	20%	0%

VII. MISCELLANEOUS ITEMIZED CHARGES

Charges listed below **do not** include the cost of materials. Cost of materials will be exact cost that the housing authority has been assessed. The miscellaneous itemized charges listed below do not represent all possible charges that a tenant could be charged for, instead this details some of the most common occurrences that a tenant would be charged. Items not listed on this section will be charged based on the estimated amount assessed by the technician. Please note: the charges listed are for work performed during **regular business hours**, work performed after-hours will be calculated on the over-time/after-hours labor pay rate. See chart on following page for detail of miscellaneous charges.

VIII. CONSUMABLES

There is **no charge** to THA tenants for routine maintenance, battery replacement, or the replacement of Smoke Detectors or combination Smoke/CO Detectors. There is also **no charge** for the replacement of light bulbs (standard and fluorescent). THA is **not** responsible for the replacement of light bulbs for fixtures not attached to the unit (i.e. lamps, flashlights, etc.).

Instances where tenant damage, neglect, or tampering has occurred, the tenant shall be charged the labor associated with repair/replacement and the materials needed. Additionally, the tenant will be provided a lease violation for each occurrence.

IX. METHAMPHETAMINE REMEDIATION

THA tests all units for methamphetamine contamination when they become vacant. If a unit tests positive, THA is required to remediate the unit. Tenants who are found responsible for the contamination will be charged for the remediation costs based on the actual per square footage that needs to be remediated. Below is an example of the calculations we use.

Cost Per Square Foot: \$24
Example: 1054 sq. ft. unit x 24 per sq. ft. = \$25,296

SERVICE	WHEN CHARGED	CHARGE
KEYCARD	Any case where a new keycard is required.	\$25 each
Removal of tenant property to a dump	All cases when property is left by tenant for removal (does not include garbage/items left for pick-up on scheduled garbage days). *All labor will be calculated based on current labor pay rate including loading and transport.	Tenant will incur the exact cost assessed by the City of Tacoma for the removal of tenants' property.
Toilet, sink, tub, stoppage	All instances where tenant is responsible.	\$30
Lawn Maintenance	Whenever a non-exempted tenant does not cut and rake grass, and the work is completed by the authority.	\$75
Rescheduling pest control services	When tenant is not properly prepared for extermination services.	Costs assessed by contractor will be forwarded to tenant.
Storage of abandoned items	When a tenant has abandoned their unit and items were left behind. By law the authority must store items for a minimum of 45 days.	Costs assessed by storage facility will be forwarded to tenant
Lock Out	All instances where assistance is rendered.	\$25
Change Lock	All occasions when requested by tenant, or as a result of failure to return unit keys and/or lost key.	\$25 per lock

*Charges do not include cost of materials