

# Preparing Vacant Units

## *Activity*

### STEP:

- [ 1 ] A labor crew removes the stove, refrigerator, and brings them back to the central shop to prevent them from being stolen during the period of vacancy.
- [ 2 ] The labor crew removes any trash left the apartment or on the grounds.
- [ 3 ] The Maintenance crew's vacant-unit workers change the locks, and perform any needed repairs.
- [ 4 ] The crew repairs or replaces the door and windows, if necessary.
- [ 5 ] The workers at the shop clean and repair the stove and refrigerator.
- [ 6 ] The crew repairs the walls and ceilings.
- [ 7 ] The painters repaint the entire unit.
- [ 8 ] When new tenants are ready to move in, a labor crew reinstalls the stove, refrigerator.