



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 713.260.0547 TTY ■ www.housingforhouston.com

SCHEDULE OF MAINTENANCE CHARGES

Description	Time	Labor Rate	Material	Total
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Lock-out service

001 Unlock Door 8:00am-5:00p.m. (Regular work hours)	Fee	Fee	Fee	\$20.00
002 Unlock Door (outside of working hours)	Fee	Fee	Fee	\$35.00
003 Make key (within 24 hours)	Fee	Fee	Fee	\$7.50 ea.
004 Cleaning Refrigerator	2	\$21.00	\$6.10	\$48.01
005 Cleaning Stove	3	\$21.00	\$3.50	\$66.05
006 Replace Fire Extinguisher	0.5	\$21.00	\$9.00	\$19.05
007 Replace Dead Bolt Lock	2	\$21.00	\$26.95	\$68.95

Plumbing

1 Toilet, Sink, or Tub stoppage	1.25	\$21.00	\$0.00	\$26.25
2 Unclog toilet (remove and install)	2	\$21.00	\$2.10	\$44.10
3 Replace Toilet	2.25	\$21.00	\$37.99	\$85.24
4 Replace Toilet Tank	1.5	\$21.00	\$27.99	\$59.49
5 Replace Toilet Lid	0.75	\$21.00	\$11.74	\$27.49
6 Replace Toilet Seat	1	\$21.00	\$7.94	\$28.94
7 Replace Ball cock assembly	1	\$21.00	\$20.00	\$41.00
8 Replace toilet tank Flapper	1	\$21.00	\$4.09	\$25.09
9 Replace Flush Handle	0.75	\$21.00	\$2.49	\$23.49
10 Replace Metal Tissue Holder	1	\$21.00	\$2.34	\$23.34
11 Replace Tissue Roller	0.75	\$21.00	\$0.75	\$16.05
12 Replace Sink or Tub Stopper	0.75	\$21.00	\$1.54	\$17.29
13 Replace Sink Strainer	0.75	\$21.00	\$3.49	\$27.17
14 Replace Bath Tub Seat	1	\$21.00	\$4.60	\$25.06
15 Replace Tub Hand Rail	1	\$21.00	\$17.50	\$38.05
16 Install Tub/Shower HR	2	\$21.00	\$8.50	\$50.05
17 Replace Shower Curtain Rod	1	\$21.00	\$3.00	\$24.00
18 Replace Shower Curtain	0.75	\$21.00	\$5.00	\$20.75
19 Replace Shower Curtain Rings	0.75	\$21.00	\$0.30	\$16.05
20 Water Removal	Actual	Actual	Actual	Actual

Carpentry

01 Replace Door Weather stripping	1.5	\$21.00	\$5.00	\$36.06
02 Replace Door Hinges (all types)	1.5	\$21.00	\$9.08	\$40.58
03 Replace Screen Door Panel	1.25	\$21.00	\$4.60	\$30.85
04 Replace Screen Door Closure	1.25	\$21.00	\$17.50	\$53.75
05 Replace Screen Door Lock/Handle	1	\$21.00	\$13.22	\$34.22
06 Replace Screen Door Insert	1	\$21.00	\$7.47	\$28.47
07 Replace Screen Door (alum/steel)	2	\$21.00	Actual	Actual
08 Replace Mirror (bathroom)	1	\$21.00	\$25.00	\$46.00
09 Replace Mirror with Medicine Cabinet	2	\$21.00	\$39.99	\$81.99
10 Make Duplicate Key	0.5	\$21.00	\$1.75	\$12.25
11 Re-Key Lock	0.5	\$21.00	\$0.00	\$10.05
12 Replace Lock/Cylinder	Actual	Actual	Actual	Actual
13 Replace Passage Set	1	\$21.00	\$9.99	\$30.00
14 Replace Privacy	1	\$21.00	\$11.99	\$32.99
15 Replace Door Stop	0.75	\$21.00	\$3.79	\$19.54

16	Replace Door Stop Disk	0.75	\$21.00	\$2.99	\$16.49
17	Replace Mail Box Door	1	\$21.00	\$5.00	\$26.00
18	Replace Mail Box Lock	1	\$21.00	\$8.59	\$29.50
19	Replace Lock Set	1.5	\$21.00	\$39.00	\$70.05
20	Replace Knob Exterior	0.75	\$21.00	\$18.90	\$34.65
21	Replace Spindle Exterior	0.75	\$21.00	\$19.90	\$35.65
22	Replace Knob Spindle Exterior	0.75	\$21.00	\$18.90	\$34.65
23	Replace Door Hinges Interior/Exterior				
24	Install Closet Rod	0.75	\$21.00	\$3.20	\$18.95
25	Install Closet Rod Bracket	0.75	\$21.00	\$44.74	\$60.49
26	Replace Towel Rack	1	\$21.00	\$5.27	\$26.27
27	Replace Towel Rack (wall)	1	\$21.00	\$6.16	\$18.16
28	Replace Cabinet Door Handle	.45	\$21.00	\$3.85	\$13.30

Windows

01	Replace Window Screen	1	Actual	Actual	Actual
02	Replace Window Glass	Actual	Actual	Actual	Actual
03	Replace Insulated Window Panes 2131		\$21.00	\$35.00	\$56.00
04	Replace Window Plexiglass	1	\$21.00	Actual	Actual
05	Replace mini Blind	1	\$21.00	Actual	Actual

Appliances

01	Replace Oven Control	2	\$21.00	\$59.95	\$101.95
02	Replace Range Dial	.70	\$21.00	\$8.70	\$23.40
03	Replace Oven Handle	1.25	\$21.00	\$17.80	\$44.05
04	Replace Gas Cox Handle	1	\$21.00	\$15.60	\$36.06
05	Replace Grate (single burner)	0.75	\$21.00	\$12.77	\$28.52
06	Clean/Adjust Burner	0.75	\$21.00	\$3.20	\$18.95
07	Replace Burner Terminal Block 5-9	1	\$21.00	\$7.00	\$28.00
08	Replace Burner Element 5-9	1	\$21.00	\$27.00	\$48.00
09	Replace Broiler Element 5-9	1	\$21.00	\$16.76	\$37.76
10	Replace Bake Element 5-13	1	\$21.00	\$15.08	\$36.08
11	Replace Surface Unite 5-9	1	\$21.00	\$13.63	\$34.63
12	Replace 6" or 8" Chrome Bowl	1	\$21.00	\$5.55	\$26.55
13	Replace Top Element 5-13	1	\$21.00	\$11.57	\$32.57
14	Replace Oven Door	1	\$21.00	\$83.75	\$104.75
15	Replace Refrigerator Door Handle	1	\$21.00	\$24.78	\$45.78
16	Replace Refrigerator Gasket	1	\$21.00	\$80.00	\$101.00

Electrical

01	Replace removed battery in smoke detector	Fee	Fee	Fee	\$5.00
02	Replace removed light bulb in fixture	Fee	Fee	Fee	\$5.00
03	Replace (Battery operated) Detector	1	\$21.00	\$32.33	\$53.33
04	Replace (Electric hard wired) Detector	1	\$21.00	\$31.05	\$52.05

Cleaning Fees

101	Cleaning Resident Yard		\$25.00	2 nd Offense	\$40.00
102	Yard and Trash Fines		\$25.00	2 nd Offense	\$40.00
103	Clean stove/oven	Fee	Fee		\$20.00
104	Household items (food, dishes, clothing)	Fee	Fee	(32 gallon bag)	\$20.00
105	Furniture (couches, mattress, boxsprings)	Fee	\$10.00	(each item)	Actual
106	Remove abandoned satellite dish	Fee	Fee	Fee	\$20.00
107	Remove abandoned satellite dish wiring	Fee	Fee	Fee	\$10.00

Work items not listed will be charged at actual labor cost plus actual material cost. All equipment loaned to a resident which is lost or damaged will be charged at actual cost to replace and/or repair as applicable.

*Labor rates are based on business hours (8a-5p); if maintenance personnel are called out after business hours, all billable charges will be assessed at 1.5 times the normal rate.

**SCHEDULE OF MAINTENANCE CHARGES
STATEMENT OF ACKNOWLEDGEMENT**

I, _____, have received the Houston Housing Authority's Schedule of Maintenance Charges and I agree to the amounts set forth. I understand that I am responsible for any and all costs for repairs to my unit unless otherwise specified.

Tenant's Signature

Unit #

Property Manager's Signature

Date

Date