

TIDBITS FOR BUSINESS OFFICE

- Doing an annual inspection and remedial repair for \$500 - \$1,000 with a roofing contractor could extend the life of the roof 5 - 8 years.
- Cleaning gutters / downspouts and roof drains regularly will also extend the life of the roof.
- Regular preventative maintenance on HVAC equipment will extend its life a minimum of 5 years.
- Paying attention to the building on a regular basis can pay big dividends.



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RULES OF THUMB FOR BUDGETING

- Set aside .5% of the project costs for capital reserves or if starting now with no project then .5% of the recent building appraised value. Capital reserve is not for routine maintenance or operations expenses. These monies should be designated for capital expenditures such as replacement of an air handling unit or roof.
- To budget routine maintenance the minimum that should be considered is \$1.50 - \$1.75 per gross square foot of building area. Routine maintenance is not custodial.
- There should be an ongoing budget and effort to keep the walls and ceilings repaired and painted. The building should show signs of being a good steward of the buildings entrusted to the staff.
- Landscaping and lawns should be kept in a neat and welcoming appearance.