

Burlington Housing Authority



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BHA Deferred Maintenance

Deferred maintenance is maintenance, upgrades, or repairs that are deferred to a future budget cycle or postponed for some other reason.

Deferred maintenance may be added to the Deferred Maintenance Plan originating from the work order system or added directly added.

Replacement of countertop
Replacement of worn flooring

BHA may choose to defer work items for several reasons including:

- Item is best completed when unit is vacant
- Items that cannot be completed because of the season
- Lack of funding
- Efficiency
- Organizational and Upkeep tasks.

Only the Maintenance Supervisor or the Executive Director can determine if a Maintenance work item may be deferred. If the determination is made to defer a work item, a work order is generated for that item and the item is marked “deferred”. No work item will be deferred if the work is determined necessary for decent, safe and sanitary housing standards.

Deferred maintenance item reports will be reviewed by the Maintenance Supervisor and the Executive Director on a quarterly basis.

The deferred maintenance items will be reviewed prior to capital improvement planning and prior to submission of the budget on an annual basis to determine if the work items need to be grouped and considered for larger modernization projects. Deferred Maintenance work items will be kept in an “open” classification until the work is completed.

The BHA Work Order Procedures Policy outlines the procedures and classifications of all non-deferred work order items generated within the BHA.