

Leasing & Maintenance

LEASING & MAINTENANCE SPECIFIC PURCHASING CODES			
Special Notes: Purchases for properties need property locations, WITH accounts listed below (Example: SCS Rothschild)			
Expense Type	GL Codes	Name	Description of Contents
Safety	6106	Fire Alarms/Extinguishers	Expenses associated with installing, inspecting, maintaining, and servicing fire alarm systems and fire extinguishers within a building or property.
Safety	6106.01	Repairs & Replacements	Expenses incurred for repairing faulty components, replacing malfunctioning parts, or upgrading outdated elements of fire alarm systems or extinguishers as regular maintenance and repairs.
Safety	6106.02	Inspection & Testing	Expenses for periodic inspections, testing, and certifications of fire alarm systems and extinguishers as required by regulations or standards.
Safety	6106.03	Equipment Purchases	Costs associated with purchasing new fire alarms, smoke detectors, heat detectors, fire suppression systems, extinguishers, fire blankets, or other fire safety equipment.
Safety	6106.04	Accessibility & Safety Modifications	Expenses for making modifications to the building to comply with accessibility standards or safety regulations.
Safety	6106.05	Monitoring Fees	3rd party annual fire system monitoring fees.
Safety	6107	Security & Camera System	Cameras, security system, and cost associated to 3rd party monitoring services.
Safety	6107.01	Repairs & Replacements	Expenses incurred for repairing faulty components, replacing malfunctioning parts, or upgrading outdated elements of security and camera system maintenance and repairs.
Safety	6107.02	Inspection & Testing	Expenses for periodic inspections, testing, and certifications of camera and security as required by regulations or standards.
Safety	6107.03	Equipment Purchases	Costs associated with purchasing new security and camera systems.
Safety	6107.04	Monitoring Fees	3rd party monitoring fees for security and camera systems.
Safety	6107.05	Doorbells	Ring doorbells, security doorbells
Supplies	6109	Keys/Remotes	Expenses associated to re-keying, replacing keys, new keys, etc.
Supplies	6180	Supplies	Expenses associated with procuring various supplies necessary for routine maintenance, repairs, and operational needs within the property.
Supplies	6180.01	HVAC Materials	Costs associated with materials used in HVAC maintenance and repairs, including air conditioning units, heating systems, ventilation ducts, thermostats, filters, refrigerants, fans, and other HVAC-related components.
Supplies	6180.02	Hardware Supplies	Costs related to procuring nuts, bolts, screws, nails, hinges, fasteners, or other hardware materials used for various repairs or maintenance.
Supplies	6180.03	Consumables	Costs for items that are used regularly and need frequent replenishment, like lubricants, fluids, filters, belts, BATTERIES, and other items that keep equipment running smoothly.
Supplies	6180.04	Inventory for Spare Parts	Costs associated with maintaining an inventory of spare parts to ensure availability for immediate repairs or replacements.
Supplies	6180.05	Replacement Parts	Costs for purchasing components or parts required for repairing or replacing machinery, equipment, vehicles, or infrastructure.
Supplies	6180.06	Lightbulbs	Lightbulbs
Supplies	6180.07	Drip Pans	Drip Pans
Supplies	6180.08	Furnished Apartment	Furnishing purchases as part of furnished apartment agreements and needs under \$2500. (If over \$2500, use code 1460 and requires COO or CEO Approval prior to purchase)
Supplies	6185	Appliance Replacements	Full replacements of appliances.
Maintenance	6193	Appliance Repairs & Supplies	Expenses associated with acquiring, repairing, or maintaining various appliances within a building or property.
Maintenance	6193.01	Appliance Parts	Expenses for purchasing specific parts needed to repair appliances, such as motors, pumps, belts, circuit boards, or other components.
Maintenance	6193.02	Repair Services	Expenses for repairing malfunctioning or damaged appliances. This could involve hiring technicians, purchasing replacement parts, or outsourcing repair services.
Maintenance	6193.03	Service Agreements	Costs for entering into maintenance contracts or service agreements with vendors or manufacturers for regular servicing, inspections, or repairs of appliances.
Maintenance	6193.04	Disposal & Recycling Fees	Recycling and disposal costs of appliances.
Maintenance	6191	Building Repairs	Encompasses a range of expenses associated with maintaining and fixing various aspects of a building's structure, systems, and interior or exterior components. For maintenance that is ideally planned, not incidental.
Maintenance	6191.01	Siding Repairs & Supplies	Expenses related to exterior materials typically refer to costs associated with maintaining and repairing the exterior elements of a building or property.
Maintenance	6191.02	Roofing Repairs & Supplies	Expenses for materials necessary for roof maintenance and repairs, such as shingles, tiles, metal roofing, sealants, flashing, underlayment, and insulation.
Maintenance	6191.03	Windows & Doors	Costs associated with materials for maintaining or replacing windows, doors, frames, and related components like glass panes, seals, locks, hinges, and weather stripping.
Maintenance	6191.04	Painting & Finishing Repairs & Supplies	Expenses for paint, coatings, primers, stains, sealants, or other finishing materials used for exterior surfaces to protect against weathering and deterioration.
Maintenance	6191.05	Gutters & Downspouts	Costs for materials used in gutter systems, including gutters, downspouts, brackets, and gutter guards to manage rainwater and prevent water damage.
Maintenance	6191.06	Exterior Trim and Molding	Expenses related to materials for decorative or structural trim, molding, fascia boards, soffits, and other architectural details.
Maintenance	6191.07	Outdoor Fixtures	Costs for materials used in maintaining outdoor fixtures such as lights, signage, fences, railings, or other exterior accessories.
Maintenance	6191.08	Elevators	Costs associated to repairs and maintenance of elevators.
Maintenance	6194	Plumbing Repairs	Expenses for repairing or replacing plumbing fixtures, faucets, toilets, sinks, or any related interior plumbing components. Incidental occurrences.
Maintenance	6194.01	Plumbing Materials & Parts	Costs for materials used in plumbing maintenance and repairs, including pipes, fittings, valves, faucets, seals, pumps, plumbing fixtures, and other related components.
Maintenance	6194.02	Repair Services	Subcontracted services for plumbing repairs.
Maintenance	6195	Electrical Repairs	Encompass various expenses associated with maintaining, repairing, and operating electrical systems within a building or property. Incidental occurrences.
Maintenance	6195.01	Electrical Materials & Parts	Expenses for materials necessary for electrical maintenance and repairs, such as wiring, cables, circuit breakers, switches, outlets, connectors, electrical panels, and other electrical components.
Maintenance	6195.02	Repair Services	Subcontracted services for electrical repairs.
Maintenance	6197	Forced Air System	Forced Air Systems. Expenses for repairing or cleaning ventilation systems, ductwork, or addressing issues with indoor air quality. Incidental occurrences.
Maintenance	6197.01	Regular Maintenance	Expenses for routine inspections, cleaning, and maintenance services for the HVAC system to ensure its proper functioning and efficiency.

Maintenance	6197.02	Repair Services	Expenses associated with repairing malfunctioning or damaged components of the HVAC, including costs for parts, labor, and any specialized services required. Subcontractor costs for repairs.
Maintenance	6197.03	Replacement Parts	Costs for purchasing specific parts necessary for repairing or replacing components within the HVAC, such as valves, pumps, thermostats, or controls.
Maintenance	6197.04	Service Agreements	Expenses related to entering into service contracts with vendors or contractors for regular servicing, inspection, or maintenance of the HVAC System.
Maintenance	6197.05	Inspections & Compliance	Expenses for conducting inspections, compliance checks, or certifications to ensure the HVAC system meets safety and regulatory standards.
Maintenance	6197.06	Window AC Repairs & Supplies	Expenses related to maintenance specific for Window AC units. Includes sleeves and non-capital replacements.
Maintenance	6108	Boiler/Heating System	Encompass various expenses associated with maintaining, repairing, and operating these heating systems within a building or property. <i>Incidental occurrences.</i>
Maintenance	6108.01	Regular Maintenance	Expenses for routine inspections, cleaning, and maintenance services for the boiler/heating system to ensure its proper functioning and efficiency.
Maintenance	6108.02	Repair Services	Expenses associated with repairing malfunctioning or damaged components of the boiler/heating system, including costs for parts, labor, and any specialized services required.
Maintenance	6108.03	Replacement Parts	Costs for purchasing specific parts necessary for repairing or replacing components within the boiler/heating system, such as valves, pumps, thermostats, or controls.
Maintenance	6108.04	Service Agreements	Expenses related to entering into service contracts with vendors or contractors for regular servicing, inspection, or maintenance of the boiler/heating system.
Maintenance	6108.05	Inspections & Compliance	Expenses for conducting inspections, compliance checks, or certifications to ensure the boiler/heating system meets safety and regulatory standards.
Maintenance	6196	Misc./Other Repairs	Hide
Maintenance	6190	Repairs - Other	Hide
Maintenance	6198	Interior Repairs	Expenses associated with repairing and maintaining the interior components of a building. <i>For maintenance that is ideally planned, not incidental.</i>
Maintenance	6198.01	Drywall Repairs	Costs for repairing holes, cracks, or damage to drywall surfaces within the building.
Maintenance	6198.02	Ceiling Repairs	Costs associated with repairing ceiling damage, including cracks, leaks, or issues with ceiling tiles or panels.
Maintenance	6198.03	Door and Window Repairs	Costs for repairing or replacing damaged doors, frames, locks, handles, or addressing issues with windows and their components.
Maintenance	6198.04	Interior Fixture Repairs	Expenses related to repairing or replacing fixtures like light fixtures, faucets, sinks, toilets, or other interior fittings.
Maintenance	6198.05	Cabinetry & Countertop Repairs	Costs for repairing or replacing damaged cabinets, countertops, or shelving within the building.
Maintenance	6104	Carpet Cleaning	Costs associated to carpet cleaning only.
Maintenance	6102	Flooring Repairs	Expenses related to fixing damaged flooring materials such as tiles, hardwood, carpeting, or laminate. <i>(Under \$2500)</i>
Maintenance	6102.01	Material Costs	Expenses for purchasing flooring materials such as tiles, hardwood, laminate, vinyl, carpeting, epoxy, concrete, or other flooring materials.
Maintenance	6102.02	Installation Costs	Expenses related to the labor, equipment, and services required for installing new flooring, including professional installation fees.
Maintenance	6102.03	Repair and Replacement Costs	Expenses for repairing damaged flooring, replacing worn-out sections, or addressing issues like cracks, stains, or water damage. <i>(Request vendor break out, invoices must be granular (material, labor, and replacement costs broken apart))</i>
Maintenance	6102.04	Floor Maintenance	Costs associated with routine maintenance activities such as cleaning, buffing, sealing, or waxing the floors to preserve their appearance and extend their lifespan.
Maintenance	6102.05	Disposal/Recycling Fees	Costs related to disposing of old or replaced flooring in an environmentally friendly manner or fees for recycling them.
Maintenance	6105	Painting	Expenses for repainting or refinishing interior walls, addressing peeling paint, stains, or other damages to painted surfaces.
Maintenance	6105.01	Materials	Expenses for purchasing paint, primers, sealants, thinners, solvents, brushes, rollers, masking tape, drop cloths, and other painting supplies. <i>(Bulk purchases over \$2500 should be capital expense and approved by COO or CEO prior to purchase)</i>
Maintenance	6105.02	Services	Subcontractor services for painting and paint repairs.
Maintenance	6105.03	Equipment Maintenance	Expenses for maintaining or renting painting equipment such as sprayers, scaffolding, ladders, or other tools used in the painting process.
Grounds	6101	Grounds	All costs associated to grounds keeping.
Grounds	6101.01	Plants, Tree, Flowers Replacements	Expenses for purchasing new plants, shrubs, flowers, trees, or seeds for landscaping or garden enhancements.
Grounds	6101.02	Fertilizers & Soil	Costs for fertilizers, soil amendments, mulch, or compost used to maintain healthy landscapes.
Grounds	6101.03	Mowing & Trimming Equipment	Costs associated with purchasing or renting or maintenance of lawnmowers, trimmers, blowers, or other landscaping tools and equipment.
Grounds	6101.04	Irrigation System	Costs for maintaining, repairing, or upgrading sprinkler systems or irrigation equipment.
Grounds	6101.05	Tree Trimming & Removal	Costs related to pruning, trimming, or removal of trees that pose safety risks or require maintenance.
Grounds	6101.06	Pavement & Sidewalk Repairs	Expenses for repairing pathways, pavements, or sidewalks within the property grounds.
Grounds	6101.07	Seasonal Cleanup	Expenses for seasonal cleanup, leaf removal, pruning, or winterization of outdoor spaces.
Grounds	6101.08	Landscape Design Fees	Charges for hiring landscape architects or designers for planning, design, or renovation of outdoor spaces.
Grounds	6101.09	Mowing Services	Subcontracted mowing services.
Grounds	6101.10	Snow Removal	Costs associated to snow removal - Contractor and supplies for internal operations.
Grounds	6101.11	Salt	Salt purchases as part of snow removal.
Grounds	6101.12	Pest Control	Rodent, animal, insect pest control. Expenses for weed killers or herbicides to protect plants from pest damage.
All Capital Expense Codes below are for internal use. Prior COO or CEO approval is required and Accounting needs prior communication. Authorized use only.			
Capital Only	1440	Machinery & Equipment	Machinery & Equipment, capital expense code, must be over \$2500 and have prior COO or CEO Approval
Capital Only	1460	Furnished Apartment	Furnished Apartment, capital expense code, must be over \$2500 and have prior COO or CEO Approval.
Capital Only	1425	Materials - Stock	Maintenance supply stock, capital expense code, must be over \$2500 and have prior COO or CEO Approval. <i>(Temporary holding spot for future use)</i>
Capital Only	1420	Appliances - Stock	Bulk appliance stock, capital expense code, must be over \$2500 and have prior COO or CEO Approval.
Capital Only	1470	Flooring	Expenses related to fixing damaged flooring materials such as tiles, hardwood, carpeting, or laminate.
Capital Only	1475	Property Upgrades	Expenses associated with enhancing or improving various aspects of the property beyond standard maintenance. These upgrades aim to increase the property's value, functionality, efficiency, or aesthetic appeal. <i>(Budget line items with \$2500 spends, must have COO or CEO Approval prior to purchase)</i>
Capital Only	1475.01	Renovation Costs	Expenses for major changes or improvements to the property, such as remodeling kitchens, bathrooms, or common areas, installing new fixtures, or redesigning spaces.
Capital Only	1475.02	Energy-Efficiency	Costs for installing energy-efficient appliances, windows, doors, insulation, HVAC systems, or renewable energy sources to reduce utility costs and improve sustainability.

Capital Only	1475.03	Landscaping	Expense related to upgrading landscaping at older properties.
Capital Only	1475.04	Safety & Security	Costs associated with installing or upgrading security systems, fire safety equipment, surveillance cameras, alarms, or other safety measures.
Capital Only	1475.05	Accessibility	Expenses for making the property more accessible, including adding ramps, handrails, wider doorways, or other features for individuals with disabilities.
Capital Only	1475.06	Compliance	Costs related to upgrades necessary to comply with updated building codes, regulations, or zoning requirements.
Capital Only	1475.07	Furniture & Fixtures	Expenses for upgrading appliances, fixtures, or fittings within the property to modern or higher-quality alternatives.

MASTER INFO REQUIRED NEEDED WHEN SENDING INVOICES/PAYMENT REQUESTS	
Approved (Yes or No):	
Approved By:	
<small>*Your name, or if supervisor approval required, include here</small>	
Department:	
<small>Example: Grounds, Maintenance, HR, Leasing, Construction, etc.</small>	
LLC:	
<small>*Management, Leasing, Construction, Land, Building Supply, or Transportation</small>	
Cost Center:	
<small>*use master coding sheets, this should be a GL code</small>	
Project Code:	
<small>*optional if only project expense</small>	
Property Location:	
<small>*optional if only project expense</small>	
New Vendor? Is there a COI/W9 On File (Yes or No)?	
<small>*if no, submit to Accounting right away</small>	
Leasing - Was this charged to a tenant? (in AppFolio or Storage @ SCS) Tenant Info Required	
<p>Special Notes: Please note some purchases will require splitting into multiple cost centers. It is the purchasers responsibility to assign the respectable codes. Please explain in detail the amounts and items that should go to what cost center the entire receipt does not go to one cost center. Reach out to accounting with any questions.</p>	
<p>Send all Invoices & Purchase Requests to: Accounting@scswiderski.com</p>	

If submitting a PAPER INVOICE or request for payment; please ensure there is a legible signature with a date on the invoice with the word APPROVED and the rest of the applicable information from the Master Info List.

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