

Preventative Maintenance
(PM) Manual

Parish name _____

Address _____

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Foreword

The Archdiocese Building Commission and the Office of Management Services of the Archdiocese of Indianapolis is publishing this Preventative Maintenance, PM, Manual as a service and guideline to all parishes and institutions of the Archdiocese.

The Commission, consisting of volunteers and staff members, exists to serve the people and parishes of the Archdiocese by offering advice concerning the best alternatives for building repairs and construction. It is also available to assist with specialized problems affecting building design and management. This manual is intended to be a practical help to the people of the Archdiocese in the exercise of their stewardship over the buildings and properties entrusted to them.

As no two parishes or facilities are the same, this manual is not intended to be the final word on system(s) and/or building maintenance. It is to be used as a general guideline or roadmap so to speak. Each facility will need to develop their own specific policy and schedules to best meet the needs of their building(s) and support systems.

The old saying of “An ounce of prevention is better than a pound of cure” is very true. More times then not, we can save several thousands of dollars by spending a few dollars in maintenance. Remember; we want to prevent fires before the need to put them out!

Permission to reproduce any material(s) contained in the “Manual” is hereby granted.

What is maintenance?

Maintenance is work performed on a routine basis to protect users of a building and to assure a long life for the building. Its goal is a minimum of unexpected repairs for buildings, grounds and equipment. A wisely implemented preventative maintenance program; designed to correct each problem as or before it occurs is more cost effective than waiting until the problem reaches a magnitude where special contracts and large expenditures are required to correct it.

Why a maintenance manual?

The Archdiocese Building Commission (ABC) and the Office of Management Services (OMS) is dedicated to assisting parishes and other Archdiocesan groups with the renovation, repair, operation and maintenance of their buildings, grounds and equipment. The OMS staff has consolidated its experience, gathered over the years, in producing this manual which is a simple yet comprehensive program of maintenance. If used on a routine basis, this Manual can be a great aid in preserving properties of the Archdiocese.

How to use this manual

This manual is intended to be a flexible working document which can be applied to each building of a particular complex/campus. You may wish to have one manual for each building or you may wish to combine checklists for all buildings into a single manual. Because this manual is in a loose-leaf binder, it can be changed to suit your needs. You might find items that do not pertain to your specific situation and/or needs. Inapplicable items may be omitted to save inspection time.

The **Maintenance Checklists** are organized by season because these routine tasks must be performed during a certain period of the year. These items serve to remind parish and institution maintenance staffs of the various jobs to be completed. Each item should be checked off and dated as it is completed.

The **Mechanical Checklists** are also organized by season. Due to their technical nature they have been separated from the Maintenance Checklists. A maintenance tech experienced in mechanical systems may be qualified to complete these lists. Otherwise, a company specializing in the installation and maintenance of mechanical systems should be hired. Depending on staff available, a combination of in-house and outside help may be the best to perform this task.

The **Inspection Checklists** are lists organized according to building grounds, components and equipment. These checklists require a physical inspection of the items listed once a year by the maintenance staff or by a building committee. Answer each question on the checklist by circling "SAT" for satisfactory or "UNSAT" for unsatisfactory. Any item indicated as being "UNSAT", unsatisfactory, should be included in the maintenance program for the next twelve months. All unsatisfactory items should, for greatest effectiveness, be placed on the Repair List at the end of the section with the most important items at the beginning (receiving top priority). Any items circled "SAT", satisfactory, would be expected to remain in satisfactory condition for the next twelve months.

The **Safety Checklists** follow the same procedures as the Inspection Checklists. They are listed separately because of their special nature and because State laws frequently require that special safety conditions be checked.

The last few sections consist of a glossary and forms pertaining to emergency phone numbers, building history and service records.

Plastic pouches are included at the end of the manual to hold equipment and service records. *“The palest ink is better than the best memory.”* Records of boiler inspections also need to be saved.

Spring Maintenance

2.01

Building: _____

Date: _____

Site Maintenance

Remove and dispose of all fallen tree limbs, dead shrubs and etc.

Remove brush and weed growth adjacent to building walls.

Reseed worn lawn areas.

Fertilize lawn and planting beds.

Trim and prune shrubs and trees.

Repair property damage due to snow plowing.

Clean all site/storm water drains.

Obtain contract bids for summer lawn care and landscaping (if required).

Repair potholes in parking lots and drives.

Repair winter damaged fencing and gates.

Check and service/repair playground equipment.

Service lawn maintenance equipment.

Comments:

Spring Maintenance

2.02

Building Exterior Maintenance

Install awnings.

Remove and store storm windows and install screens as required.

Wash windows.

Replace cracked or missing glazing putty and caulking.

Replace any and all broken glass.

Paint building exterior as required.

Comments:

Roof Maintenance

Clean roof valleys. DO NOT WALK IN VALLEYS.

Clean roof drains.

Clean and secure gutters.

Clean and secure downspouts.

Perform any necessary roof repairs.

Comments:

Spring Maintenance

2.03

Building Interior Maintenance

Dispose of all unused books, paper, debris, etc.

Clean windows, blinds, draperies, etc.

Open crawl space vents for summer ventilation. This area should be entered and fully inspected.

Comments:

Mechanical Equipment Maintenance

Service all pumps per manuals.

Service all air conditioning equipment. Remove exterior covers and store.

Service all ventilating equipment.

Have fire alarm and sprinkler systems inspected and serviced.

Inspect and clean all chimneys and flues as needed.

Comment:

Spring Maintenance

2.04

Electrical Equipment Maintenance

Check and secure roof and gutter heating cables.

Inspect all service and breaker panels. Service as needed by a licensed electrician.

Inspect and service all exterior lighting.

Inspect all exterior outlets.

Comments:

Summer Maintenance

3.01

Building: _____

Date: _____

Site Maintenance

Remove any excessive overgrowth.

Patch, repair and seal asphalt roads and parking lots.

Repair concrete road and walkway surfaces.

Paint road, walk and parking lot markings.

Repair and paint fences.

Comments:

Building Exterior Maintenance

Wash all dirt accumulation on building surfaces.

Remove all ivy from building walls, monuments and fences.

Paint building exterior as required.

Lubricate exterior door hinges and hardware.

Replace any broken glass.

Replace loose and disintegrated mortar.

Comments:

Summer Maintenance

3.02

Building Interior Maintenance

Remove all rubbish, boxes, debris and combustibles from: paths of exit, doorways, stairs, under stairs, furnace and utility rooms, around flues and chimneys, around any heating equipment and heat-producing equipment, around radiators and electrical panels.

Comments:

Mechanical Equipment Maintenance

Have fire alarm and sprinkler systems inspected and serviced.

Service heating system.

Check boiler for any fuel leaks.

Clean furnace system.

Check openings or motorized dampers which provide combustion air to boiler or furnaces.

Check boiler cleanout openings, doors and etc. for air leakage and corrosion.

Check boiler and piping for leaks.

Comments:

Summer Maintenance

3.03

Electrical Equipment Maintenance

Check and replace lights bulbs as needed.

Check all disconnect and service panels.

Check all exterior power outlets, verify GFCI protected.

Check all overhead power lines.

Comments:

Plumbing Maintenance

Check all exterior hose bibs (sill cocks).

Service well pump and water storage tank.

Inspect and clean grease trap.

Pump septic tank(s). This should be preformed at a minimum every 4 years.

Repair or replace broken fixtures.

Replace washers, sets or packing on leaking faucets/fixtures etc.

Comments:

Fall Maintenance

4.01

Building: _____

Date: _____

Site Maintenance

Clean all site drains.

Obtain contract for winter snow plowing, if required.

Remove brush and weed growth adjacent to building walls.

Clean and service lawn maintenance equipment.

Check and service snow blowers and other winter equipment.

Order a supply of salt for walks and drives.

Comment:

Building Exterior Maintenance

Cut back tree limbs resting on buildings and roofs.

Gather and remove leaves.

Install storm windows and weather stripping.

Repair and store summer screens.

Remove and store exterior awnings.

(continued on next page)

Fall Maintenance

4.02

Building Exterior Maintenance

Replace cracked or missing glazing putty or caulking at doors and windows.

Paint building exterior as required.

Inspect all hose bibs (sill cocks).

Remove and store water hoses.

Comments

Roof Maintenance

Clean roof valleys. DO NOT WALK IN VALLEYS.

Clean roof drains.

Clean gutters.

Clean downspouts.

Check heating cable operation for gutters and downspouts.

Comments:

Fall Maintenance

4.03

Building Interior Maintenance

Clean radiators and air registers.

Close crawlspace vents. This space should be entered and inspected.

Verify presents of vapor barrier in crawlspace and inspect for damage.

Comments:

Mechanical Equipment Maintenance

Inspect and clean chimney flues as required.

Cover condensing units. Cover tops only do not wrap as this will lead to condensation.

Clean boiler room of all debris.

Have boiler inspected and serviced, replace any fuel filters.

Inspect all boiler piping, valves and pumps for leakage and/or damage.

Have all furnaces inspected and serviced.

Check all gas supply piping for leaks and damage.

Inspect all air filter housings for leakage. Forced air system filters should be cleaned or replaced every 30 days of use.

Comments:

Fall Maintenance

4.04

Electrical Equipment Maintenance

Test emergency lighting system.

Test all exit lights.

Test fire alarm and sprinkler systems.

Test smoke detectors, replace batteries if necessary.

Inspect all service panels and disconnects.

Test all switches and receptacles, repair as needed.

Comments:

Plumbing Maintenance

Winterize all exterior hose bibs (sill cocks).

Flush all water heaters.

Check exhaust system for all gas fired water heaters.

Check all gas supply piping for water heaters.

Inspect all visible supply and drain piping.

Operate main water and gas shut off valve for building. Be sure main valves are labeled.

Comments:

Winter Maintenance

5.01

Building Interior Maintenance

Patch, repair and paint damaged and faded walls and ceilings.

Refinish damaged or peeling interior wood trim.

Paint or refinish handrails, doors, windows and etc.

Clean entry floors of exterior salt and sand (ongoing).

Replace worn carpet.

Check floor drains in restrooms and boiler room.

Comments:

Mechanical Equipment Maintenance

Check water levels in boiler and blow down boiler water weekly.

Check (ph) level of boiler loop water and adjust as needed.

Inspect all exposed boiler piping and valves for leaks weekly.

Check and service all/any sump pumps.

Bleed air from radiators.

Comments:

Winter Maintenance

5.02

Electrical Equipment Maintenance

Inspect and test fire alarm and sprinkler systems.

Inspect all service panels and disconnects.

Inspect and test any building alarm systems.

Clean light fixtures and replace bulbs as needed.

Inspect all exterior lighting fixtures weekly.

Comments:

Exterior Maintenance

Inspect all walkways and drives for ice buildup.

Inspect all air intake points for debris and/or ice.

Inspect all walkways for ice heaving weekly.

Inspect all area (site) drains for debris and/or ice.

Comments:

General

Continuous maintenance is essential for the proper operation of mechanical equipment. Without this, the equipment usually fails when it is working the hardest, usually when it is most needed. Most areas of mechanical systems maintenance are best handled by those persons skilled and specially trained in the operation and maintenance of heating, ventilation and air-conditioning equipment (HVAC).

This section includes general information and procedures essential to preventative maintenance of mechanical equipment. It is designed to be used as a monitoring tool. It is suggested that the person(s) who performs the inspections of the mechanical systems review this section of the manual. It is also suggested that this person review the operation and maintenance instructions for each piece of equipment and add any pertinent items to the mechanical checklists which follow.

General preventative maintenance should include, but not limited to, the following:

Boiler, burners, valves, gauges, motors, pumps, compressors, fans, steam traps, ignition components, filters, safety devices and etc.

Operation of equipment.

Parts inventory.

Corrosion prevention and water treatment, especially for steam boilers.

Calibration of temperature controls.

Fuel efficiency tests.

Boiler

Clean boiler and piping internally. Swab tubes with neutral oil.

Clean water side of steam boiler. Use pressurized water jet and scrapers to remove any scale.

Fill boiler tubes with water.

Clean control box of any dust or debris.

Comments:

Air Handlers

Lubricate and grease all bearings, motors and fans.

Adjust all V-belts for proper tension. Replace all worn belts.

Check air filters for proper size and type. Air filters should be changed or cleaned every 30 days of operation, or sooner if needed.

Clean and adjust controls which operate valves and motorized dampers.

Comments:

Heat Pumps

Check all control valves for proper operation.

Check air filters for proper type and size. Air filters should be changed or cleaned every 30 days of operation, sooner if needed.

Oil and lubricate motors.

Inspect, adjust, calibrate and clean temperature control items.

Comments:

Steam and Hot Water Piping

Open steam traps; replace worn or inoperative parts.

Replace valves and valve seats that are worn.

Inspect and repair any breaks in piping insulation. *Before servicing any piping insulation; be sure to verify that it does not contain asbestos. If the material contains or is believed to contain asbestos, contact an asbestos contractor for repair and/or replacement.*

Inspect pipe hangers for tightness.

Comments:

Summer Mechanical

6.04

Oil Tank(s)

Clean oil strainer.

Clean sludge from tank.

Replace fuel line filter every year or sooner if needed.

Comments:

Boiler

Check operation of combustion air louvers which supply air to boiler room.

Test boiler water quality for pH, hardness and corrosive compounds. Chemically treat as required. During boiler operation, water testing should be done at a minimum every month.

Comments:

Burners

Clean oil strainers.

Check draft regulators for free movement.

Inspect induced draft fan and forced draft fan for alignment and wear on bearings.

Comments:

Heat Pumps

Inspect heat exchangers, A-coils.

Clean finned pipe surfaces.

Inspect coil casings for rust; clean and paint as required.

Inspect heating/cooling coil mountings and tighten any loose bolts.

Check all control valves for proper operation.

Inspect air filters for proper size and fit. Air filters should be replaced or cleaned every 30 days of operation.

Inspect, adjust, calibrate and clean temperature control items.

Comments:

Winter Mechanical

6.07

Boiler

Blow down boiler as required until clear.

Blow down and clean strainers as required.

Monthly test of low water cutoff.

Monthly test of boiler water quality and chemically treat as required.

Check high steam pressure limit control.

Yearly check boiler pressure relief valve.

Comments:

Furnace

Check high temperature limit shutoff control.

Inspect air filters for proper type and fit. Air filters should be replaced or cleaned every 30 days of operation.

Comments:

Winter Mechanical

6.07

Burners

Test combustion efficiency.

Clean oil strainers.

Comments:

Steam and Hot Water Piping

Inspect for steam and water leaks at valves and piping.

Test steam traps for by-passing.

Inspect for corrosion.

Comments:

Baluster: A miniature column or other form of upright in a series, which supports a handrail, as in a balustrade.

Balustrade: A railing with supporting balusters.

Column: A slender vertical structural member used to support roof and floor loads.

Combustion Air: Air required for the burning of fuel.

Coping: A sheet metal, stone, concrete, tile or other covering over the top of a wall.

Counter Flashing: A second and overlapping layer of flashing where conditions are such that the first layer may not insure water tightness.

Downspout: The vertical portion of a rainwater drainage pipe. Also called a leader or conductor.

Expansion Joint: A joint containing compressible materials which will absorb movement caused by thermal expansion and contraction.

Flashing: Sheet metal weather protection placed over a joint between different building materials, or between parts of a building, in such a manner that prevents water from entering.

Floor Joist: One of a series of parallel beams used to support a floor.

Gargoyle: A sculptural projection from a roof scupper to drop rainwater clear of the walls.

Gravel Stop: An angle-shaped sheet metal trim member at the edge of a roof, having a slightly raised lip to retain roof gravel surfacing materials.

Panic Hardware: A type of quick-acting door opening hardware consisting of a horizontal bar on the inside of a door. By pushing against the bar, a leverage mechanism will unlatch and open the door. Such hardware is legally required for safety reasons on certain exits in public buildings.

Parapet: The top part of an exterior wall which is above the roof line.

Plumb: A true vertical line.

Pointing: The treatment of masonry joints by troweling mortar into the joint.

Rafter: One of a series of framing members used to support a roof. Rafters are closely spaced and usually frame into a beam or bearing wall.

Ridge: The line formed at the intersection of the upper edge of two sloping roof surfaces, as opposed to a valley.

Sheathing: A material, consisting of thin boards, plywood or OSB, used to cover a wall, floor or roof surface.

Soffit: The underside of a horizontal surface which projects beyond the wall line, as in an overhanging roof.

Spalling: The cracking or flaking of particles from a surface.

Splash Block: A concrete or masonry block laid on the ground under a downspout to carry roof drainage away from the building and to prevent soil erosion.

Stair Riser: The vertical face of a stair step.

Stair Tread: The horizontal part of a stair step; the part actually stepped upon.

Vapor Barrier: Any thin water proof membrane used to prevent the passage of water vapor, such as under a concrete slab place upon the ground, or between the back of a wall finish and insulation.

Valley: The intersection at the bottom of two roof planes.

Weep Hole: A hole through the bottom of a retaining wall or exterior veneer to drain water from behind the wall, thereby preventing the build-up of water and/or hydrostatic pressure.

Emergency Phone Numbers

10.01

Contact

Phone Number

Police/Sheriff	
Fire Department	
Ambulance	
Power Company	
Gas Company	
Water Company	
Roofer(s)	
Plumber(s)	
Electrician(s)	
General Contractor(s)	
Water Damage Recovery	
Boiler/City Steam	
Insurance	

Inspection Checklist

7.01

Building: _____

Date: _____

Inspected by: _____

“SAT” = Satisfactory “UNSAT” = Unsatisfactory

Site and Grounds

Ramps and provisions for the physically handicapped (ADA).

SAT UNSAT

Designated parking spaces for the physically handicapped (ADA).

SAT UNSAT

Soil and walkway(s) elevation; dropped or heaved?

SAT UNSAT

Standing water near or against the building in any season.

SAT UNSAT

Condition of retaining walls.

SAT UNSAT

Condition of fences and gates.

SAT UNSAT

Condition of trees and shrubs.

SAT UNSAT

Inspection Checklist

7.02

Building Exterior – Foundation

Overall condition of foundation walls:

Cracks?

SAT UNSAT

Separation between top of foundation wall(s) and building frame?

SAT UNSAT

Loose, cracked, or broken blocks, bricks or stones?

SAT UNSAT

Soft or flaking mortar or concrete?

SAT UNSAT

Foundation movement?

SAT UNSAT

Water leakage; exterior or interior?

SAT UNSAT

Stains or discoloration?

SAT UNSAT

Bulging or bowing?

SAT UNSAT

Are interior basement or crawlspace foundation walls damp?

SAT UNSAT

Are there signs of fungus growth, mold or stains, mildew odors, or insect shelter tubes visible in basement or crawlspace?

SAT UNSAT

Inspection Checklist

7.03

Building Exterior – Masonry Walls

Does exterior masonry show the following signs of deterioration:

Cracks in walls?

SAT UNSAT

Cracks over doors and/or windows?

SAT UNSAT

Loose bricks?

SAT UNSAT

Cracked bricks?

SAT UNSAT

Missing bricks?

SAT UNSAT

Cracked, chipped or missing mortar?

SAT UNSAT

Soft or flaking mortar?

SAT UNSAT

White or gray stains (efflorescence)?

SAT UNSAT

Water penetration?

SAT UNSAT

Moss or algae growth?

SAT UNSAT

Inspection Checklist

7.04

Building Exterior – Masonry Walls

Split, brittle or missing caulking?

SAT UNSAT

Are weep holes/open lintels present in retaining walls, above doors, above windows and in the bottom course of stone or brick and free of obstruction(s)?

SAT UNSAT

Does wood molding show signs of cracking, warping or rot?

SAT UNSAT

Building Exterior – Frame Walls

Is there evidence of rot or deterioration of wood sills, walls or siding?

SAT UNSAT

Is there evidence of water stains or water penetration into wood?

SAT UNSAT

Are siding boards cracked or split?

SAT UNSAT

Are siding boards buckled?

SAT UNSAT

Are nails showing excessive rust?

SAT UNSAT

Can a knife blade, screwdriver or key be easily pushed into wood siding or structural wood members?

SAT UNSAT

Inspection Checklist

7.05

Building Exterior – Frame Walls

Are exterior wood moldings cracked, missing, broken or separated from the building?

SAT UNSAT

Are any wood members badly stained?

SAT UNSAT

Is there evidence of the following on visible structural wood members:

Severe staining or discoloration?

SAT UNSAT

Split or cracked wood?

SAT UNSAT

Crumbled or crushed wood?

SAT UNSAT

Plies of sawdust?

SAT UNSAT

Rot or deterioration?

SAT UNSAT

Bee hives?

SAT UNSAT

Bird nests and/or droppings?

SAT UNSAT

Rodents?

SAT UNSAT

Inspection Checklist

7.06

Building Exterior – Frame Walls

Bats and/or signs of their droppings?

SAT UNSAT

Are wall cavities insulated?

SAT UNSAT

Is paint blistered or peeling?

SAT UNSAT

Has building been painted and/or stained in the last seven years?

SAT UNSAT

Building Exterior – Roof (all types)

Inspect all roofs for evidence of deterioration, weather damage and water penetration. If roof is not accessible, use binoculars and inspect from ladder at gutter line. Check interior of building for evidence of water damage and intrusion.

Are there gaps or holes around roof penetrations, chimneys or vents?

SAT UNSAT

Are there signs of movement in roofing materials or flashings?

SAT UNSAT

Are flashings rusted or pitted?

SAT UNSAT

Are flashings separated, loose or missing?

SAT UNSAT

Are there dissimilar metals in contact?

SAT UNSAT

Inspection Checklist

7.07

Building Exterior – Roof (all types)

Do metal components need painting?

SAT UNSAT

Is caulking missing, split or deteriorated at the following:

Parapets?

SAT UNSAT

Copings?

SAT UNSAT

Flashings?

SAT UNSAT

Soffits?

SAT UNSAT

Vents or chimneys?

SAT UNSAT

Skylights?

SAT UNSAT

Are there any loose or broken glass panes in skylight?

SAT UNSAT

Other roof penetrations?

SAT UNSAT

Does roof show sagging in any area?

SAT UNSAT

Inspection Checklist

7.08

Building Exterior – Roof (all types)

Is there evidence of water seepage through Soffits?

SAT UNSAT

Does roof/attic have proper ventilation?

SAT UNSAT

Is anchorage for TV antenna secure and watertight?

SAT UNSAT

Is antenna adequately grounded?

SAT UNSAT

If lightning protection is present, is it properly installed and grounded?

SAT UNSAT

Is there ice-damming as evidenced by:

Mounds of ice at eaves and valleys?

SAT UNSAT

Excessively long icicles at eaves, soffits and gutters?

SAT UNSAT

Building Exterior – Built-up Roof

Are there blisters, bubbles, cracks, splits or open seams in roofing membrane?

SAT UNSAT

Is the roof pitted or worn?

SAT UNSAT

Inspection Checklist

7.09

Building Exterior – Built-up Roof

Is there evidence of standing water or puddles 48 hours after a rain?

SAT UNSAT

Are roof drains clear and operating properly?

SAT UNSAT

Does roof feel “squishy” – soft under foot?

SAT UNSAT

Can roofing felt material be seen?

SAT UNSAT

Are gravel stops secure and present?

SAT UNSAT

Are gravel stops rusted or pitted?

SAT UNSAT

Do expansion joints show evidence of separation or water penetration?

SAT UNSAT

Is any vegetation growing through roofing or in gutters?

SAT UNSAT

Is roof over 15 years old?

YES NO (if yes, should be inspected by professional)

Inspection Checklist

7.10

Building Exterior – Shingle Roof

Are shingles loose, split, missing or broken?

SAT UNSAT

Are mineral granules thinned out or missing?

SAT UNSAT

Are shingle edges, curled, clawed or worn?

SAT UNSAT

Is there moss growth?

SAT UNSAT

Are snow/water slides (valleys) pitted, worn or damaged?

SAT UNSAT

Is roof more than 15 years old?

YES NO (if yes, should be inspected by professional)

Building Exterior – Slate Roof (do not walk on this material)

Are there broken, missing or loose slates?

SAT UNSAT

Are slates worn?

SAT UNSAT

Do slate fasteners appear broken, missing or rusted?

SAT UNSAT

Are ridge rolls loose, missing, deteriorated or rusted?

SAT UNSAT

Inspection Checklist

7.11

Building Exterior – Slate Roof (do not walk on this material)

Are snow/ice guards loose, missing or damaged?

SAT UNSAT

Are there sections patched with asphalt?

SAT UNSAT

Are there flashings patched with asphalt?

SAT UNSAT

Building Exterior – Metal Roof

Are metal roof sheets rusted?

SAT UNSAT

Are there signs of holes, pitting or cracking?

SAT UNSAT

Are there open joints?

SAT UNSAT

Are there any defective fasteners?

SAT UNSAT

Are snow/ice guards loose, missing or damaged?

SAT UNSAT

Building Exterior – Doors and Windows

Are flashings over doors and windows cracked, missing or rusted?

SAT UNSAT

Is trim around doors and windows split, loose or deteriorated?

SAT UNSAT

Inspection Checklist

7.12

Building Exterior – Doors and Windows

Is caulking around door and window frames and trim cracked or missing?

SAT UNSAT

Are sills loose or deteriorated?

SAT UNSAT

Is window putty glazing missing or cracked?

SAT UNSAT

Are there broken or cracked glass panes?

SAT UNSAT

Are stained glass windows bowed/warped?

SAT UNSAT

Do doors and windows close and lock properly?

SAT UNSAT

Is hardware defective?

SAT UNSAT

Are doors and windows weather-stripped?

SAT UNSAT

Do doors and windows operate and seal properly?

SAT UNSAT

If building is equipped with storm doors and windows, do they operated properly?

SAT UNSAT

Do any windows shows clouding or condensation?

SAT UNSAT

Inspection Checklist

7.13

Building Exterior – Doors and Windows

Are there holes or tears in screens?

SAT UNSAT

Are screens, shutters and other exterior window attachments secure?

SAT UNSAT

Has finish paint, stain or varnish deteriorated?

SAT UNSAT

Building Exterior – Parapet Walls, Copings and Chimneys

Are wall cracked?

SAT UNSAT

Are bricks loose or spalling?

SAT UNSAT

Do mortar joints require pointing?

SAT UNSAT

Is mortar joint(s) under coping cracked, missing or loose?

SAT UNSAT

Are coping stones or metal coping loose, broken, missing or shifted?

SAT UNSAT

Is coping joint(s) open, permitting water to enter?

SAT UNSAT

Is flashing missing, loose or damaged?

SAT UNSAT

Inspection Checklist

7.14

Is there evidence of moisture penetration?

SAT UNSAT

Do chimneys lean?

SAT UNSAT

Do chimneys have proper caps, spark screens and rain caps?

SAT UNSAT

Building Exterior – Porches, Stairs and Balconies

Do porches, stairs or balconies require painting?

SAT UNSAT

Is porch floor structure decayed, weak or cracked?

SAT UNSAT

Are stair treads loose or broken?

SAT UNSAT

Are column bases rotted or in need of repair?

SAT UNSAT

Are railings missing, broken or weak?

SAT UNSAT

Are balusters broken, loose or missing?

SAT UNSAT

Are stair treads at proper and even spacing?

SAT UNSAT

Inspection Checklist

7.15

Building Exterior – Gutters and Downspouts

Are there loose, rusted, or missing gutters and downspouts?

SAT UNSAT

Are there holes or loose joints in gutters and downspouts?

SAT UNSAT

Do gutters or downspouts require painting?

SAT UNSAT

Do gutters sag or lack proper pitch to downspouts?

SAT UNSAT

Is water running down face of building?

SAT UNSAT

Are there proper leaders, extensions, to divert water away from building? (A minimum of 6 to 8 feet is recommended).

SAT UNSAT

Are heating cables present, operational and secured?

SAT UNSAT

Building Exteriors – Attachments

Are the following items in good condition and well secured to building:

Lattices?

SAT UNSAT

Columns?

SAT UNSAT

Inspection Checklist

7.16

Building Exterior – Attachments

Flagpoles?

SAT UNSAT

Cables, wires?

SAT UNSAT

Weathervanes?

SAT UNSAT

Towers?

SAT UNSAT

Gargoyles, sculptures?

SAT UNSAT

Canopies?

SAT UNSAT

Balconies?

SAT UNSAT

Signs, alarms and lights?

SAT UNSAT

Ledges, projections?

SAT UNSAT

Decorations, ornaments?

SAT UNSAT

Meters?

SAT UNSAT

Inspection Checklist

7.17

Building Interior – Floors

Are floor joist warped, cracked, broken or sagging?

SAT UNSAT

Is floor joist blocking and/or bridging secure?

SAT UNSAT

Is there visible separation between floors and walls at base trim?

SAT UNSAT

Are floors at entrances slip-resistant?

SAT UNSAT

Are masonry and tile floors cracked, broken or worn?

SAT UNSAT

Is wood flooring warped, separated or badly worn?

SAT UNSAT

Does wood flooring show moisture staining?

SAT UNSAT

Is carpet loose, torn or badly worn?

SAT UNSAT

Building Interior – Walls

Is there evidence of water staining?

SAT UNSAT

Are there cracks?

SAT UNSAT

Inspection Checklist

7.18

Building Interior – Walls

Are surfaces peeling or dirty?

SAT UNSAT

Is wall finish buckled or loose?

SAT UNSAT

Do walls show any signs of settling?

SAT UNSAT

Building Interior - Ceilings

Is there evidence of water staining?

SAT UNSAT

Are there cracks?

SAT UNSAT

Are surfaces peeling or dirty?

SAT UNSAT

Is ceiling structure sagging or separating?

SAT UNSAT

Is ceiling tile grid secure?

SAT UNSAT

Are there any damaged or missing ceiling tile?

SAT UNSAT

Are any light fixtures damaged or loose?

SAT UNSAT

Inspection Checklist

7.19

Building Interior – Doors and Windows

Are door jams plumb?

SAT UNSAT

Do doors or windows bind?

SAT UNSAT

Do doors have loose or missing hinges, knobs or locks?

SAT UNSAT

Do windows have any missing hardware?

SAT UNSAT

Is there evidence of condensation on or around windows?

SAT UNSAT

Is there evidence of mold, discoloration or deterioration around windows and doors?

SAT UNSAT

Building Interior – Attics

Do rafters, ceiling joist and sheathing shows signs of:

Water stains or deterioration?

SAT UNSAT

Warping?

SAT UNSAT

Cracking?

SAT UNSAT

Inspection Checklist

7.20

Building Interiors – Attics

Sagging?

SAT UNSAT

Is there evidence of water leaking into attic around any of the following roof penetrations or area:

Vents?

SAT UNSAT

Ducts?

SAT UNSAT

Chimneys?

SAT UNSAT

Other areas of concern (valleys etc.).

SAT UNSAT

Is attic floor insulated to current standards, R30?

SAT UNSAT

Does attic floor have a vapor barrier?

SAT UNSAT

Is there at least one square foot of free air venting for every 500 square feet of attic area?

SAT UNSAT

Are attic fans operational?

SAT UNSAT

Are soffit/eave areas clear of insulation for free air movement?

SAT UNSAT

Inspection Checklist

7.21

Building Interiors – Attics

Are roof rafters and framing materials excessively dry? Do they show small drops of amber that makes the wood appear to be sweating? This is a common condition in the heat of the summer due to lack of proper venting.

SAT UNSAT

Is the attic free of debris and unused combustible items?

SAT UNSAT

Are off-season and other materials stored neatly and away from any heat sources (chimneys or flues)? Is the storage floor area rated for a load?

SAT UNSAT

Are all exposed wires properly secured and splices placed in junction boxes?

SAT UNSAT

Building Interior – Crawlspace and Basement

Is crawlspace or basement damp, wet or water stained?

SAT UNSAT

Does water infiltrate through crawlspace or basement walls or floors?

SAT UNSAT

Does surface water or snowmelt drain into basement via window wells or access doors?

SAT UNSAT

Is crawlspace or basement floor cracked or disintegrated?

SAT UNSAT

Inspection Checklist

7.22

Building Interior – Crawlspace and Basement

Are crawlspace or basement walls insulated?

SAT UNSAT

Does crawlspace have proper type and amount of wall vents?

SAT UNSAT

Does dirt floor of crawlspace have proper vapor barrier?

SAT UNSAT

Mechanical Equipment

Are there water leaks at any of the following locations:

Pipes?

SAT UNSAT

Radiators?

SAT UNSAT

Boilers?

SAT UNSAT

Water heater(s)?

SAT UNSAT

Pumps?

SAT UNSAT

Has boiler or furnace been cleaned and serviced in the past 12 months?

SAT UNSAT

Is the boiler insulation cracked or missing?

SAT UNSAT

Inspection Checklist

7.23

Mechanical Equipment

Is the boiler more than 35 years old?

SAT UNSAT

Is there excessive steam or air loss at radiators?

SAT UNSAT

Are exposed pipes adequately insulated?

SAT UNSAT

Do air supply or return registers adjust for proper seasonal flow?

SAT UNSAT

Do thermostats work properly?

SAT UNSAT

Is the domestic water heater insulated?

SAT UNSAT

Do kitchens and restrooms have adequate ventilation?

SAT UNSAT

Do large assembly areas have adequate ventilation?

SAT UNSAT

Plumbing

Are there water leaks at any of the following locations:

Restroom fixtures?

SAT UNSAT

Faucets?

SAT UNSAT

Inspection Checklist

7.24

Plumbing

Piping:

SAT UNSAT

Shut-off valves?

SAT UNSAT

Do flush valves, toilets and faucets work properly?

SAT UNSAT

Are any drains or traps clogged?

SAT UNSAT

General

Buildings must be designed according to building and fire safety codes and other regulatory standards in effect at the time of construction. However, such codes and standards are continuously changing. The original construction does not have to comply with current changes in the code; however, any modifications to the original construction should, and must in most cases, comply with current codes and standards.

Who Should Perform Safety Checks?

Many communities have a building inspector who is knowledgeable about current standards/codes and their provisions for safety. The building inspector could be asked to visit the facility and prepare a written report on any safety and code violations. This type of service is generally free of charge. You may also ask the Office of Management Services to perform an onsite inspection of your facility.

Fire safety checks can be obtained by calling the local fire marshall and requesting an inspection and report. This type of inspection will cover areas such as possible fire hazards, adequacy of exits, alarm systems, fire extinguishers, sprinklers systems and etc. This service is generally free of charge.

An architect or engineer that is knowledgeable in all areas of building safety and could perform a comprehensive safety inspection. There is typically a fee for such a service.

Use of Safety Checklists

A safety checklist for compliance with current standards should be performed yearly.

The safety checklists included in this manual shows a number of safety issues involved; it may not list all that are required in your area/location. Any, “UNSAT”, unsatisfactory items should be attended to immediately. Professional advice may be required depending upon the problem involved.

Safety Checklist

8.03

Building: _____

Date: _____

Inspected by: _____

“SAT” = Satisfactory “UNSAT” = Unsatisfactory

Fire Safety

Is the building equipped with:

Pull station fire alarms?

SAT UNSAT

Smoke detectors on every level, at the top of every stairwell and in all sleeping spaces?

SAT UNSAT

Heat detectors located near equipment or heat producing areas?

SAT UNSAT

Wet or dry sprinkler system?

SAT UNSAT

Fire extinguisher?

SAT UNSAT

Fire hoses, if applicable?

SAT UNSAT

Are fire extinguishers conspicuous, convenient and properly labeled?

SAT UNSAT

Safety Checklist

8.04

Fire Safety

Are Class B or better fire extinguishers located in furnace rooms and storage areas where grease and flammable liquids may be kept?

SAT UNSAT

Are Class C fire extinguishers located near electrical equipment?

SAT UNSAT

Are Class B-C fire extinguishers located in kitchens?

SAT UNSAT

Have fire extinguishers been inspected within the past 12 months?

SAT UNSAT

Are fire hoses in good condition?

SAT UNSAT

Do fire hoses have water immediately available?

SAT UNSAT

Are heat and smoke detectors wired to sound a central alarm?

SAT UNSAT

Are periodic fire drills held?

SAT UNSAT

Is there an accumulation of materials under stairways, in crawlspace, basement, boiler room, attic and etc?

SAT UNSAT

Are hazardous/flammable chemicals and/or materials stored in proper marked containers and away from heat sources?

SAT UNSAT

Safety Checklist

8.05

Fire Safety

Are off-season and unused materials stored in proper and marked containers and away from heat sources?

SAT UNSAT

Are kitchen range hoods and exhaust ducts clean?

SAT UNSAT

Do kitchen range exhaust ducts terminate in a safe and proper location?

SAT UNSAT

Are grease ducts and deep fryers equipped with automatic fire detectors and suppression system?

SAT UNSAT

Means Of Egress From Building

Are hallways, corridors and stairways to the exterior accessible and free of obstructions?

SAT UNSAT

Are exit doors equipped with properly operating panic hardware?

SAT UNSAT

Do exit doors have padlocks, chains or dead bolts installed?

SAT UNSAT

Do exit doors open outward?

SAT UNSAT

Are all exits clearly marked with illuminated exit signs?

SAT UNSAT

Safety Checklist

8.06

Means Of Egress from Building

Are all hallways, corridors and stairways illuminated with emergency lights?

SAT UNSAT

Are windows operable and accessible as a means of exit?

SAT UNSAT

Are windows which exit to fire escapes operable and free of obstructions?

SAT UNSAT

Are the interior and exterior exit paths to and from fire escapes clear?

SAT UNSAT

Are fire escapes unobstructed and well secured to the building?

SAT UNSAT

Building Interior – Stairs

Are stairs kept clear?

SAT UNSAT

Are stairs “bouncy”?

SAT UNSAT

Are covers on treads and landings worn, raised or missing?

SAT UNSAT

Is there at least one continuous railing along one side of all stairways?

SAT UNSAT

Are railings broken or weak?

SAT UNSAT

Safety Checklist

8.07

Building Interior – Stairs

Are balusters broken, loose or missing?

SAT UNSAT

Are railings for balconies and lofts present and secure?

SAT UNSAT

Miscellaneous

Are lights, alarms, signs and other objects attached securely to buildings?

SAT UNSAT

Assembly Areas

Are assembly areas posted for maximum numbers of occupants?

SAT UNSAT

Emergency Procedures

Is there a written plan of safe egress for occupants from building?

SAT UNSAT

Is there a centralized location for first aid equipment, poisoning information and etc?

SAT UNSAT

Is there a readily visible list of emergency phone numbers/contacts?

SAT UNSAT

Is there a plan for initial fire fighting?

SAT UNSAT

Safety Checklist

8.08

Auto Safety

Are roadways, parking areas or curbs deteriorating?

SAT UNSAT

Are roadways and parking areas kept free of tree limbs, snow and ice?

SAT UNSAT

Are STOP, ON PARKING and FIRE LANE signs unobstructed in all seasons?

SAT UNSAT

Are parking lots/areas adequately illuminated?

SAT UNSAT

Emergency Vehicles

Do emergency vehicles have access to property/buildings?

SAT UNSAT

Are fire hydrants clearly visible and accessible?

SAT UNSAT

Pedestrian Safety

Are walkways, steps and ramps deteriorated, cracked or hazardous?

SAT UNSAT

Are walkways kept clear of tree limbs, snow and ice?

SAT UNSAT

Do walkways, steps and ramps have any uneven areas?

SAT UNSAT

Safety Checklist

8.09

Pedestrian Safety

Are walkways, steps and ramps adequately illuminated?

SAT UNSAT

Do steps and ramps have non-skid surfaces?

SAT UNSAT

Are there handrails on steps and ramps?

SAT UNSAT

Do handrails show any damage or wear?

SAT UNSAT

Playground Areas

Are play areas protected or locked when not in use?

SAT UNSAT

Are play areas free of open holes, debris, stones, broken glass and etc?

SAT UNSAT

Is play equipment well maintained?

SAT UNSAT

Is any play equipment constructed of pressure treated lumber or other possible hazardous materials?

SAT UNSAT

Boiler and Furnace Rooms

Are boiler, furnace and similar equipment rooms enclosed with fire-protection walls, ceilings and doors?

SAT UNSAT

Safety Checklist

8.10

Boiler and Furnace Rooms

Are boiler and furnace rooms vented?

SAT UNSAT

Are boiler and furnace rooms supplied with combustion air?

SAT UNSAT

Are boiler and furnace rooms free of gas odors and foul smelling air?

SAT UNSAT

Are boiler and furnace rooms free of stored materials?

SAT UNSAT

Are there rooms used regularly which are only accessible by passing through the boiler or furnace room?

SAT UNSAT

Is there an emergency shutdown switch for burner(s)?

SAT UNSAT

Are fan filters and grills clean?

SAT UNSAT

Electrical Equipment

Are transformers, fans and other electrical equipment protected with adequate safety barriers?

SAT UNSAT

Is electrical equipment in proper working order?

SAT UNSAT

Do fuses or circuit breakers blow/trip often?

SAT UNSAT

Safety Checklist

8.11

Electrical Equipment

Is the amperage draw for any circuit beyond its capacity?

SAT UNSAT

Are there sufficient replacement fuses?

SAT UNSAT

Is building wiring in good condition?

SAT UNSAT

Are there any faulty electrical fixtures?

SAT UNSAT

Do wires on appliances and equipment show the following:

Fraying?

SAT UNSAT

Spits?

SAT UNSAT

Bare wires?

SAT UNSAT

Do electrical outlets, switches and junction boxes have cover plates?

SAT UNSAT

Are exterior electrical outlets and switches in proper weather-rated boxes with proper covers?

SAT UNSAT

Are all exterior outlets GFCI protected?

SAT UNSAT

Safety Checklist

8.12

Electrical Equipment

Do all switches operate properly?

SAT UNSAT

Do any outlets or switches feel hot to the touch?

SAT UNSAT

Are there any defective or shorted outlets?

SAT UNSAT

Are there outlets with more than 2 items plugged into them?

SAT UNSAT

Are extension cords being used as permanent wiring?

SAT UNSAT

Are extension cords warm or hot to the touch?

SAT UNSAT

Do extension cords create a tripping hazard?

SAT UNSAT

Do extension cords run under rugs, carpets or into enclosed spaces?

SAT UNSAT

