

A. Site and Grounds Maintenance Task Checklist

Building Name: _____

Inspected by: _____

Title: _____

Item	Maintenance Task (as needed)	Date	Inspection / Notes Action Taken / Notes
A1	Remove and dispose of all fallen tree limbs, dead shrubs, etc.		
A2	Trim and prune shrubs and trees		
A3	Repair parking lots and driveways		
A4	Reseed and fertilize lawn		
A5	Obtain contract bids for summer yard care and landscaping (if required)		
A6	Service all lawnmowers and miscellaneous lawn care equipment		
A7	Clean all site drains		
A8	Check and service playground equipment		
A9	Repair and/or paint fences, gates, railings, statues, etc.		
A10	Repair any sidewalks that exhibit a vertical change over 1/4 inch. Power wash sidewalks as needed.		
A11	If standing water exists near any buildings, verify that no nearby gutters or downspouts are plugged, and that ground level piping extends at least 6 feet away from foundation		
A12	Repair retaining walls, fences or gates as required		
A13	Pump out septic tanks at least every 4 years		
A14	Repaint fire lane and parking striping as required		

B. Building Exterior Maintenance Task Checklist

Building Name: _____

Inspected by: _____

Title: _____

Item	Maintenance Task (as needed)	Date	Inspection / Notes Action Taken / Notes
B1	Remove or install storm windows, screens and awnings		
B2	Wash exterior building walls and windows		
B3	Repair cracks around windows and doors		
B4	Paint building exterior as required		
B5	Cut back tree limbs resting or overhanging buildings and roofs		
B6	Clean roofing areas including valleys, drains, gutters and downspouts		
B7	Perform necessary roof repairs		
B8	Lubricate exterior door hinges and hardware		
B9	Repair broken, cracked or chipped glass		
B10	Repair loose or disintegrated mortar		
B11	Repair loose or missing sealants at building penetrations		
B12	Verify locks on exterior doors and windows work properly		
B13	<i>Additional space provided for customization</i>		
B14			
B15			

C. Building Exterior Inspection Checklist

Building Name: _____

Inspected by: _____

Title: _____

<i>Maintenance Inspections: If any of the following maintenance inspection observations are present, the parish should contact an appropriate professional for estimates and repairs. The parish should also contact the Office of Property & Construction for guidance in creating a long-term capital budget plan. Inspection notes and resolution actions should be included.</i>			
Item	Maintenance Inspection (as needed)	Date	Inspection / Notes Action Taken / Notes
C1	Do foundation walls show signs of large cracks in masonry, bricks or stones?		
C2	Do any foundation walls show signs of flaking mortar or concrete?		
C3	Are there any signs of foundation movement, bulging or bowing?		
C4	Are there any signs of foundation water leaks, stains or discoloration?		
C5	Are interior basement, crawl spaces or foundation walls damp or show mold stains, or mildew odors?		
C6	Are insect tubes visible along foundation walls?		
C7	Do any exterior frame walls show rot, or deterioration of sills, siding, walls or wood molding?		
C8	Do any exterior frame walls show cracked, split or buckled siding boards?		
C9	Are there any piles of sawdust?		
C10	Are exterior frame wall cavities insulated?		
C11	Is paint blistered or peeling on exterior frame walls?		
C12	Are there gaps or holes around any roof penetrations, chimneys, or vents? Is there any evidence of water?		

C13	Are there signs of sagging or movement in the roofing material? Are flashings or caulking separated, loose, or missing?		
C14	Does the roof and/or attic have proper ventilation?		
C15	For Built Up Roofs, Are there blisters, bubbles, cracks, splits, or seams in roofing membranes? Is there evidence of standing or ponding water? Are roof drains clear and operating properly? Does the roof feel "squishy" under foot? Is there any vegetation growing through the roof?		
C16	For slate roofs, are there broken, missing, or loose slates? Are ridge roofs loose, deteriorated, or rusted? Are there sections patched with asphalt?		
C17	For metal roofs, are metal roof sheets rusted? Are there signs of holes, pitting, or cracking, open joints or defective fasteners?		
C18	For exterior doors and windows, Are flashings over doors and windows cracked, missing, or rusted? Are trim, sills or caulking around doors and windows split, loose, or deteriorated?		
C19	For exterior doors and windows, Is there broken or cracked glass? Do doors and windows lock properly? Do doors and windows operate and seal properly? Are screens, shutters and other exterior window attachments secure?		
C20	Are parapet walls cracked or do chimneys lean?		
C21	Are bricks loose or spalling? Do mortar joints require re-pointing? Are flashings missing, loose, or damaged or is there evidence of moisture penetration?		

C22	Are there loose, pitted, rotted, or missing gutters and downspouts? Do gutters sag or downspout joints leak? Do gutters or downspouts require repainting? Do splash blocks/drains under downspouts divert water properly?		
C23	Are the exterior attachments (cables, canopies, alarms, lights, other) in good condition and secured to the building?		
C24	Are lightning rods and cables intact?		
C25	Do porches, stairs, or balconies require painting? Is porch floor structure decayed or weak? Are stair treads loose or broken? Are column bases in need of repair? Are railings broken, weak or loose? Are balusters broken, loose, or missing?		
C26	<i>Additional space provided for customization</i>		
C27			
C28			
C29			
C30			

D. Building Interior Maintenance Task Checklist

Building Name: _____

Inspected by: _____

Title: _____

Item	Maintenance Task (as needed)	Date	Inspection / Notes Action Taken / Notes
D1	Clean windows, draperies, blinds, etc.		
D2	Clean ashes from fireplaces and incinerator ash pits		
D3	Service all mechanical ventilating equipment		
D4	Clean carpet		
D5	Remove debris and combustibles from all areas including doorways, stairways, furnace and utility rooms, around heating equipment, radiators, flues, chimneys and electrical panels		
D6	Perform test on building sprinkler system and service if required		
D7	Service HVAC units, including changing filters and verifying condensate drains are not clogged		
D8	Replace leaking faucets, etc.		
D9	Replace burned out light bulbs		
D10	Inspect and clean out grease traps		
D11	Repair or replace broken fixtures		
D12	Inspect and/or service kitchen exhaust hoods and fire suppression systems		
D13	Check for up-to-date electrical panel schedule		

E. Building Interior Inspection Checklist

Building Name: _____

Inspected by: _____

Title: _____

Maintenance Inspections: If any of the following maintenance inspection observations are present, the parish should contact an appropriate professional for estimates and repairs. The parish should also contact the Office of Property & Construction for guidance in creating a long-term capital budget plan. Inspection notes and resolution actions should be included.

Item	Maintenance Inspection (as needed)	Date	Inspection / Notes Action Taken / Notes
E1	Are floor joists warped, cracked, or sagging? Is floor joist blocking and bridging secure? Is there visible separation between floors and walls at base trim? Do floors squeak or creak?		
E2	Are masonry and tiles floors cracked, broken, or worn? Is wood flooring warped, separated, or badly worn? Is carpet loose, torn, or badly worn?		
E3	Are interior walls water stained? Are there visible cracks? Are surfaces peeling or dirty? Is wall finish buckled or loose?		
E4	Are interior ceilings water stained? Are there visible cracks? Are surfaces peeling or dirty? Is ceiling structure sagging or separating? Is ceiling tile grid secure? Are there damaged ceiling tiles? Are light fixtures secure?		
E5	Do interior doors bind? Do doors have loose or missing hinges, knobs, or locks? Is there evidence of mold or discoloration around windows and/or doors?		

E6	Do interior rafters, floor joists and sheathing show sign of water stains, warping, cracking or sagging?		
E7	Is there evidence of leaking around any roof penetrations including vents, ducts, chimneys, etc.?		
E8	Is attic floor insulated?		
E9	Are attic fans or vents operating properly? Is attic free of debris and unused combustible items? Are off-season and other materials stored neatly and away from heat?		
E10	Is crawl space and/or basement damp, wet, or water stained? Is there evidence of water entering through the crawl space, basement walls, or floors? Does water or snowmelt drain into basement from window wells? Is crawl space and/or basement floor cracked or disintegrated?		
E11	Are there water leaks at bathroom fixtures, faucets or pipes?		
E12	Do flush valves/faucets work properly?		
E13	Are any drains clogged?		
E14	Do wires on appliances and equipment show fraying, splits or bare wires? Do electrical outlets, switches and boxes operate properly and have cover plates?		
E15	Are fire extinguishers and emergency lighting present and inspections up-to-date?		
E16	<i>Additional space provided for customization</i>		