

BUILDING MAINTENANCE / PLANNING CHECKLIST

PARISH _____

DATE _____

FACILITY _____

		Acceptable	Deficient
Foundation system			
Check for cracking/ movement	yearly	_____	_____
Check for positive drainage away from foundation	spring/fall	_____	_____
Check for proper operation of sump pumps	spring/fall	_____	_____
Exterior wall system			
Check condition of sealants and caulk	yearly	_____	_____
Check brick joints for need to tuck point	yearly	_____	_____
Check condition of wood fascias and soffits	yearly	_____	_____
Examine wall system for movement	yearly	_____	_____
Roof system			
Check gutters and downspouts/roof drains for clogs	spring/fall	_____	_____
Check metal flashings-completely attached and sealed	yearly	_____	_____
Check base flashings for breaks	yearly	_____	_____
Remove debris from roof	spring/fall	_____	_____
Check flashings at all roof penetrations	yearly	_____	_____
Check field of roof for tears, open joints and bubbles	yearly	_____	_____
If metal roof check all seams and fasteners	yearly	_____	_____
Door and window systems			
Check all caulk and sealant joints	yearly	_____	_____
Check seals on insulated window units	yearly	_____	_____
Check operation of operable units			
Make sure they close easily and properly	spring/fall	_____	_____
Check operation of door hardware			
Make sure it is properly installed	summer	_____	_____
Check weather stripping and seals	summer	_____	_____

Condition of exterior walks and stairs

Check for broken and uneven surfaces	summer	_____	_____
Check that handrails are properly secure	summer	_____	_____

Condition of interior finishes

Check for damage to drywall	spring	_____	_____
Check condition of painted surfaces	spring	_____	_____
Check for tears, stains and loose carpet	spring	_____	_____

HVAC systems

Change filters	quarterly	_____	_____
Check belts and oil on fans and compressors	quarterly	_____	_____
Clean coils	bi-annually	_____	_____
State Boiler inspection		_____	_____

Life Safety/ Fire Systems

Test smoke detectors/replace batteries	annually	_____	_____
Test fire sprinklers	annually	_____	_____

Condition of electrical systems

Materials _____
Comments _____

Condition of plumbing systems

Materials _____
Comments _____

Condition of life safety/fire systems

Materials _____
Comments _____

Condition of Handicapped accessibility

Materials _____
Comments _____
