

MAINTENANCE MANUAL



Presbytery of New York City
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INTRODUCTION

WHAT IS MAINTENANCE?

Maintenance is work done 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 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?

On behalf of the whole Presbytery and its congregation, The Board of Trustees and Property Support Committee are dedicated to assisting churches of the Presbytery with the renovation, repair, operation, and maintenance of their buildings, grounds, and equipment. If used on a routine basis, this Manual can be a great aid in preserving properties of the congregations to the glory of God.

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. 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. Inapplicable items may be omitted to save inspection time.

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

The Mechanical Checklists are also organized by season. Due to their technical nature they have been separated from the Maintenance Checklists. A maintenance person 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 the staff available, a combination of in-house and outside help may be best to perform this work.

INTRODUCTION

1.02

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 'Y' for yes or "N" for no. Upon completion, look at the column marked "UNSAT" (unsatisfactory). Any item indicated as being unsatisfactory (either Y or N circled in the UNSAT column) should be included in the maintenance program for the next twelve months. All these 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. Any items circled in the "SAT" (satisfactory) column would be expected to remain in satisfactory condition for the next twelve months. These checklists should be completed in pencil so that the circled answers can be erased and redone each year. This way the same form can be reused for several years.

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. These checklists should be completed once a *year*. They should be done in pencil so that the circled answers can be erased and redone each year. This way, the same form can be reused for several years.

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. Records of boiler safety inspections, etc. need to be saved and the pouches provide a convenient place to keep them. -

SPRING MAINTENANCE

BUILDING:	DATE / COMMENTS:
<p><u>BUILDING EXTERIOR MAINTENANCE</u></p> <p>Install awnings.</p> <p>Remove and store storm windows and install screens as required.</p> <p>Wash windows.</p> <p>Replace cracked or missing putty.</p> <p>Replace broken window glass.</p> <p>Paint building exterior as required.</p> <p><u>ROOF MAINTENANCE</u></p> <p>Clean roof valleys.</p> <p>Clean roof drains.</p> <p>Clean and secure gutters.</p> <p>Clean and secure downspouts</p> <p>Perform necessary roof repairs.</p>	

SPRING MAINTENANCE

BUILDING:

DATE / COMMENTS:

BUILDING INTERIOR MAINTENANCE

Dispose of all unused books, papers, debris, etc.
Clean windows, blinds, draperies, etc.

Open crawl space and basement windows for
summer ventilation.

MECHANICAL EQUIPMENT MAINTENANCE

Service all pumps per manuals. Clean ashes from
fireplaces and incinerator ashpits.

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

Service all ventilating equipment.

ELECTRICAL EQUIPMENT MAINTENANCE

Check and secure roof and gutter heating cables.

SUMMER MAINTENANCE

BUILDING:

DATE / COMMENTS:

SITE MAINTENANCE

Remove any excessive overgrowth.

Patch, repair, and seal asphalt road and walkway surfaces.

Repair concrete road and walkway surfaces. Paint road and/or walk markings.

Repair and paint fences.

BUILDING EXTERIOR MAINTENANCE

Wash all dirt accumulated on building surfaces.

Remove all ivy from building walls, monuments, and fences,

Paint building exterior as required.

Lubricate exterior door hinges and hardware.

Replace broken glass.

Replace loose and disintegrated mortar

SUMMER MAINTENANCE

BUILDING:	DATE / COMMENTS:
<p><u>BUILDING INTERIOR MAINTENANCE</u></p> <p>Remove all rubbish, boxes, debris, and combustibles from:</p> <ul style="list-style-type: none">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.Electrical panel areas.	

SUMMER MAINTENANCE

BUILDING:

DATE / COMMENTS:

MECHANICAL EQUIPMENT MAINTENANCE

Check boiler clean-out openings, doors, etc. for air leakage and corrosion.

Check for water leaks in boiler and in piping.

Pump out septic tanks at least once every 4 years.

Date last cleaned:

ELECTRICAL EQUIPMENT MAINTENANCE

Replace light bulbs which have burned out.

FALL MAINTENANCE

BUILDING:

DATE / COMMENTS:

SITE MAINTENANCE

Clean all site drains.

obtain contract bids for winter snow plowing (If required)

Remove brush and weed growth adjacent to building walls.

Clean and service lawn mowers. Check and service snow blowers and other winter equipment.

BUILDING EXTERIOR MAINTENANCE

Cut back tree limbs resting on buildings and roofs.

Install storm windows and weatherstripping.

Repair and store summer screen windows.

Replace cracked or missing caulking at doors and windows.

Remove all exterior awnings.

Paint building exterior as required.

FALL MAINTENANCE

BUILDING:

DATE / COMMENTS:

ROOF MAINTENANCE

Clean roof valleys.

Clean roof drains.

Clean gutters.

Clean downspouts.

BUILDING INTERIOR MAINTENANCE

Clean radiators and air registers.

Close crawl space and basement windows opened for summer ventilation,

MECHANICAL EQUIPMENT MAINTENANCE

Clean chimney flues as required.

Cover air conditioners.

Clean boiler room of all debris.

Check and service propane gas equipment and piping.

Clean or replace furnace air filters.

FALL MAINTENANCE

BUILDING:

DATE / COMMENTS:

ELECTRICAL EQUIPMENT MAINTENANCE

Test emergency lighting system.

Test all exit lights.

Test fire alarm system.

Test smoke detectors. Replace batteries if necessary.

Repair or replace non— functioning switches, receptacles and outlets.

Replace frayed wiring.

PLUMBING MAINTENANCE

Shut off and drain all exterior water faucets.

WINTER MAINTENANCE

BUILDING:	DATE / COMMENTS:
<p><u>BUILDING INTERIOR MAINTENANCE</u></p> <p>Patch and paint damaged and faded walls and ceilings.</p> <p>Refinish damaged or peeling interior wood trim.</p> <p>Paint or refinish handrails, doors, windows, etc.</p> <p>Clean entry floors of exterior salt and sand.</p> <p><u>MECHANICAL EQUIPMENT MAINTENANCE</u></p> <p>Clean or replace furnace air filters monthly during December, January, and February.</p> <p>Check water levels in boiler and blow down boiler water once weekly.</p> <p>Bleed air from radiators.</p> <p><u>ELECTRICAL EQUIPMENT MAINTENANCE</u></p> <p>Clean light fixtures and replace light bulbs which have burned out.</p>	

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 system maintenance are best handled by those persons skilled and specially trained in the operation and maintenance of heating, ventilating, and air—conditioning equipment.

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 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 contracts should include the following:

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

- Operation of the equipment.

- Parts inventory.

- Corrosion prevention and water treatment, especially for steam boilers.

- Calibration of temperature controls.

- Fuel efficiency tests.

SUMMER MECHANICAL

BUILDING:

DATE / COMMENTS:

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 boiler of all dust.

AIR HANDLERS

Lubricate and grease all bearings, motors and fans.

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

Check and clean air filters. Replace as needed.

Clean and adjust controls which operate valves and motorized dampers~

HEAT PUMPS

Check all control valves for proper operation.

Inspect air filters and replace as required.

(continued next page)

SUMMER MECHANICAL

BUILDING:	DATE / COMMENTS:
<p data-bbox="248 491 732 527"><u>STEAM AND HOT WATER PIPING</u></p> <p data-bbox="248 588 857 655">Open steam traps; replace worn or inoperative parts. Replace valves and valve seats that are worn.</p> <p data-bbox="248 716 813 783">Inspect and repair any breaks in pipe insulation. Inspect pipe hangers for tightness.</p> <p data-bbox="248 1035 407 1071"><u>OIL TANK</u></p> <p data-bbox="248 1129 461 1165">Clean oil strainer.</p> <p data-bbox="248 1224 537 1260">Clean sludge from tank.</p>	

FALL MECHANICAL

BUILDING:	DATE / COMMENTS:
<p><u>BOILER</u></p> <p>Check operation of combustion air louvers which supply air to boiler room.</p> <p>Test boiler water quality for pH, hardness, and corrosive compounds. Chemically treat as required.</p> <p><u>BURNERS</u></p> <p>Clean oil strainers.</p> <p>Check draft regulators for free movement.</p> <p>Inspect induced draft fan and forced draft fan for alignment and wear on bearings.</p> <p><u>HEAT PUMPS</u></p> <p>Inspect heat exchangers.</p> <p>Clean finned pipe surfaces.</p> <p>Inspect coil casings for rust; Clean and paint as required.</p> <p>Inspect heating coil tubes.</p> <p>Inspect heating coil mountings and tighten any loose bolts.</p> <p>,continued next page)</p>	

FALL MECHANICAL

BUILDING:

DATE / COMMENTS:

HEAT PUMPS

Check all control valves for proper operation.

Inspect air filters and replace as required.

Inspect, adjust, calibrate, and clean temperature control i terns.

WINTER MECHANICAL

BUILDING:

DATE / 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.

BURNERS

Clean oil strainers.

Check draft regulators for free movement.

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

HEAT PUMPS

Inspect heat exchangers.

Clean finned pipe surfaces.

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

Inspect heating coil tubes.

Inspect heating coil mountings and tighten any loose bolts.

Check all control valves for proper operation.

Inspect air filters and replace as required.

Inspect, adjust, calibrate, and clean temperature control items.

WINTER MECHANICAL

BUILDING:

DATE / 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.

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By	Date
BUILDING									COMMENTS					

SITE AND GROUNDS

Are there ramps and provisions for the physically handicapped?

Y N

Are there designated parking spaces for the physically handicapped?
Has soil dropped or heaved?

Y N

Is there standing water near or against the building in any season?

Y N

Are retaining walls leaning or in need of repair?

Y N

Are fences deteriorated?

Y N

Do fence gates operate properly?

Y N

Do trees and shrubs need care?

Y N

BUILDING EXTERIOR - FOUNDATION

Do foundation walls show the following signs of decay or settlement:

Y N

Large cracks?

Y N

Visible separation between top of foundation wall and building frame?

Y N

(continued next page)

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By	Date
BUILDING									COMMENTS					

BUILDING EXTERIOR— FOUNDATION

Loose, cracked, or broken blocks, bricks, or stones?	N	Y
Soft or flaking mortar or concrete?	N	Y
Foundation movement?	N	Y
water leaks?	N	Y
Stains or discoloration?	N	Y
Bulging or bowing?	N	Y
Are interior basement or crawl space foundation walls damp?	N	Y
Are there mushroom growths, mold stains, or mildew odors in basement or crawl space?	N	Y
Are there insect tubes visible along the foundation walls?	N	Y

BUILDING EXTERIOR-MASONRY WALLS

Does exterior masonry show the following signs of deterioration:	N	Y
Cracks in walls?	N	Y
Cracks over doors or windows?	N	Y

(continued next page)

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By	Date
BUILDING									COMMENTS					

BUILDING EXTERIOR - MASONRY WALLS

Loose bricks?	N	Y
Cracked bricks?	N	Y
Missing bricks?	N	Y
Cracked, chipped, missing mortar?	N	Y
Soft or flaking mortar?	N	Y
White or gray stains?	N	Y
Water penetration?	N	Y
Moss or algae growth?	N	Y
Split, brittle, or missing caulking?	N	Y
Are weep holes in retaining walls, under window sills, and other wall construction free of obstruction?	Y	N
Is wood molding and trim cracked, warped, or rotted?	N	Y

BUILDING EXTERIOR - FRAME WALLS

Is there evidence of rot or deterioration of wood sills, walls, or siding?	N	Y
Is there evidence of water stains or water penetration into the wood?	N	Y

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INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By			Date	By	Date	By	Date
BUILDING									Satisfactory	Unsatisfactory	COMMENTS			

BUILDING EXTERIOR — FRAME WALLS

Are wall cavities insulated?

N Y

Is paint blistered or peeling?

N Y

Has building been painted in the last seven years?

N Y

BUILDING EXTERIOR - ROOF, ALL TYPES

Inspect all roofs for evidence of deterioration, weather damage, and water penetration. If roof is not accessible, use binoculars. Check interior of building for evidence of *water* damage.

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

N Y

Are there signs of movement in roofing material or flashing?

N Y

Are flashings rusted or pitted?

N Y

Are flashings separated, loose, or missing?

N Y

Are there dissimilar metals in contact?

N Y

Do metal components need painting?

N Y

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INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By		Date	By	Date	By	Date	
								Satisfactory						
BUILDING									Unsatisfactory	COMMENTS				

BULLDING EXTERIOR -ROOF, ALL TYPES

Is caulking missing, split, or deteriorated at the following:

Parapets?	N	Y
Copings?	N	Y
Flashings?	N	Y
Soffits?	N	Y
Vents or chimneys?	N	Y
Skylights?	N	Y
Other roof penetrations?		
Are there any loose or broken glass panes in skylights?	N	Y
Has roof sagged from snow weight?	N	Y
Is there evidence of water seepage through soffits?	N	Y
Does roof/attic have proper ventilation?	N	Y
Does the roof hatch work?	N	Y
Is anchorage for TV antenna secure?	N	Y
Is antenna adequately grounded?	N	Y
Is there lightning protection?	N	Y

(continued next page)

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By	Date
BUILDING									COMMENTS					

BUILDING EXTERIOR- ROOF, ALL TYPES

Is there ice—damming as evidenced

Mounds of ice at *eaves*?

N Y

Excessively long icicles?

N Y

BUILDING EXTERIOR - BUILT-UP ROOF

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

N Y

Is roof pitted or worn?

N Y

Is there evidence of standing water or puddles?

N Y

Are roof drains clear and operating properly?

N Y

Does roof feel “squishy” under foot?

N Y

Can roofing felt material be seen?

N Y

Are gravel stops secure?

N Y

Are gravel stops rusted or pitted?

N Y

Do expansion joints show evidence of separation or water penetration?

N Y

(continued next page)

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By			Date	By	Date	By	Date
										Satisfactory	Unsatisfactory			
BUILDING									COMMENTS					

BUILDING EXTERIOR - PARAPET WALLS, COPINGS AND CHIMNEYS

Are walls cracked?	N	Y
Are bricks loose or spalling?	N	Y
Do mortar joints require pointing?	N	Y
Is mortar joint under coping cracked or loose?	N	Y
Are coping stones or metal copings loose, broken, or shifted?	N	Y
Is coping joint open, permitting water to enter?	N	Y
Is flashing missing, loose, or damaged?	N	Y
Is there evidence of moisture penetration?	N	Y
Do chimneys lean?	N	Y

BUILDING EXTERIOR- PORCHES, STAIRS AND BALCONIES

Do porches, stairs, or balconies require painting?	N	Y
Is porch floor structure decayed, weak, or cracked?	N	Y

(continued next page)

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By	Date
BUILDING									COMMENTS					

**BUILDING EXTERIOR—PORCHES STAIRS
AND BALCONIES**

Are stair treads loose or broken?	N	Y
Are column bases rotted or in need of repair?	N	Y
Are railings broken at- weak? Are balusters broken, loose, or missing?	N	Y

**BUILDING EXTERIOR - GUTTERS &
DOWNSPOUTS**

Are there loose, rotted, or missing gutters or downspouts?	N	Y
Are there holes in gutters or downspouts?	N	Y
Do gutter or downspout joints leak?	N	Y
Are gutters or downspouts pitted or rusted?	N	Y
Do gutters or downspouts require painting?	N	Y
Do gutters sag or lack pitch to downspouts?	N	Y
Is water running down face of building?	N	Y

(continued next page)

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By	Date
BUILDING									COMMENTS					

BUILDING EXTERIOR— GUTTERS & DOWNSPOUTS

Do splash blocks or drains under downspouts divert water away from building?

N Y

Are heating cables secure?

N Y

BUILDING EXTERIOR - ATTACHMENTS

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

Lattices?

Y N

Columns?

Y N

Flagpoles?

Y N

Cables, wires?

Y N

Weather vanes?

Y N

Towers?

Y N

Gargoyles, sculptures?

Y N

Canopies?

Y N

Balconies?

Y N

Signs, alarms, lights?

Y N

Ledges, projections?

Y N

Decorations, ornaments?

Y N

Meters?

Y N

Other?

Y N

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By			Date	By	Date	By	Date

BUILDING	Satisfactory	Unsatisfactory	COMMENTS
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BUILDING INJTERIOR- FLOORS

Are floor joists warped, cracked, or sagging?	N	Y
Is floor joist blocking and bridging secure?	N	Y
Is there visible separation between floors and walls at base trim?	N	Y
Do floors squeak or creak?	N	Y
Are floors "bouncy" ?	N	Y
Are floors at entrances slip—resistant?	N	Y
Are masonry and tile floors cracked, broken, or worn?	N	Y
Is wood flooring warped, separated, or badly worn?	N	Y
Is carpeting loose, torn, or badly worn?	N	Y

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By	Date
BUILDING									COMMENTS					

BUILDING INTERIOR WALLS

is there evidence of water staining?	N	Y
Are there cracks?	N	Y
Are surfaces peeling or dirty?	N	Y
Is wall, finish buckled or loose?	N	Y
	N	Y

BUILDING INTERIOR — CEILINGS

Is there evidence of water staining?	N	Y
Are there cracks?	N	Y
Are surfaces peeling or dirty?	N	Y
Is ceiling structure sagging or separating?	N	Y
Is ceiling tile grid secure?	Y	N
Are there damaged ceiling tiles?	N	Y
Are light fixtures secure?	Y	N

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By	Date
BUILDING									COMMENTS					

BUILDING INTERIOR - DOORS AND WINDOWS

Are door jambs plumb?	N	Y
Do doors bind?	N	Y
Do doors have loose or missing hinges, knobs, or locks?	N	Y
Is there evidence of condensation on or around windows?	N	Y
Is there evidence of mold, discoloration, or deterioration around windows and doors?	N	Y

BUILDING INTERIOR — ATTICS

Do rafters, floor joists, and sheathing show signs of:

Water stains or deterioration?	N	Y
Warping?	N	Y
Cracking?	N	Y
Sagging?	N	Y

(continued next page)

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By	Date
BUILDING									COMMENTS					

BUILDING INTERIOR — ATTICS

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

Vents?

N Y

Ducts?

N Y

Chimneys?

N Y

Other?

N Y

Is attic floor insulated?

N Y

Is there at least one square foot of vent area for every 500 square feet of attic area?

N Y

Are attic fans or vents operating?

N Y

Are roof rafters excessively dry? (This condition can result from overheating in summer months.)

N Y

Is attic free of debris and unused combustible items?

N Y

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By			Date	By	Date	By	Date
BUILDING									Satisfactory	Unsatisfactory	COMMENTS			

BUILDING INTERIOR — CRAWL SPACE AND BASEMENT

Is crawl space or basement damp, wet, or water stained?	N	Y
Does water infiltrate through crawl space or basement walls or floor?	N	Y
Does water or snow-melt drain into basement from window wells?	N	Y
Is crawl space or basement floor cracked or disintegrated?	N	Y
Are crawl space or basement walls insulated?	N	Y
Does crawl space have wall vents?	N	Y
Does dirt floor of crawl space have a vapor barrier?	N	Y

MECHANICAL EQUIPMENT

Are there water leaks at any of the following locations:		
Pipes?	N	Y
Radiators?	N	Y
Boiler?	N	Y
Hot water heater?	N	Y
Pumps?	N	Y

(continued next page)

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By			Date	By	Date	By	Date	
BUILDING									Satisfactory	Unsatisfactory	COMMENTS				

MECHANICAL EQUIPMENT

Was the boiler or furnace been cleaned and serviced in the past 12 months?	N	Y
Is the boiler insulation cracked or missing?	N	Y
Is the boiler more than 35 years old?	N	Y
Is there excessive steam or air loss at radiators?	N	Y
Are exposed pipes adequately insulated?	N	Y
Do hot air supply or return registers adjust air flow properly?	N	Y
Do thermostats work properly?	N	Y
Is the domestic hot water heater insulated?	N	Y
Do kitchens and bathrooms have adequate ventilation?	N	Y
Do large assembly areas have adequate ventilation?	N	Y

PLUMBING

Are there water leaks at any of the following locations:		
Bathroom fixtures?	N	Y
Faucets?	N	Y
Piping?	N	Y

(continued next page)

INSPECTION CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By	Date
BUILDING									COMMENTS					

PLUMBING

Do flush valves, faucets work properly?

N Y

Are any drains or traps clogged?

N Y

INSPECTION REPAIR LIST

Unsatisfactory Items	Date Identified	Date Resolved

SAFETY

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 changes in the codes~ however, any modifications to the original construction should comply with current codes and standards.

WHO SHOULD PERFORM SAFETY CHECKS?

Many communities have a building inspector who is knowledgeable about current standards 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.

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

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

USE OF SAFETY CHECKLISTS

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

The safety checklists included in this Manual show the number of safety issues involved, Any unsatisfactory items should be attended to immediately. Professional advice may be required depending upon the problem involved.

SAFETY CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By
BUILDING									COMMENTS				

FIRE SAFETY

Is building equipped with:

Pull station fire alarms?	Y	N
Heat or smoke detectors near heat-producing equipment, exits, stairways, and sleeping areas?	Y	N
Fire extinguishers?	Y	N
Fire hoses, if applicable?	Y	N
Are fire extinguishers conspicuous, convenient, and properly labeled?	Y	N
Are Class B or better fire extinguishers located in furnace rooms and storage areas where grease and flammable liquids are kept?	Y	N
Are Class C fire extinguishers located near electrical equipment?	Y	N
Are Class E—C fire extinguishers located in kitchens?	Y	N
Were fire extinguishers inspected within the past 12 months?	Y	N
Are occupants instructed in use of fire, extinguishers and fire hoses?	Y	N
Are fire hoses in good condition?	Y	N
Do fire hoses have water immediately available?	Y	N

(continued next page)

SAFETY CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory Unsatisfactory	Date	By	Date	By
BUILDING									COMMENTS			

FIRE SAFETY

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

Y N

Are periodic fire drills held?

Y N

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

N Y

Are hazardous chemicals stored in proper containers and away from heat sources?

Y N

Are off-season and unused materials stored away from heat sources?

Y N

Are kitchen range hoods and exhaust ducts clean?

Y N

Do kitchen range exhaust ducts terminate in a safe area?

Y N

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

MEANS OF EGRESS FROM BUILDINGS

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

Y N

Are exit doors equipped with properly operating panic hardware?

Y N

(continued next page)

SAFETY CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory Unsatisfactory	Date	By	Date	By
BUILDING									COMMENTS			

MEANS OF EGRESS FROM BUILDINGS

Do exit doors have padlocks or dead bolts?

N Y

Do exit doors open outward?

Y N

Are all exits clearly marked with illuminated exit signs?

Y N

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

Y N

Are windows operable and accessible as a means of exit?

Y N

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

Y N

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

Y N

Are fire escapes unobstructed and well secured to the building?

Y N

BUILDING INTERIOR - STAIRS

Are stairs kept clear?

Y N

Are stairs "bouncy"?

N Y

Are covers on treads and landings worn or missing?

N Y

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

Y N

(continued next page)

SAFETY CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By
BUILDING									COMMENTS				

BUILDING INTERIOR — STAIRS

Are railings broken or weak?

N Y

Are balusters broken, loose, or missing?

N Y

Are railings for balconies and lofts secure?

Y N

MISCELLANEOUS

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

Y N

ASSEMBLY AREAS

Are assembly areas posted for maximum numbers of occupants?

Y N

EMERGENCY PROCEDURE~

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

Y N

(continued next page)

SAFETY CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By
BUILDING									COMMENTS				

EMERGENCY PPOCEDURES

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

Y N

Is there readily visible a list of emergency phone numbers?

Y N

is there a plan for initial fire fighting?

Y N

AUTO SAFETY

Are roadways, parking areas, or curbs deteriorating?

N Y

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

Y N

Are STOP, NO PARKING, and FIRE LANE signs unobstructed in all seasons?

Y N

Are parking lots adequately illuminated?

Y N

EMERGENCY VEHICLES

Do emergency vehicles have access to building?

Y N

Are fire hydrants clearly visible and accessible?

Y N

SAFETY CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By
BUILDING									COMMENTS				

PEDESTRIAN SAFETY

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

N Y

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

N Y

Do walkways, steps, and ramps have uneven areas?

N Y

Are walkways, steps, and ramps adequately illuminated?

N Y

Do steps and ramps have non-skid surfaces?

Y N

Are there handrails on steps and ramps?

Y N

PLAYGROUND AREAS

Are play areas protected or locked when not in use?

Y N

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

Y N

Is play equipment well maintained?

Y N

BOILER AND FURNACE ROOMS

Are boiler, furnace, and similar equipment rooms enclosed with fire— protective walls, ceilings, and doors?

Y N

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SAFETY CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By
BUILDING									COMMENTS				

BOILER AND FURNACE ROOMS

Are boiler and furnace rooms vented?	N	Y
Are boiler and furnace rooms supplied with combustion air?	N	Y
Are boiler and furnace rooms free of gas odors and foul air?	N	Y
Are boiler and furnace rooms free of stored materials?	N	Y
Are there rooms used regularly which are only accessible by <i>walking</i> through the boiler or furnace room?	N	Y
Is there an emergency shutdown switch for burner?	N	Y
Are fan filters and grilles clean?	N	Y

ELECTRICAL EQUIPMENT

Are transformers, fans, and other electrical equipment protected with adequate safety barriers?	N	Y
Is electrical equipment in proper working order?	Y	N
Do fuses or circuit breakers blow often?	N	Y
Is the amperage draw for any circuit beyond its capacity?	N	Y

(continued next page)

SAFETY CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By
BUILDING									COMMENTS				

ELECTRICAL EQUIPMENT

Are there sufficient replacement fuses?	Y	N
Is building wiring in good condition?	Y	N
Are there any faulty electrical fixtures?	N	Y
Do wires on appliances and equipment show the following:	N	Y
Fraying?	N	Y
Splits?	N	Y
Bare wires?		
Do electrical outlets, switches, and junction boxes have cover plates?	Y	N
Do exterior electrical outlets and switches have protective covers?	Y	N
Do all switches operate properly?	N	Y
Do outlets or switches feel hot to the touch?	N	Y
Are there any defective or shorted outlets?	N	Y
Are there outlets with 4 or more items plugged into them?	N	Y
Are extension cords warm or hot to the touch?	N	Y

(continued next page)

SAFETY CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By
BUILDING									COMMENTS				

ELECTRICAL EQUIPMENT

Do extension cords cause a tripping hazard?

N Y

Do extension cords run under rugs or carpeting?

N Y

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SAFETY CHECKLIST

Date	By	Date	By	Date	By	Date	By	Satisfactory	Unsatisfactory	Date	By	Date	By
BUILDING										COMMENTS			

SAFETY REPAIR LIST

Unsatisfactory Items	Date Identified	Date Resolved

GLOSSARY

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 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 material.

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.

GLOSSARY

9.02

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 edges of two sloping roof surfaces, as opposed to a valley.

SHEATHING:

A material, consisting of *thin* boards or plywood, 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 a 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 membrane used to prevent the passage of water vapor, such as under a concrete slab placed upon the ground, or between the back of a wall finish and the insulation.

VALLEY:

The intersection at the bottom of two roof planes.

WEEP HOLE:

A hole through the bottom of a retaining wall to drain water from behind the wall, thereby preventing the build-up of hydrostatic pressure.

EMERGENCY PHONE NUMBERS

CONTACT	NAME & ADDRESS	PHONE
FIRE DEPARTMENT		
POLICE/SHERIFF		
AMBULANCE		
EMERGENCY RESCUE		
ANIMAL RESCUE		
INSURANCE		
POWER COMPANY EMERGENCY CREW		
GAS COMPANY EMERGENCY CREW		
BOILER / FURNACE		

HISTORY

BUILDING	YEAR BUILT	ARCHITECT/ ENGINEER	CONTRACTOR	COMMENTS

