

# Capital Maintenance Inspection Check List

Inspection Date: \_\_\_\_\_ Inspected By: \_\_\_\_\_

## PROPERTY INSPECTION

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### LANDSCAPING

#### I. Check List – check off as you inspect, note any issues or concerns

- General Condition \_\_\_\_\_
  - Diseased trees/shrubbery? \_\_\_\_\_
  - Weather damaged trees? \_\_\_\_\_
  - Any overgrowth? \_\_\_\_\_
  - Eroded areas? \_\_\_\_\_

#### II. Landscaping Information and Tips

- Trees and shrubs planted near buildings can cause expense in the form of clogged gutters, damaged siding, and damaged underground water lines.
- Tree limbs should never be allowed to grow over a roof.

### PARKING LOT

#### I. Check List – check off as you inspect, note any issues or concerns

- Ingress/Egress \_\_\_\_\_
- Surface/pavement \_\_\_\_\_
  - Minor cracking \_\_\_\_\_
  - “Alligatoring”, brittle and cracked surface \_\_\_\_\_
  - Potholes \_\_\_\_\_
  - Ponding water(could indicate clogged storm drains or poorly engineered site which can shorten the lifecycle of the parking lot and create liability issues)  
\_\_\_\_\_
- Size Sufficient? \_\_\_\_\_
- Curbs & Gutters \_\_\_\_\_
  - Good condition? \_\_\_\_\_
  - Car stops (high visibility yellow) \_\_\_\_\_
    - Needed? \_\_\_\_\_
    - Secure if in place? \_\_\_\_\_

- Striping \_\_\_\_\_
  - Lines visible? \_\_\_\_\_
  - Car flow directional arrows? \_\_\_\_\_
  - Pedestrian crosswalks? \_\_\_\_\_
- Lighting working & sufficient? \_\_\_\_\_

**II. Parking Lot Information and Tips**

- Gravel, asphalt, concrete or a combination of the three is preferred parking lot surface
- A good crack fill and seal coat will increase the economic life of asphalt. And Seal coating also always includes new striping which is critical to pedestrian safety and traffic flow.
- If you have to replace a parking lot look for a company that uses a process called “reclamation” ...it is better and cheaper than an “overlay”.
- Many power companies will install parking lot lighting at a “leased” rate which is very reasonable...if needed look into this as an option.
- It is recommended that, for durability and cost, car stops be rubber.

**RETENTION POND/STORM DRAINS**

**I. Check List** – check off as you inspect, note any issues or concerns

- General Condition – Retention Pond \_\_\_\_\_
  - Fencing in good condition? \_\_\_\_\_
  - Trees and Brush grown up? \_\_\_\_\_
  - Liner problems? \_\_\_\_\_
  - Earthen dam erosion? \_\_\_\_\_
- General Condition – Storm Drains \_\_\_\_\_
  - Clear of debris? \_\_\_\_\_

**II. Retention Pond Information and Tips**

- Ground cover vegetation is typically okay, but ponds should be cleared of any vertical growth (trees and large weeds) quarterly or semi-annually.

**SIDEWALKS/STAIRS/LANDINGS**

**I. Check List** – check off as you inspect, note any issues or concerns

- General Condition – Sidewalks \_\_\_\_\_
  - Trip hazards? \_\_\_\_\_
  - Clear of debris? \_\_\_\_\_
  - Wheelchair Accessible? \_\_\_\_\_
- General Condition – Stairs and Landings \_\_\_\_\_

- Trip hazards? \_\_\_\_\_
- Clear of debris? \_\_\_\_\_
- Handrails secured? \_\_\_\_\_
- Areas where additional walkways are needed \_\_\_\_\_

**II. Sidewalks/Stairs/Landings Information and Tips**

- Sidewalk “lifting” is most often caused by tree root growth.
- Any stairs or landing with a total rise of 3 feet or more is required to have either handrails or guardrails.

**SIGNAGE**

**I. Check List** – check off as you inspect, note any issues or concerns

- Parish name & property address visible? \_\_\_\_\_
- “No Parking” signs properly located? \_\_\_\_\_
- Handicap signs properly located? \_\_\_\_\_

**II. Signage Information and Tips**

- “No parking” signage is important to make sure that emergency vehicles are able to maneuver properly and quickly in an emergency during peak traffic times.
- Campuses with multiple buildings need good directional signage for emergency vehicles and visitors.

# BUILDING EXTERIOR INSPECTION

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## BUILDING SIGNAGE

I. **Check List** – check off as you inspect, note any issues or concerns

- Buildings clearly labeled? \_\_\_\_\_
- Need for additional signage? \_\_\_\_\_

### II. Building Signage Information and Tips

- Proper building identification is important for facility guests as well as in emergency situations. More often than not, first responders answering a call to the property have never been there before. Clearly labeled buildings can make a big difference when seconds matter.

## GUTTERS & DOWNSPOUTS

I. **Check List** – check off as you inspect, note any issues or concerns

- General Condition \_\_\_\_\_
  - Free of debris? \_\_\_\_\_
  - Gutters securely fastened to building? \_\_\_\_\_
  - Gutter joints flat and downspout connections secure? \_\_\_\_\_
  - Downspouts directed away from building? \_\_\_\_\_

### II. Gutters & Downspouts Information and Tips

- Water released close to the building can create foundation problems.

## DOORS & WINDOWS

I. **Check List** – check off as you inspect, note any issues or concerns

- General Condition - Doors \_\_\_\_\_
  - Weather stripping in place? \_\_\_\_\_
  - Door hardware working properly? \_\_\_\_\_
- General Condition - Windows \_\_\_\_\_
  - Caulking condition? \_\_\_\_\_
  - Condensation between double paned windows? \_\_\_\_\_

### II. Doors & Windows Information and Tips

- Maintaining proper door and window seals can drastically save on heating and air bills. Caulk joints do not last forever and must be replaced on a regular cycle. Depending on the type of caulk used; the recommended replacement is every 5-10 years.
- Door and window maintenance is important for building safety and security.

## EXTERIOR LIGHTING

I. **Check List** – check off as you inspect, note any issues or concerns

- Wallpacks working? \_\_\_\_\_
- Floodlights working? \_\_\_\_\_
- Additional lighting needs? \_\_\_\_\_
- Timers & photocells working properly? \_\_\_\_\_

### II. Exterior Lighting Information and Tips

- Exterior lighting is essential for building safety and security.

## FACADES (Siding, Brick, Stucco)

I. **Check List** – check off as you inspect, note any issues or concerns

- Rotting areas in siding? \_\_\_\_\_
- Brick mortar missing? \_\_\_\_\_
- Holes in Stucco? \_\_\_\_\_
- Paint peeling/fading? \_\_\_\_\_
- Caulking condition in joints? \_\_\_\_\_

### II. Facade Information and Tips

- While a fresh coat of paint can help cosmetically, it is more important to manage the functional aspects of the building's façade.
- Rotted and/or wet areas on building facades are like magnets to insects and rodents. Staying proactive with small areas of concern can help prevent much larger issues resulting from insect or rodent infestation.

## HVAC

I. **Check List** – check off as you inspect, note any issues or concerns

- General Condition \_\_\_\_\_
  - What is the age? \_\_\_\_\_
  - Visible damage to units? \_\_\_\_\_
  - Any reports of heating/cooling issues in the building? \_\_\_\_\_

### II. HVAC Information and Tips

- Bi-Annual inspections and maintenance are recommended to extend the economic life. Changing filters at least twice a year can make a huge difference in the lifecycle of an HVAC system.
- Keep a good log of any HVAC issues, maintenance, and repairs over the years.

## PLUMBING & ELECTRICAL

### I. Check List – check off as you inspect, note any issues or concerns

- General Condition - Plumbing \_\_\_\_\_
  - Hose valves working? \_\_\_\_\_
  - Hose valves water tight? \_\_\_\_\_
- General Condition – Outlets & Fixtures \_\_\_\_\_
  - Working properly? \_\_\_\_\_
  - Outlets covered properly? \_\_\_\_\_
  - New fixtures needed? \_\_\_\_\_

### II. Plumbing & Electrical Information and Tips

- Be sure to take care of any obvious issues that could create liability exposure or unnecessary expense.

## ROOF

### I. Check List – check off as you inspect, note any issues or concerns

- General Condition \_\_\_\_\_
  - Damaged shingles? \_\_\_\_\_
  - Missing shingles? \_\_\_\_\_
  - Visible signs of leaks inside? \_\_\_\_\_
  - Roof drains cleared of debris? \_\_\_\_\_

### II. Roof Information and Tips

- One of the most important capital expense decisions to be made.
- Be proactive in prolonging the life of the existing roof and accurately forecast repair and/or replace needs.
- Proper installation and maintenance are essential to have the longest economic life possible.

## STRUCTURAL (Foundations and Walls)

### I. Check List – check off as you inspect, note any issues or concerns

- General Condition \_\_\_\_\_
  - Visible cracks? \_\_\_\_\_
  - Other signs of settling? \_\_\_\_\_

### II. Structural Information and Tips

- All building settle over time and a little cracking is common. Make note of the locations of cracks, take dated pictures that include some kind of scale for measure; then monitor the cracks to make sure they do not get progressively worse too quickly.

## TRIM & FLASHING

### I. Check List – check off as you inspect, note any issues or concerns

- Rotting areas? \_\_\_\_\_
- Missing or damaged sections? \_\_\_\_\_
- Animal holes? \_\_\_\_\_
- Paint peeling/fading? \_\_\_\_\_
- Caulking condition in joints? \_\_\_\_\_

### II. Trim & Flashing Information and Tips

- Trim and flashing issues can be a source of water intrusion creating more expensive issues.
- Caulk joints do not last forever and must be replaced on a regular cycle. Depending on the type of caulk used; the recommended replacement is every 5-10 years.

# BUILDING INTERIOR INSPECTION

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## ADA (Americans with Disabilities Act) & CHILD PROTECTION

I. **Check List** – check off as you inspect, note any issues or concerns

- Is access to all buildings ADA Compliant? \_\_\_\_\_
- Are handicap bathrooms clearly marked? \_\_\_\_\_
- Are grab bars in handicap bathrooms or stalls securely fastened? \_\_\_\_\_
- Are all plumbing pipes/drains under handicap sinks properly insulated? \_\_\_\_\_
- Safety code compliant? \_\_\_\_\_

### II. ADA & Child Protection Information and Tips

- Be sure to stay up to date with the ADA codes.
- Child protection safety codes relate to nursery, classroom, or youth area window & door locks, signs, etc.
- Refer to the Archdiocesan website to access personnel who can answer questions in regard to ADA and child protection.

## CEILINGS

I. **Check List** – check off as you inspect, note any issues or concerns

- General Condition \_\_\_\_\_
  - Stained areas/tiles? \_\_\_\_\_
  - Damaged tiles/tile grids? \_\_\_\_\_

### II. Ceilings Information and Tips

- Stained ceiling (tiles) could indicate a roof leak, HVAC problem, or plumbing leak.
  - Wet after a hard rain = roof leak
  - Wet during heavy use of AC (Summer) = Frozen condenser or clogged condenser pan
  - Wet under all conditions = water pipe or sprinkler head leak

## DOORS & WINDOWS

Refer to DOORS & WINDOWS section in Building Exterior Inspection.

## ELECTRICAL

I. **Check List** – check off as you inspect, note any issues or concerns

- General Condition – Outlets/Switches \_\_\_\_\_
  - Working properly? \_\_\_\_\_
  - Covered properly? \_\_\_\_\_
  - Additional outlets needed? \_\_\_\_\_



- General Condition - Fixtures \_\_\_\_\_
- Working properly? \_\_\_\_\_
- New fixtures needed? \_\_\_\_\_
- Electrical Panel closets/rooms clear of stored items? \_\_\_\_\_

**II. Electrical Information and Tips**

- Take care of any obvious issues that could create liability exposure, safety concerns, or unnecessary expense.

**FLOOR COVERINGS**

**I. Check List** – check off as you inspect, note any issues or concerns

- General Condition \_\_\_\_\_
- Loose/Damaged areas? \_\_\_\_\_
- Cleaning needed? \_\_\_\_\_
- Worn areas? \_\_\_\_\_

**II. Floor Coverings Information and Tips**

- Regular care and cleaning are essential to extending the economic life of floor coverings.

**LIFE SAFETY SYSTEMS**

**I. Check List** – check off as you inspect, note any issues or concerns

- Annual fire sprinkler tests? \_\_\_\_\_
- Annual fire extinguisher tests? \_\_\_\_\_
- AEDs easily accessible, clearly marked, and installed where needed? \_\_\_\_\_

**II. Life Safety Information and Tips**

- You should have a “Life Safety” binder for logging this information.
- You should have a comprehensive plan for training, certification, and credentialing of cardiac care providers in the use of AEDs.

**RESTROOMS & KITCHENS**

**I. Check List** – check off as you inspect, note any issues or concerns

- General Condition \_\_\_\_\_
- Plumbing working properly? \_\_\_\_\_
- Cleaning needed? \_\_\_\_\_

Code or Health violations? \_\_\_\_\_

Kitchen volunteer rules and instructions posted and easily accessible? \_\_\_\_\_

## II. Restrooms & Kitchens Information and Tips

- Restrooms and kitchens take on a lot of wear and tear as they are used frequently by large groups of people.

## STAIRS(Stairwells)

### I. Check List – check off as you inspect, note any issues or concerns

General Condition \_\_\_\_\_

Trip hazards? \_\_\_\_\_

Handrails secured? \_\_\_\_\_

### II. Stairs Information and Tips

- Stairways to less often used areas (i.e. basements, attic spaces) can be overlooked and not kept up to code.

## WALLS

### I. Check List – check off as you inspect, note any issues or concerns

General Condition \_\_\_\_\_

Peeling paint issues? \_\_\_\_\_

Faded areas? \_\_\_\_\_

### II. Walls Information and Tips

- Painting and/or staining work is typically not a capital repair item.