**Basic Maintenance & Hazard Survey**

Name of Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weather Conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspection conducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Building Site**Inspect the area around your buildings. Generally, is the site well maintained, and free of debris, hazards, etc?Do adjacent surfaces slope away from foundations for proper drainage?Do trees or shrubs rub on buildings, provide shelter or access for pests, impede proper ventilation, or offer concealment for vandals or burglars?Are walls, fences and gates in good repair? Are all service connections such as hydro, telephone etc. in good repair and properly sealed at entry points?Are all paved and walking surfaces in good condition, and free of obstructions?Are directional and regulatory signs in place and legible? |
| **Building Component** | AcceptableYes/No | Condition & Action Required (include timeline for implementation) | Date Action Completed |
| General  |  |  |  |
| Slopes for drainage |  |  |  |
| Vegetation |  |  |  |
| Fences, gates |  |  |  |
| Service |  |  |  |
| Roads, parking  |  |  |  |
| Pathways |  |  |  |
| Signage |  |  |  |

|  |
| --- |
| **Roofs**Ideally inspection should occur from as close a vantage point as possible. If safe access to the roof or safe use of a ladder is not possible, binoculars are helpful. It is a good practice to schedule roof inspections following wet weather, as problems may be more apparent.Look for sags in roofline, standing water in low spots, and obvious structural damage from storms, trees, animals, etc.Main covering materials could include asphalt shingles, slates, metal, tiles, wooden shingles or shakes, or tar and gravel. Are elements worn, cracked, discoloured, or lifting?Are flashings (sheet metal that covers joints where different roof planes meet, or holes through the roof for vents, etc.) intact and watertight? Is caulking sound? Are eaves troughs clear of debris and standing water? Is there evidence of water spilling out or leaking? Do wooden elements display evidence of rot or failing paint?Are chimney pots, caps and flashings securely attached and in good repair? Are mortar joints and masonry sound? |
| **Building Component** | AcceptableYes/No | Condition & Action Required (include timeline for implementation) | Date Action Completed |
| General |  |  |  |
| covering material |  |  |  |
| Flashings & caulking |  |  |  |
| Eaves |  |  |  |
| Chimneys |  |  |  |
| Exterior Walls *Structural elements may include stone, brick and log construction, wood frame, steel, cast iron, post and beam, etc. Cladding/ wall surfaces may include wooden, aluminium or vinyl siding, pressed metal, wooden shingles or shakes, glass, brick or stone veneer, or the structural material itself (e.g. stone, log.)**Are walls straight, plumb, and free of bulges and cracks?**Are brick, stone and mortar surfaces sound? Are joints tight? Are bricks or stones cracked, broken, pitted, or missing? Is there evidence of staining or mineral deposits?**Is siding loose, missing, warped, cracked, discoloured, dented or peeling?**Is trim loose, missing, warped, cracked, rotted, stained, or showing peeling paint?* |
| **Building Component** | AcceptableYes/No | Condition & Action Required (include timeline for implementation) | Date Action Completed |
| Structure |  |  |  |
| Masonry |  |  |  |
| Siding/Cladding |  |  |  |
| Trim |  |  |  |

|  |
| --- |
| Foundations It is good practice to inspect foundations following wet weather, as problems may be more evident. Foundations must be structurally sound to support the weight of the building, and must not allow entry of water or pests. Remember that the majority of the foundation is below grade, and look for signs of subsurface problems, such as slumped or heaved soil.* *Are foundations even, level? Are there bulges or cracks?*
* *Are downspouts properly connected? Does surface water run away from building? Is moisture trapped by debris or vegetation? Are wooden elements in direct contact with the soil? Is there evidence of the ground settling or buckling?*
* *Is masonry cracked, flaking, discoloured, stained? Is wood cracked, rotted or showing peeling paint? Are there signs of infestation?*
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Building Component** | AcceptableYes/No | Condition & Action Required (include timeline for implementation) | Date Action Completed |
| General |  |  |  |
| Grade |  |  |  |
| Materials |  |  |  |

|  |
| --- |
| Windows & DoorsFrames, sash, sill and muntin (dividing bar) materials may include wood, aluminium, steel, cast iron, plastic etc. Glazing materials may include single and double pane glass, plexi-glass, Lucite, etc.* *Are materials cracked, peeling, or corroded? Are panes broken or missing?*
* *Do windows and doors open and close freely? Are they aligned properly in their openings? Are panes secure, and putty or caulking tight? Is paint sound, or cracked or peeling?*
* *Is there condensation between double-glazing? Is there evidence of moisture at sills or under windows?*
 |
| **Building Component** | AcceptableYes/No | Condition & Action Required (include timeline for implementation) | Date Action Completed |
| Materials  |  |  |  |
| Assembly |  |  |  |
| Moisture |  |  |  |

Notes/sketches:

|  |
| --- |
| Basements*If light levels are low, a good work light or flashlight is useful for this part of the inspection.** *Is masonry cracked, discoloured, flaking, or stained?*

Is wood cracked or rotten? Does it exhibit signs of mould, or appear wet when surroundings are dry? Are there signs of crumbling mortar? Are there signs of insect infestation such as holes, or piles of frass (fine “saw dust”)?* *Are walls even and level, or bulging? Are cracks recent or old? Is the floor heaved, cracked or damp?*
* *Are structural supports plumb and properly aligned with beams? Do joists or overhead floorboards sag noticeably? Have supports been improperly cut or notched for modern utilities?*
 |
| **Building Component** | AcceptableYes/No | Condition & Action Required (include timeline for implementation) | Date Action Completed |
| Material |  |  |  |
| Moisture |  |  |  |
| Structure |  |  |  |

|  |
| --- |
| Occupied Spaces* *Are walls straight, and free of bulges and cracks? Do door or window openings sag, slope, or exhibit cracks at corners?*
* *Are floors and stairs springy, uneven or sloping? Is wood spongy, rotten or splintered?*
* *Is plaster tight to wall? Is there evidence of old damage being painted or plastered over?*
* *Are wall finishes free of discoloration or staining. Are original surfaces and finishes such as painted floors and faux wall treatments protected from traffic and wear?*
 |
| **Building Component** | AcceptableYes/No | Condition & Action Required (include timeline for implementation) | Date Action Completed |
| Structure |  |  |  |
| Stairs & Floors |  |  |  |
| Materials |  |  |  |
| Finishes |  |  |  |
| Attics, shafts, & concealed spacesGiven low light levels usually found in these areas, a good flashlight is a useful tool for this part of the inspection.* *Is light visible through walls? Are windowless areas adequately ventilated? Are pipes and ducts properly connected and free of corrosion? Do rafters, roof decking, etc. sag noticeably?*
* *Have structural members been improperly cut or notched for modern utilities? Are wooden elements soft, damp, or cracked? Are metal elements corroded, cracked or loose?*
* *Is there a properly installed vapour barrier? Are there signs of condensation (or frost in winter) or leaks?*
* *Are there signs of birds, bats, rodents or insects, such as droppings or stains, damage to wood or flashings, or bore holes? (Note: If bat, rodent or bird infestation is suspected, consult a professional exterminator. Such infestations can pose a serious health risk.)*
 |
| **Building Component** | AcceptableYes/No | Condition & Action Required (include timeline for implementation) | Date Action Completed |
| General |  |  |  |
| Structure |  |  |  |
| Moisture, insulation |  |  |  |
| Infestations |  |  |  |

It is recommended to conduct this inspection twice yearly; ideally before and after the winter season. Useful equipment to have on hand:

* Clipboard & pencil
* Good flashlight
* Binoculars
* Digital camera

Similar inspection forms should be developed, with professional assistance, for specialized areas like mechanical rooms, and for electrical and mechanical systems.

The format of this checklist was adapted from:

“Well Preserved, The Ontario Heritage Foundation’s Manual of Principles and Practice for Architectural Conservation” (Mark Fram, Boston Mills Press, copyright Ontario Heritage Foundation, 2003.)