

GENERAL BUILDING MAINTENANCE PLAN FOR PRI PROPERTIES

Site Name:

**EXTERIOR**

LANDSCAPE/SITE

<u>Item</u>	<u>Task</u>	<u>Completion Schedule</u>	<u>Date Completed</u>	<u>Notes</u>
Walkways	Inspect for lifting, broken, or loose surfaces	Semi-annually, or during regular visits		
Retaining or freestanding walls	Look for failed mortar, cracks, bulging, or other signs of structural failure	Semi-annually, or during regular visits		
Trees	Ensure that they are not threatening the structures	Semi-annually, or during regular visits, and after a storm		
Lighting	Visually inspect, replace covers or bulbs where needed	Semi-annually, or during regular visits		
Irrigation system	Check for faulty lines, heads, water distribution	During irrigation start ups; periodically when running whenever possible		

Storm drains	Look for excessive erosion, proper slope, obstructions	Semi-annually, or during regular visits		
Fences	Look for deteriorated, broken, warped, or damaged posts and rails, inspect for rust, biological growth, efflorescence, or spalling if applicable	Semi-annually, or during regular visits		
<b>STRUCTURE</b>				
<u>Item</u>	<u>Task</u>	<u>Completion Schedule</u>	<u>Date Completed</u>	<u>Notes</u>
Foundation	Look for moisture penetration, cracks, spalling where applicable, failing mortar where applicable	Semi-annually		
Wood Siding	Inspect wood for decay, moisture damage, insects. Look for loose shingles where applicable.	Semi-annually and after a storm		
Brick masonry exterior walls	Look for surface salts, failing mortar, damaged bricks, spalling	Annually		

Stone masonry/stucco exterior walls	Examine mortar joints, check for cracked/spalling stone, cracks in stucco, mildew or biological growth	Annually		
Wood trim, including corner/mud boards, eaves, fascia, and cornice	Check for flaking paint, rotting wood, secure connections	Semi-annually and after a storm		
Windows (wood)	Inspect for rot, failed glazing and paint, broken glass, damaged wood	Semi-annually		
Windows (metal)	Inspect for rust, failed glazing and paint, broken glass	Semi-annually		
Storm windows/screens	Examine fit and connection to frame, check for damaged screen/glass	Semi-annually and after a storm		
Paint	Visually inspect for flaking, blistering, weathering	Annually		
Decorative/ornamental components (plaster, iron work, etc.)	Inspect overall condition, address as needed	Annually		

Wood shingle/shake roof	Look for missing, damaged, warped or loose shingles	Semi-annually and after a storm		
Asphalt roof	Look for loose/missing shingles, deterioration	Semi-annually and after a storm		
Metal roof	Inspect for loose sheet edges, deformed sheets, rust	Semi-annually and after a storm		
Rubber roof material	Look for cracks, holes, tears, protective coating, adhesion	Semi-annually and after a storm		
Metal flashing	Check for loose, raised fixings/cappings	Semi-annually and after a storm		
Gutters	Look for debris, corrosion, holes, faulty connections	Weekly during winter and after a storm		
Downspouts	Check for clogs, leaks, proper distance of discharge from the building	Semi-annually and after a storm		
Chimney	Inspect for structural stability, failed mortar, capping	Semi-annually		
Window sills	Look for decay, flaking paint, damaged material	Semi-annually		

Porches/balconies	Look for level surfaces, alignment, dirt, damage, condition of balustrades if applicable	Annually		
<b>INTERIOR</b>				
<u>Item</u>	<u>Task</u>	<u>Completion Schedule</u>	<u>Date Completed</u>	<u>Notes</u>
Ceiling	Visually inspect for cracks, chips, water stains. For wood ceilings: remove cobwebs, nests; check for sagging	Semi-annually		
Walls	Look for cracks, missing material (bricks), proper adhesion (wallpaper), water stains, paint failure	Annually		
Windows	Check for water seepage, rotted sash & cord, operability, hardware functionality	Clean every 3 months		
Window sills	Look for water seepage, decay, flaking paint, damaged material	Semi-annually		
Doors, frames, hardware	Inspect for damaged jambs, moldings, operational/loose hardware	Semi-annually		

Wood trim	Examine for damage, missing molding, secure connection	Annually		
Wood flooring	Oil; visually inspect for warping, excessive wear, damage	Semi-annually		
Ceramic tile flooring	Look for damaged tiles, missing or damaged grout	Annually		
Brick flooring	Inspect for damaged brick, missing or damaged joints	Annually		
Concrete flooring	Look for cracks, chipped or broken pieces, stains	Annually		
Carpet	Clean; look for excessive wear, holes, stains	Weekly/Semi-annually		
Wood stairs and railing	Examine alignment, look for excessive wear, deterioration	Annually		
Paint and/or clear finishes	Look for flaking, dirt, water stains, or blistering	Annually, repaint every 5 years		
Fireplaces	Inspect damper, flue for operability/cleanliness	Annually, and after a storm		
MECHANICAL SYSTEMS				

<u>Item</u>	<u>Task</u>	<u>Completion Schedule</u>	<u>Date Completed</u>	<u>Notes</u>
Furnace	Check temperature setting, safety mechanisms, change filter	Quarterly, annual contractor inspection		
AC condensers	Inspect for leaves/debris; insure clear of vegetation growth	Quarterly, annual contractor inspection		
Registers	Examine for dirt, flaking paint, connections	Semi-annually		
Plumbing waste/supply and vent piping/fittings	Visually inspect for leaks, corrosion, damage	Annually		
Plumbing fixtures	Inspect for drips, leaks, ease of operation	Annually		
Kitchen equipment/disposal	Inspect for drips, leaks, ease of operation	Annually		
<b>ELECTRICAL SYSTEMS</b>				
<u>Item</u>	<u>Task</u>	<u>Completion Schedule</u>	<u>Date Completed</u>	<u>Notes</u>
Electrical service entrance	Keep free of obstructions, dirt	Annually		

Main switchgear	Ensure accessibility, inspect for corrosion, dirt, cobwebs	Annually		
Distribution panels	Ensure accessibility, inspect for corrosion, dirt, cobwebs	Annually		
Exterior light fixtures	Visually inspect, replace lamps	Annually		
Electrical outlets	Inspect for damage, secure plate connection	Annually		
Electric baseboard heat	Examine register for secure connection, damage, dirt, debris	Semi-annually		
FIRE SYSTEMS				
<u>Item</u>	<u>Task</u>	<u>Completion Schedule</u>	<u>Date Completed</u>	<u>Notes</u>
Fire extinguishers	Inspect pressure gauges, tamper seals	Semi-annually, or during regular visits (annual state inspection)		
Fire alarm system	Test proper operation	Semi-annually (various state inspection schedules)		
Smoke detection system	Test proper operation	Semi-annually (various state		

		inspection schedules)		
Heat sensors	Test proper operation	Semi-annually (various state inspection schedules)		
Panic hardware	Test proper operation	Annually		