ITEM	TASK	w	М	Q	SA	Α	ST	SAT.	UNSAT.
3.1 SITE									
1 Concrete curbs	Check for cracks, spalling, growth from joints			Х					
2 Stone curbs	Check for cracks, spalling, growth from joints			Х					
3 Concrete walkways	Look for uneven surfaces, ponding, growth from joints			Х					
4 Brick and stone walkways	Look for uneven surfaces, ponding, growth from joints			Х					
5 Gravel walkways	Inspect for erosion, uneven surfaces, ponding		Х				Х		
6 Asphalt paving, including parking	Inspect for lifting, undulating, or broken surfaces			Х					
7 Concrete paving, including parking	Examine for cracks, ponding, and disintegration			Х					
8 Stone paving	Inspect for lifting, undulating, or broken surfaces				Х				
9 Retaining or freestanding walls	Look for cracks, bulging, other signs of structural failure				Х				
10 Trees	Trim and fertilize				Х		Х		
11 Shrubs	Trim and fertilize			Х					
12 Lawns and groundcover	Fertilize, water, mow, edge	Х							
13 Site lighting	Visually inspect, replace lamps				Х				
14 Irrigation ditches	Look for excessive erosion, plant growth, proper slope		Х						
15 Irrigation system	Check for faulty lines, heads, water distribution	X-Su	imme	r		Х			
16 Drip lines	Check for faulty lines, water distribution		X-Su	Imme	er	Х			
17 Storm drains	Look for excessive erosion, proper slope, obstructions				Х		Х		
18 Handrails	Examine connections, finishes			Х					
19 Fences - wood	Look for deteriorated, broken posts and rails				Х				
20 Fences - masonry	Check for moisture damage, spalling, efflorescence				Х				
21 Fences - metal	Inspect for rust, warped, or damaged posts and rails				Х				
	· · · ·								

		ITEM	TASK	w	м	Q	SA	Α	ST	SAT.	UNSAT.
3.2	FOUN	DATION									
	1	Concrete foundation walls	Look for moisture penetration, cracks, spalling				Х				
	2	Stone foundation walls	Examine for moisture stains, cracks, spalling			Х					
	3	Brick foundation walls	Check for moisture damage, spalling, efflorescence			Х					
	4	Crawlspaces	Ensure proper ventilation, check for moisture/flooding			Х			Х		
	5	Areaways	Ensure proper ventilation, check for moisture/flooding			Х			Х		
	6	Stone piers	Examine for moisture stains, cracks, spalling								
	7	Concrete piers	Look for moisture penetration, cracks, spalling				Х				
	8	Brick piers	Check for moisture damage, spalling, efflorescence				Х				
	9	Concrete footings	Look for stress cracks and other damage			Х			Х		
	10	Slab on grade	Inspect for cracks, chips, uneven surfaces				Х				
		Concrete foundation grade beam	Look for stress cracks, moisture penetration, spalling				Х				
		Wildlife/Varmint Inspection	Check for nests, holes, animal droppings, material decay		Х		Х				
		•									
3.3	BUILD	ING STRUCTURE SYSTEM									
	1	Brick bearing walls	Check for cracks, missing mortar, straight and true walls				Х				
		Stone bearing walls	Check for cracks, missing mortar, straight and true walls								
		Wood framed exterior bearing walls	Check overall alignment for deflection, cracking, decay					Х			
		Log bearing walls	Inspect condition of logs, chinking for deterioration				Х				
		Concrete masonry bearing walls	Look for cracks, spalling, water damage, deflection				Х				
		Adobe brick bearing walls	Look for cracks, spalling, water damage, deflection				Х				
		Wood framed interior bearing walls	Visually inspect paint for water damage, cracks, bulging					Х			
		Wood roof framing system	Check overall alignment for deflection, cracking, decay					Х			
		Wood roof sheathing	Look for water damage, decay, fastener failure					Х			
	10	Wood ceiling framing system	Check overall alignment for deflection, cracking, decay					Х			
		Wood floor framing system	Check overall alignment for deflection, cracking, decay					Х			
		Wood floor sheathing	Look for water damage, decay, fastener failure					Х			
		Wood beams	Inspect for rotting wood, faulty connections, deflection					Х			
		Wood columns	Inspect for rotting wood, faulty connections, deflection					Х			
		Steel beams	Examine for signs of rust, inspect fixings					Х			
		Steel columns	Examine for signs of rust, inspect fixings					Х			
		Concrete column	Look for cracks, spalling, water damage, deflection					Х			1
		Concrete slab	Inspect for cracks, chips, uneven surfaces					Х			
					1						
						1	1		1		1

ITEM	TASK	w	Μ	Q	SA	Α	ST	SAT.	UNSAT
3.4 BUILDING ENVELOPE - EXTERIOR WALLS									
1 Wood clapboard siding and trim	Inspect wood for decay, moisture damage, insects				Х		Х		
2 Wood shingle siding	Look for loose shingles, decay, moisture, insects				Х		Х		
3 Brick masonry	Look for surface salts, failing mortar, damaged bricks					Х			
4 Stone masonry	Examine mortar joints, check for cracked/spalling stone					Х			
5 Stucco exterior wall finish	Check for cracks and slumping					Х			
6 Wood eaves, fascia and cornice	Check for flaking paint, rotting wood, secure connections				Х		Х		
7 Exterior paint	Visually inspect for flaking, blistering, weathering	Re-p	oaint (every	5 yea	Х			
8 Exterior stain	Check for signs of deterioration/disintegration			ry 2 y		Х			
3.5 BUILDING ENVELOPE - ROOFING									
1 Metal roofing	Inspect for loose sheet edges, deformed sheets, rust				Х		Х		
2 Composition shingle roofing	Inspect for loose shingles, curling, deterioration				X		X		
3 Membrane/Built up roofing	Look for cracks, holes tears, protective coating, adhesion				X		X		
4 Clay tile roofing	Check for missing, broken, cracked tiles and fasteners				X		X		
5 Wood shingle or shake roofing	Look for missing, damaged, or slipped shingles				X		X		
6 Concrete tile roofing	Check for missing, broken, cracked tiles and fasteners				X		X		
7 Metal flashing	Check for loose, raised fixings; raised cappings				X		X		
8 Gutters	Look for debris, corrosion, holes, faulty connections	X wi	nter			Х	X		
9 Downspouts	Check for clogs, leaks, proper distance of discharge from bldg				Х		X		
10 Splash blocks	Ensure proper installation and function					Х	X		
11 Roof drains and overflow drains	Look for debris, corrosion, holes, faulty connections			Х					
12 Sealants	Check integrity of material, water tightness				Х				
13 Brick chimney	Inspect for structural stability, capping				X				
14 Stone chimney	Inspect for structural stability, capping				Х				
15 Attic vents	Make sure unobstructed and adequate for space/climate		Х						
16 Elevator	Ensure regular inspection by qualified professional	Х				X-St	ate in	spection	
				1				·	

ITEM	TASK	W	Μ	Q	SA	Α	ST	SAT.	UNSAT.
3.6 WINDOWS AND DOORS									
1 Wood windows	Check for water seepage, cracked panes, rotted sash & cords	Clea	n eve	ry 3	month	Х			
2 Steel windows	Check for water seepage, cracked panes, deteriorated putty	Clea	n eve	ery 3	month	Х			
3 Aluminum windows	Check for water seepage, cracked panes, deteriorated putty	Clea	n eve	ery 3	month	Х			
4 Wood window sills	Look for water seepage, flaking paint, decayed wood				Х				
5 Brick window sills	Look for water seepage, damaged bricks				Х				
6 Stone window sills	Look for water seepage, damaged stone				Х				
7 Terra cotta window sills	Look for water seepage, chips and cracks				Х				
8 Wood doors, frames and hardware	Inspect for damaged jambs, moldings, operational hardware				Х				
9 Metal doors and frames	Inspect for damaged jambs, moldings, operational hardware				Х				
10 Storm screens/windows	Examine fit and connection to frame, damaged screens/glass				Х		Х		

ITEM	TASK	w	М	Q	SA	Α	ST	SAT.	UNSAT.
3.7 INTERIOR FINISHES									
1 Plaster ceilings, including decorative work	Visually inspect for cracks, chips, water stains				Х				
2 Plaster walls, including decorative work	Visually inspect for cracks, chips, water stains				Х				
3 Wall paper	Inspect for water stains, proper adhesion, other damage					Х			
4 Ceiling paper	Inspect for water stains, proper adhesion, other damage					Х			
5 Gypsum board ceilings	Visually inspect for water stains, flaking paint, other damage				Х				
6 Gypsum board walls	Visually inspect for water stains, flaking paint, other damage				Х				
7 Acoustic tile	Look for stains, cracks, missing or loose tiles				Х				
8 Suspended acoustic tile	Look for stains, cracks, missing or loose tiles				Х				
9 Wood wainscots	Check for water damage, decay, cracking					Х			
10 Wood panels	Check for water damage, decay, cracking					Х			
11 Brick interior walls	Inspect for missing or damaged bricks and mortar					Х			
12 Ceramic tile walls	Look for cracked tile, bulges, missing or damage grout					Х			
13 Metal ceilings - including pressed tin	Examine for corrosion, sagging, cracking, adhesion					Х			
14 Wood ceilings	Remove cobwebs, nests; check for raking, sagging, damage					Х			
15 Wood trim	Examine for damaged, missing molding, secure connection					Х			
16 Wood flooring	Oil; visually inspect for warping, excessive wear, damage				Х				
17 Ceramic tile flooring	Look for damaged tiles, missing or damaged grout					Х			
18 Stone flooring	Inspect for damaged stone, missing or damaged joints					Х			
19 Brick flooring	Inspect for damaged brick, missing or damaged joints					Х			
20 Concrete flooring	Look for cracks, chipped or broken pieces, stains					Х			
21 Resilient flooring	Check for missing, damaged tiles, adhesion					Х			
22 Carpet	Clean; look for excessive wear, holes, tears, stains	Х			Х				
23 Window coverings	Check for damage, secure connections, excessive wear/dirt					Х			
24 Wood stairs and railings	Examine alignment, look for excessive wear, deterioration					Х			
25 Metal stairs and railings	Examine alignment, look for excessive wear, deterioration					Х			
26 Wood casework	Check for rotting, decaying wood, operational hardware					Х			
27 Interior paint and/or clear finishes	Look for flaking, dirt, water stains or blistering	Re-p	paint e	very	5 yea				
28 Interior glazing	Check for cracked or broken glass					Х			

		ITEM	TASK	w	М	Q	SA	Α	ST	SAT.	UNSAT
3.8	ARCH	ITECTURAL FEATURES									
	1	Wood ornament	Inspect for secure connection, dirt, damage, decay					Х	Х		
	2	Terra cotta ornament	Inspect for secure connection, dirt, damage, decay					Х	Х		
	3	Sheet metal ornament	Inspect for secure connection, dirt, damage					Х	Х		
	4	Cast or wrought iron ornament	Inspect for secure connection, dirt, damage, corrosion					Х	Х		
	5	Stone ornament	Inspect for secure connection, dirt damage					Х	Х		
	6	Exterior stoop, stairs and landings	Look for level surfaces, alignment, dirt, damage, discoloration					Х			
	7	Porches and balconies	Look for level surfaces, alignment, dirt, damage					Х			
	8	Fireplaces	Inspect damper, flue for operability/cleanliness					Х	Х		
	9	Built-in furniture	Look for alignment, dirt, damage					Х			
3.9	MECH	IANICAL SYSTEMS									
	1	Boiler	Inspect valves for leaks, test water quality			Х					
		Water heaters	Look for leaks, drain to reduce sediment build-up			Х					
	3	Furnace	Check temperature setting, safety mechanisms, change filter			Х		X-St	ate in	spection	
	4	Metal ductwork	Inspect for holes, loose connections			Х					
	5	Radiators	Look for waterleaks, flaking paint, grime, faulty valves			Х					
	6	Registers	Examine for dirt, flaking paint, connections				Х				
	7	Fan coil units	Ensure regular inspection by a qualified professional			Х					
	8	Air handling units	Keep clear of debris/exhaust; ensure regular inspection			Х					
	9	Condenser units	Ensure regular inspection by a qualified professional			Х					
		Exhaust fans	Ensure working order, keep vent clear of dirt and debris			Х					
		Chiller	Ensure operability, regular inspection			Х					
	12	Plumbing waste and vent piping and fittings	Visually inspect for leaks, corrosion, damage					Х			
		Plumbing supply piping and fittings	Visually inspect for leaks, corrosion, damage					Х			
		Plumbing fixtures	Inspect for drips, leaks, ease of operation					Х			
	15	Septic Tank	Pump contents every 3-5 years					Х			
		Sump pump	Clean; check water discharge	X- S	pring		Х		Х		
	17	Kitchen equipment / disposal	Inspect for drips, leaks, ease of operation					Х			
	18	Utilities (water, heating, sewer, etc.)	Ensure regular inspection by a qualified professional					Х			

	ITEM	TASK	w	М	Q	SA	Α	ST	SAT.	UNSAT.
3.10	ELECTRICAL SYSTEMS									
	1 Electrical service entrance	Keep free of obstructions, dirt					Х			
	2 Main switchgear	Make sure accessible, inspect for corrosion, dirt, cobwebs					Х			
	3 Distribution panels	Make sure accessible, inspect for corrosion, dirt, cobwebs					Х			
	4 Interior incandescent light fixtures	Check bulbs, fittings, wall connections	Х							
	5 Interior fluorescent light fixtures	Check bulbs, fittings, wall connections	Х							
	6 Exterior light fixtures	Visually inspect, replace lamps					Х			
	7 Electrical outlets	Inspect for damage, secure plate connection					Х			
	8 Communications systems	Ensure proper operation					Х			
	9 Remote window shades	Ensure proper operation				Х				
	10 Electric baseboard heat	Examine register for secure connections, damage, dirt debris				Х				
4.1	LIFE/SAFETY									
	1 Fire extinguishers	Test proper operation				Х				
	2 Fire alarm system	Test proper operation				Х				
	3 Smoke detection systems	Test proper operation				Х				
	4 Heat sensors	Test proper operation				Х				
	5 Sprinkler system	Test proper operation					Х			
	6 Panic hardware	Check operation and compliance with existing codes					Х			
	7 Fire stairs	Check safety conditions, connections, keep clear of debris					Х			
	8 Lead paint	Prevent flaking, excessive dust, exposure to children	As A	pprop	riate					
	9 Asbestos floor and ceiling tiles	Limit exposure, remove/encase according to safety rules	As A	pprop	riate					
	10 Asbestos adhesive materials	Limit exposure, remove/encase according to safety rules	As A	pprop	riate					
	11 Asbestos insulation	Limit exposure, remove/encase according to safety rules	As A	pprop	riate					
	12 Snow stops	Inspect for damage, loose connections		X-Wir	nter			Х		
	13 Snow fences	Inspect for damage, loose connections		X-Wir	nter			Х		
	14 Security lock system	Ensure regular inspection by a qualified professional					Х			
	15 Security alarm system	Ensure regular inspection by a qualified professional					Х			
	16 Elevator	Regular inspection by qualified professional					X- st	ate ins	spection	

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