

CONSERVATION MAINTENANCE WORKSHEET
Universal Checklist

ITEM		TASK	W	M	Q	SA	A	ST	SAT.	UNSAT.
3.1	SITE									
	1	Concrete curbs			X					
	2	Stone curbs			X					
	3	Concrete walkways			X					
	4	Brick and stone walkways			X					
	5	Gravel walkways		X				X		
	6	Asphalt paving, including parking			X					
	7	Concrete paving, including parking			X					
	8	Stone paving				X				
	9	Retaining or freestanding walls				X				
	10	Trees				X		X		
	11	Shrubs			X					
	12	Lawns and groundcover	X							
	13	Site lighting				X				
	14	Irrigation ditches		X						
	15	Irrigation system	X-Summer				X			
	16	Drip lines		X-Summer			X			
	17	Storm drains				X		X		
	18	Handrails			X					
	19	Fences - wood				X				
	20	Fences - masonry				X				
	21	Fences - metal				X				

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3.2 FOUNDATION									
1	Concrete foundation walls				X				
2	Stone foundation walls			X					
3	Brick foundation walls			X					
4	Crawlspaces			X			X		
5	Areaways			X			X		
6	Stone piers								
7	Concrete piers				X				
8	Brick piers				X				
9	Concrete footings			X			X		
10	Slab on grade				X				
11	Concrete foundation grade beam				X				
12	Wildlife/Varmint Inspection		X		X				
3.3 BUILDING STRUCTURE SYSTEM									
1	Brick bearing walls				X				
2	Stone bearing walls								
3	Wood framed exterior bearing walls					X			
4	Log bearing walls				X				
5	Concrete masonry bearing walls				X				
6	Adobe brick bearing walls				X				
7	Wood framed interior bearing walls					X			
8	Wood roof framing system					X			
9	Wood roof sheathing					X			
10	Wood ceiling framing system					X			
11	Wood floor framing system					X			
12	Wood floor sheathing					X			
13	Wood beams					X			
14	Wood columns					X			
15	Steel beams					X			
16	Steel columns					X			
17	Concrete column					X			
18	Concrete slab					X			

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3.4 BUILDING ENVELOPE - EXTERIOR WALLS									
1	Wood clapboard siding and trim				X		X		
2	Wood shingle siding				X		X		
3	Brick masonry					X			
4	Stone masonry					X			
5	Stucco exterior wall finish					X			
6	Wood eaves, fascia and cornice				X		X		
7	Exterior paint						Re-paint every 5 years	X	
8	Exterior stain						Stain every 2 years	X	
3.5 BUILDING ENVELOPE - ROOFING									
1	Metal roofing				X		X		
2	Composition shingle roofing				X		X		
3	Membrane/Built up roofing				X		X		
4	Clay tile roofing				X		X		
5	Wood shingle or shake roofing				X		X		
6	Concrete tile roofing				X		X		
7	Metal flashing				X		X		
8	Gutters	X	winter			X	X		
9	Downspouts				X		X		
10	Splash blocks					X	X		
11	Roof drains and overflow drains			X					
12	Sealants				X				
13	Brick chimney				X				
14	Stone chimney				X				
15	Attic vents		X						
16	Elevator	X					X-State inspection		

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3.6	WINDOWS AND DOORS									
1	Wood windows	Check for water seepage, cracked panes, rotted sash & cords					X			
2	Steel windows	Check for water seepage, cracked panes, deteriorated putty					X			
3	Aluminum windows	Check for water seepage, cracked panes, deteriorated putty					X			
4	Wood window sills	Look for water seepage, flaking paint, decayed wood				X				
5	Brick window sills	Look for water seepage, damaged bricks				X				
6	Stone window sills	Look for water seepage, damaged stone				X				
7	Terra cotta window sills	Look for water seepage, chips and cracks				X				
8	Wood doors, frames and hardware	Inspect for damaged jambs, moldings, operational hardware				X				
9	Metal doors and frames	Inspect for damaged jambs, moldings, operational hardware				X				
10	Storm screens/windows	Examine fit and connection to frame, damaged screens/glass				X		X		

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3.7	INTERIOR FINISHES								
1	Plaster ceilings, including decorative work				X				
2	Plaster walls, including decorative work				X				
3	Wall paper					X			
4	Ceiling paper					X			
5	Gypsum board ceilings				X				
6	Gypsum board walls				X				
7	Acoustic tile				X				
8	Suspended acoustic tile				X				
9	Wood wainscots					X			
10	Wood panels					X			
11	Brick interior walls					X			
12	Ceramic tile walls					X			
13	Metal ceilings - including pressed tin					X			
14	Wood ceilings					X			
15	Wood trim					X			
16	Wood flooring				X				
17	Ceramic tile flooring					X			
18	Stone flooring					X			
19	Brick flooring					X			
20	Concrete flooring					X			
21	Resilient flooring					X			
22	Carpet	X			X				
23	Window coverings					X			
24	Wood stairs and railings					X			
25	Metal stairs and railings					X			
26	Wood casework					X			
27	Interior paint and/or clear finishes	Re-paint every 5 years				X			
28	Interior glazing					X			

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3.8 ARCHITECTURAL FEATURES									
1	Wood ornament					X	X		
2	Terra cotta ornament					X	X		
3	Sheet metal ornament					X	X		
4	Cast or wrought iron ornament					X	X		
5	Stone ornament					X	X		
6	Exterior stoop, stairs and landings					X			
7	Porches and balconies					X			
8	Fireplaces					X	X		
9	Built-in furniture					X			
3.9 MECHANICAL SYSTEMS									
1	Boiler			X					
2	Water heaters			X					
3	Furnace			X				X-State inspection	
4	Metal ductwork			X					
5	Radiators			X					
6	Registers				X				
7	Fan coil units			X					
8	Air handling units			X					
9	Condenser units			X					
10	Exhaust fans			X					
11	Chiller			X					
12	Plumbing waste and vent piping and fittings					X			
13	Plumbing supply piping and fittings					X			
14	Plumbing fixtures					X			
15	Septic Tank					X			
16	Sump pump		X- Spring		X		X		
17	Kitchen equipment / disposal					X			
18	Utilities (water, heating, sewer, etc.)					X			

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3.10 ELECTRICAL SYSTEMS									
1	Electrical service entrance					X			
2	Main switchgear					X			
3	Distribution panels					X			
4	Interior incandescent light fixtures	X							
5	Interior fluorescent light fixtures	X							
6	Exterior light fixtures					X			
7	Electrical outlets					X			
8	Communications systems					X			
9	Remote window shades				X				
10	Electric baseboard heat				X				
4.1 LIFE/SAFETY									
1	Fire extinguishers				X				
2	Fire alarm system				X				
3	Smoke detection systems				X				
4	Heat sensors				X				
5	Sprinkler system					X			
6	Panic hardware					X			
7	Fire stairs					X			
8	Lead paint	As Appropriate							
9	Asbestos floor and ceiling tiles	As Appropriate							
10	Asbestos adhesive materials	As Appropriate							
11	Asbestos insulation	As Appropriate							
12	Snow stops		X-Winter				X		
13	Snow fences		X-Winter				X		
14	Security lock system					X			
15	Security alarm system					X			
16	Elevator						X- state inspection		

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