



## Sample Maintenance Checklist

YEAR: \_\_\_\_\_

| GROUNDS<br>(See Note 1 at the end<br>of the checklist) | FREQUENCY<br>(See Note 2) | INSPECTION / MAINTENANCE<br>PROCEDURES   | DATE<br>(3) | REFERENCE<br>(4) | SERVICE<br>CONTRACT<br>(5) |
|--|---------------------------|--|-------------|------------------|----------------------------|
| Playground<br>Equipment                                | Annually                  | Inspect for loose cracked parts, sharp<br>edges, rot and fall protection.  |             | 02880            | (6)                        |
| Planting   | Annually                  | Inspect for plant and tree growth against<br>building.   |             | 02900            | (7)                        |
| Concrete<br>Patios and<br>Retaining<br>Walls           | Annually                  | Inspect for cracks, shifting, water damage<br>and drainage   |             | –                | (8)                        |
| Sidewalks and<br>Driveways                             | Annually                  | Inspect for cracks and trip hazards.   |             | –                | (8)                        |
| BUILDING<br>EXTERIOR<br>(#9)                           | FREQUENCY                 | INSPECTION / MAINTENANCE<br>PROCEDURES   | DATE        | REFERENCE        | SERVICE<br>CONTRACT        |
| Crawlspaces,<br>Concrete<br>Foundations                | Annually                  | Inspect for dampness, vermin, inspect<br>beams and posts for rot. Inspect foundations<br>for cracks, shifting, water damage. |             | –                | (10)                       |
| Masonry<br>Veneer                                      | Annually                  | Inspect for efflorescence (white powder),<br>inspect sealants.   |             | 04200            | (10)                       |
| Porches and<br>Balconies                               | Annually                  | Clean and inspect for cracks, rot,<br>trip hazards, secure railings and steps.   |             | –                | (8)                        |
| Wood Siding,<br>Fascias and<br>Trim                    | Annually                  | Inspect for cracks, water damage,<br>deteriorated finishes and vermin.   |             | 06100            | (8)                        |
| Attic Roof<br>Sheathing                                | Annually                  | Inspect for water damage, mildew,<br>condensation.   |             | –                | (10)                       |
| Attic<br>Insulation                                    | Annually                  | Inspect for moisture, vermin, voids,<br>compressed insulation.   |             | –                |                            |
| Attic<br>Ventilation                                   | Annually                  | Inspect for obstructions, rot, vermin.   |             | –                |                            |
| Vinyl Decks  | Annually                  | Check for lifting, water damage,<br>damaged flashing.  |             | 07100            | (8)                        |
| Concealed<br>Waterproofing<br>(parkade)                | Annually                  | Check underside of slabs for evidence<br>of leaks.   |             | 07100            | (10)                       |
| Stucco   | Annually                  | Check for signs of water leakage, mould,<br>mildew and staining.   |             | 07240            | (10)                       |
| Roof Shingles  | Annually                  | Check for curled or missing shingles,<br>excessive moss, damaged flashing,<br>clean gutters.                                 |             | 07300            | (11)                       |
| Vinyl Siding   | Annually                  | Inspect for damaged siding and water<br>damage.  |             | 07460            | (8)                        |



| BUILDING EXTERIOR                    | FREQUENCY     | INSPECTION/MAINTENANCE PROCEDURES   | DATE | REFERENCE | SERVICE CONTRACT |
|--------------------------------------|---------------|---|------|-----------|------------------|
| Steel Siding                         | Annually      | Inspect for water damage and damaged sheets.  |      | 07465     | (8)              |
| Flat Roofs                           | Annually      | Inspect for ponding, loose flashing, plugged drains, air pockets, blisters, debris.   |      | 07500     | (11)             |
| Roof Hatch                           | Annually      | Inspect for forced entry, hardware operation, leaks and weather stripping.  |      | 07700     |                  |
| Metal Doors and Frames               | Annually      | Inspect for forced entry, correct hardware operation, weather stripping and sealants.   |      | 08100     | (8)              |
| Wood Doors and Frames                | Annually      | Inspect for forced entry, correct hardware operation, weather stripping and sealants.   |      | 08210     | (8)              |
| Automatic Door Openers               | Semi-Annually | Inspect for damage, forced entry, wear, and test all safety features.   |      | 08710     | (8)              |
| Overhead Parkade Doors               | Semi-Annually | Inspect for proper operation and damage to components, test safety features.  |      | 08360     | (8)              |
| Aluminum Entrances and Storefront    | Semi-Annually | Inspect for forced entry, hardware operation, closer adjustment   |      | 08410     | (8)              |
| Windows and Doors                    | Annually      | Inspect for leaks, hardware operation, sealing.   |      | 08500     | (10)             |
| Hose Bibs                            | Semi-Annually | Inspect for damage and winterize in advance of freezing temperatures.   |      | 15400     |                  |
| Outdoor Outlets                      | Semi-Annually | Test ground fault plugs.  |      | 16000     |                  |
| Dryer Vents                          | Monthly       | Clean bird screens monthly and vents as required.   |      | 15500     |                  |
| Floor and Trench Drains              | Annually      | Clean out drains and trenches.  |      | 15400     |                  |
| Chimneys                             | Annually      | Clean and check for cracks, loose bricks, leaks or damage. Include fireplaces and wood stoves.  |      | -         | (8)              |
| BUILDING INTERIOR AND SERVICES (#12) | FREQUENCY     | INSPECTION/MAINTENANCE PROCEDURES   | DATE | REFERENCE | SERVICE CONTRACT |
| Door Handles, Hinges and Closures    | Semi-Annually | Check hardware for proper function, check and test fire exit hardware.  |      | 08710     | (8)              |
| Residential Appliances               | Semi-Annually | Check fridge seals and drain tubes. Check stove burners and wires for electrical shorting or grease build up. Check hood fans for filters, venting, grease build up and fire hazards. |      | 11450     | (8)              |
| Walls and Ceilings                   | Annually      | Inspect for mould, water damage, holes, cracking, paint and humidity levels.  |      | 09250     | (8)              |



| BUILDING INTERIOR AND SERVICES (#12)  | FREQUENCY   | INSPECTION/MAINTENANCE PROCEDURES   | DATE | REFERENCE | SERVICE CONTRACT |
|---|---|---|------|-----------|------------------|
| Elevators   | Monthly / Quarterly (Subject to licensing requirements) | Have an elevator contractor service and maintain the elevator equipment   |      | 14200     | (6)              |
| Boiler - Large Building   | Monthly   | Service monthly, including circulating pumps. Adjust for seasonal temperatures.   |      | 15500     | (6)              |
| Boiler / Furnace - Small Building   | Annually  | Service annually, plus filter changes 3 to 4 times per year. Adjust for seasonal temperatures.                                      |      | 15500     | (6)              |
| Air Conditioning  | Annually  | Inspect for damage, icing, noise, leaks. Clean condenser.   |      | 15500     | (6)              |
| Ductwork  | Annually  | Clean and inspect for rust or damage.   |      | 15500     | (8)              |
| Gas Piping  | Annually  | Inspect for leaks and clearance between gas fired fixtures and combustibles.  |      | 15400     |                  |
| Hot Water Tank  | Annually  | Open drain, inspect pressure reducer valve for leaks.   |      | 15400     |                  |
| Electrical Panel and Wiring   | Monthly   | Inspect for loose, frayed, exposed or overloaded wires / plugs. Test ground fault plugs monthly.                                    |      | 16000     | (8)              |
| Electrical Radiant Heater   | Annually  | Inspect for damage.   |      | 16000     |                  |
| Fire Alarm System, Extinguishers, Hoses, Sprinklers, Heat and Smoke Detectors | Daily / Weekly / Monthly / Annually                     | Inspect annually using a qualified inspection firm. Have staff conduct daily, weekly and monthly checks from Fire Safety Plan.      |      | 16000     | (8)              |
| Emergency Generators  | Weekly / Semi-Annually                                  | Run emergency generators once per week for 20 minutes, and have inspected by a qualified firm every 6 months. Maintain fuel supply. |      | 16000     | (8)              |

NOTES:

1. Includes site improvements outside the building envelope.
2. The recommended maintenance or inspection interval.
3. The date you complete the inspection and /or maintenance procedures.
4. The reference section found in the Design and Construction Standards and the building operating and maintenance manual submitted by the contractor. Review the manual to determine if product is still covered under warranty.
5. A purchase order or service contract to carry out independent inspection, maintenance, repair or re-construction.
6. Have the equipment manufacturer or subcontractor attend to the repairs.
7. Have the landscape maintenance service perform the work.
8. Employ a specialist trade contractor to perform the repairs.
9. Includes foundation walls, roofs, windows, and doors.
10. Employ an independent building envelope inspection agency to review suspect conditions.
11. Have an independent roof inspection agency inspect roof every 5 years. Have roofing contractor perform repairs annually as required.
12. Includes building services and interior finishes.