

Preventative Maintenance

Checklist



Foundations & Drainage

**INSPECT
ANNUALLY**

- Grading & water around structures**
 - Backfill zone settlement
 - Irrigation leaks or excessive watering
(Tip: use monitoring setup such as Rachio)
 - Sump pump operational
 - Gutters discharging away from foundation

- Crawlspaces or basements for signs of moisture intrusion**

- Foundation walls for signs of cracking or movement**

- Scope & jet buried downspouts and sewer lines**
Every 3-5 years

- Water ponding in window wells**

Flatwork

**CONTINUOUSLY
MONITOR**

- Cracks**

- Movement**

Exterior Building Envelope

CONTINUOUSLY MONITOR

- Stucco**
 - Cracks
 - Flashings
- Wood**
 - Staining
Redo every 3 years
 - Flashings
- Composite**
 - Painting
Redo every 10-15 years
 - Flashings
- Masonry & Brick Veneers**
 - Cracks
 - Mortar Joints
 - Efflorescence on face of masonry
- Water Staining**
 - Around windows & doors
 - At other penetrations
 - Bubbled paint

Interiors

CONTINUOUSLY MONITOR

- Diagonal drywall cracks at doors or windows wider than 1/4"**
- Doors not opening smoothly**
- Basement slab cracking or movement**

Decks

VARIOUS

- Wood**
 - Staining (*redo every 3 years*)
 - Ledger condition (*inspect annually*)
 - Connection conditions (*inspect annually*)
 - Flashing (*inspect annually*)
 - Foundation movement (*inspect annually*)

- Concrete (*Continuously Monitor*)**
 - Cracks
 - Flashing
 - Signs of ponding

- Pavers (*Continuously Monitor*)**
 - Condition of membrane
 - Flashing

- Handrail Attachment (*Inspect Annually*)**

Sealants & Caulking

INSPECT ANNUALLY

- Around doors and windows**

- Around exterior wall penetrations**

- Around roof penetrations**

Roofing

**INSPECT
ANNUALLY**

- Missing Materials**
 - Coatings
 - Tiles
 - Shingles
 - Parapet Cap
 - Flashings

- Flat Roofs**
 - Indications of water ponding
 - Scuppers or drains clogged
 - Cracking or gouges/cuts of roof coating

- Penetrations**

- Gutters and Downspouts**

- Heat Tape operational (if applicable)**

- Ice damming issues**

- Attic Spaces**
 - Signs of moisture staining on sheathing or other framing members

Parking Structures

**INSPECT
ANNUALLY**

- Expansion joint deterioration
- Traffic coating condition
- Blocked drainage systems
- Pay attention to areas where ice melt is used
- Any rust percolating from the concrete beams or columns
- Spalling concrete
- Cracks at bearing points of double tees
- Cracks in beams or columns
- Water staining or pooling on the surface
- Retaining or exterior perimeter walls with moisture coming through

Life Safety Issues

**CONTINUOUSLY
MONITOR**

- Handrails and guardrails secure
- Moving concrete and trip hazards
- Deteriorated exterior stairs
- Fractured or exposed framing

Notes: