



DESIGN

Supports a community's transformation by enhancing the physical and visual assets that set the commercial district apart.

Building Maintenance Checklist

Why is regular exterior building maintenance important?

Regular exterior building maintenance is important because the elements (wind, water, and sun) are constantly at work eroding the exterior surfaces of a building. (And let's not forget the critters that can get inside, too!) In most cases, visible damage is seen only after years, if not decades, of exposure. In case of a significant weather event such as a hurricane, tornado or ice storm, the damage caused by such disturbances can be devastating. Regular building inspections can identify issues while the damage is minimal and easily repaired. *Waiting* to make repairs typically leads to larger and more costly maintenance measures.

A properly maintained building will hold its property value while keeping maintenance costs low. It will also show tenants and customers that the property owner cares about her investment and may become a point of personal and community pride.

Prior to making any inspection be sure to take the appropriate safety precautions.

Roof: inspect every six months.

Flat

- ◆ Are there any deformities in the membrane, e.g. blister, bubbles or cracks?
- ◆ The roofing should be tight to the deck and should not move or feel soft under foot.
- ◆ Is the membrane surrounding any roof penetrations, vents, chimneys or pipes, damaged in any way?
- ◆ Does the roof sag or buckle? Does water pond anywhere on the roof?
- ◆ Is the connection between the roof and parapet walls weak or strained?
- ◆ Are any roof drains or scuppers - drain holes in the parapet wall - clogged?

Pitched roofs: typically made with shingles or metal.

- ◆ Slate shingles: are any of the shingles missing or damaged? Are any metal roof valleys rusted?
- ◆ Wood shakes or shingles: are any shingles missing or curling at the edges?
- ◆ Asphalt shingles: are any shingles missing or curling at the edges or losing their mineral coating?
- ◆ Standing seam metal: is the roof material rusted?
- ◆ Corrugated metal: is the roof material rusted? Are there any holes or loose or missing material?

Masonry: inspect every six months.

- ◆ Are there any cracks in the masonry or mortar?
- ◆ Is there any loose or missing mortar or masonry?
- ◆ Are any bricks spalling or crumbling?
- ◆ Is there vegetation growing on or out of the masonry (moisture problem)?
- ◆ Does the masonry bulge or buckle anywhere (structural problem)?
- ◆ If the masonry is painted, is the paint blistering or peeling?

Gutters: inspect every three months.

- ◆ Are there any loose, rotted, or missing gutters or downspouts?
- ◆ Are the gutters and downspouts the proper size to provide proper drainage?
- ◆ Do gutters slope uniformly without low spots towards the downspouts?
- ◆ Are gutters clogged?
- ◆ Are there any visible leaks or cracks in the gutter seams?
- ◆ Are the downspouts intact and in good working condition?
- ◆ Do the downspouts direct water away from the foundation?

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Windows & Doors: inspect every six months.

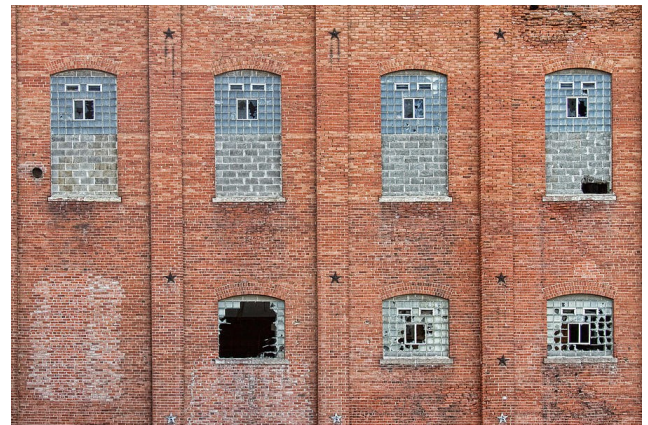
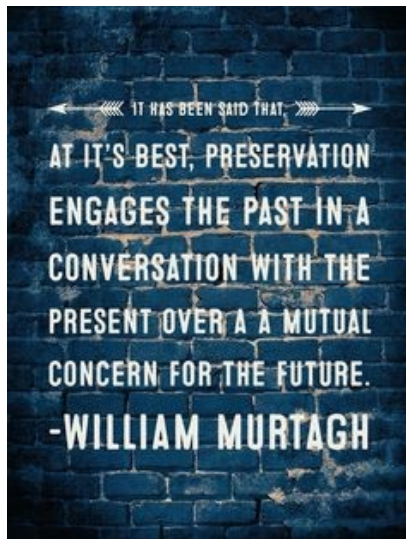
- ♦ Is the caulking around the windows and doors cracked and/or missing?
- ♦ Are any glass panes missing, cracked or loose?
- ♦ Is any of the window or door hardware (sash cords, hinges, handles) damaged?
- ♦ Are the sashes and frames cracked, warped or rotten?
- ♦ Is the paint cracking or peeling?

Cornices: inspect every six months.

- ♦ Is paint peeling or blistering?
- ♦ Are there any areas that are damaged or missing?
- ♦ Is there so much paint that the details are difficult to see?
- ♦ If the cornice is metal, are there rust stains or corrosion?
- ♦ If the cornice is wood, is there any deterioration?

Foundations: inspect every 12 months.

- ♦ Are there any cracks in the foundation?
- ♦ Are any of the foundation walls leaning or tilting?
- ♦ Is any of the mortar crumbling or loose?
- ♦ Is there any vegetation growing on the foundation?
- ♦ Is the basement damp or wet?



This document was created to assist designated NC Main Street Communities and any other community that would like to develop best practices for downtown economic development.