



DESIGN

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

Building Maintenance Inspection Checklist

Roof: inspect every six months.

Flat Roof:

- ☐ Are there any deformities in the membrane (blisters, 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, 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?
- ☐ Is the coping, metal flashing covering the parapet, loose, rusted and/or missing?
- ☐ Are the roof drains and scuppers, drain holes in the parapet wall, clogged?

Pitched Roof: these are typically made with shingles or metal.

- ☐ Slate Shingles - Are any of the shingles missing or damaged? Are the 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 the 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? Are any nails loose or coming up out of the roof?

If "Yes" was the answer to any of the above questions, see:

Preservation Brief # 4: **Roofing on Historic Buildings** (www.nps.gov/history/hps/tps/briefs/brief04.htm)

Preservation Brief # 39: **Holding the Line - Controlling Unwanted Moisture** in Historic Buildings (www.nps.gov/history/hps/tps/briefs/brief39.htm)

Preservation Brief # 19: **The Repair and Replacement** of Historic **Wooden Shingle** Roofs (www.nps.gov/history/hps/tps/briefs/brief19.htm)

Preservation Brief # 29: **The Repair, Replacement, and Maintenance** of Historic **Slate** Roofs (www.nps.gov/history/hps/tps/briefs/brief29.htm)

Preservation Brief # 30: **The Preservation and Repair** of Historic **Clay Tile** Roofs (www.nps.gov/history/hps/tps/briefs/brief30.htm)



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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 any 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?
- ☐ Does the masonry need cleaning

If “Yes” was the answer to any of the above questions, see:

Preservation Brief # 01: **Assessing Cleaning and Water-Repellent Treatments** for Historic Masonry Buildings

(www.nps.gov/history/hps/tps/briefs/brief01.htm)

Preservation Brief # 02: **Repointing Mortar Joints** in Historic Masonry Buildings

(www.nps.gov/history/hps/tps/briefs/brief02.htm)

Preservation Brief # 06: **Dangers of Abrasive Cleaning** to Historic Buildings

(www.nps.gov/history/hps/tps/briefs/brief06.htm)

Preservation Brief # 15: **Preservation of Historic Concrete**

(www.nps.gov/history/hps/tps/briefs/brief15.htm)

Preservation Brief # 16: **The Use of Substitute Materials on Historic Building Exteriors**

(www.nps.gov/history/hps/tps/briefs/brief16.htm)

Preservation Brief # 17: **Architectural Character** - Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character

(www.nps.gov/history/hps/tps/briefs/brief17.htm)

Preservation Brief # 38: Removing **Graffiti from Historic Masonry**

(www.nps.gov/history/hps/tps/briefs/brief38.htm)

Preservation Brief # 39: **Holding the Line - Controlling Unwanted Moisture in Historic Buildings**

(www.nps.gov/history/hps/tps/briefs/brief39.htm)



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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 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?

If “Yes” was the answer to any of the above questions, see: Preservation Brief # 39: Holding the Line - Controlling Unwanted Moisture in Historic Buildings
(www.nps.gov/history/hps/tps/briefs/brief39.htm)

Windows & doors: inspect every six months.

- ☐ Is the caulking around the windows and doors cracked 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?

If “Yes” was the answer to any of the above questions, see:

Preservation Brief # 09: The Repair of Historic **Wooden Windows**

(www.nps.gov/history/hps/tps/briefs/brief09.htm)

Preservation Brief # 11: Rehabilitating Historic **Storefronts**

(www.nps.gov/history/hps/tps/briefs/brief11.htm)

Preservation Brief # 13: The Repair and Thermal Upgrading of Historic **Steel Windows**

(www.nps.gov/history/hps/tps/briefs/brief13.htm)

Preservation Brief # 33: The Preservation and Repair of Historic **Stained and Leaded Glass**

(www.nps.gov/history/hps/tps/briefs/brief33.htm)

National Trust for Historic Preservation: **Top 10 reasons to Repair Your Old Windows**

(www.preservationnation.org/issues/weatherization/windows/ten-reasons-to-repair.html)

National Trust for Historic Preservation: **Repair or Replace Old Windows**

(www.preservationnation.org/issues/weatherization/windows/additional-resources/nthp_windows_repair_replace.pdf)



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Cornices: inspect every six months.

Ornamentation in general

- ☐ 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 cornice is metal, are there rust stains or corrosion?
- ☐ If cornice is wood, is there any deterioration?

If “Yes” was the answer to any of the above questions, see:

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Preservation Brief # 10: Exterior **Paint Problems** on Historic Woodwork

(www.nps.gov/history/hps/tps/briefs/brief10.htm)

Preservation Brief # 11: Rehabilitating Historic **Storefronts**

(www.nps.gov/history/hps/tps/briefs/brief11.htm)

Preservation Brief # 39: Holding the Line - Controlling Unwanted Moisture in Historic Buildings

(www.nps.gov/history/hps/tps/briefs/brief39.htm)

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 anything growing (moss) on the foundation?
- ☐ Is the basement damp or wet?

If “Yes” was the answer to any of the above questions, see:

Preservation Brief # 01: **Assessing Cleaning and Water-Repellent Treatments** for Historic Masonry Buildings (www.nps.gov/history/hps/tps/briefs/brief01.htm)

Preservation Brief # 02: **Repointing Mortar Joints** in Historic Masonry Buildings

(www.nps.gov/history/hps/tps/briefs/brief02.htm)

Preservation Brief # 06: **Dangers of Abrasive Cleaning** to Historic Buildings

(www.nps.gov/history/hps/tps/briefs/brief06.htm)

Preservation Brief # 15: **Preservation of Historic Concrete**

(www.nps.gov/history/hps/tps/briefs/brief15.htm)

Preservation Brief # 39: **Holding the Line - Controlling Unwanted Moisture in Historic Buildings**

(www.nps.gov/history/hps/tps/briefs/brief39.htm)



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.