

INSPECTION CHECKLIST

PARISH _____

BUILDING _____

SITE AND GROUNDS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Ramps & Provisions for Handicap						
Designated parking spaces for Handicap						
Has soil dropped or heaved						
Is there standing water near or against bldg						
Are retaining walls leaning-in need or repair						
Are fences deteriorated						
Do fence gates operate properly						
Do trees and shrubs need repair or care						

BUILDING EXTERIOR FOUNDATION	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Do foundation walls show the following						
Large cracks						
Visible separation from building frame						
Loose, cracked or broken blocks, bricks						
Soft or flaking mortar or concrete						
Foundation movement						
Water leaks						
Stains or discoloration						
Bulging or bowing						
Crawl space walls damp						
Insect tubes or erosion visible						

BUILDING EXTERIOR MASONRY WALLS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Does exterior show following signs:						
Cracks in walls or over doors and windows						
Wood trim cracked, warped or rotted						
Loose, cracked or missing bricks or blocks						
Cracked, chipped, soft or flaking mortar						
White or gray stains						
Water penetration, moss or algae growth						
Split, missing or brittle caulking						
Free flowing weep holes at windows						

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BUILDING EXTERIOR FRAME WALLS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Evidence of rot or deteriorated wood						
Water stains or penetration into wood						
Siding boards cracked or split						
Siding boards buckled or nails rusted						
Can knife blade easily penetrate wood						
Wood mouldings cracked, split or missing						
Wood badly stained						
Is visible framing discolored. Split or cracked						
Any piles of sawdust or wood rot seen						
Any beehives, nests, rodents or bats						
Is paint blistering or flaking						
Date building last painted						

BUILDING EXTERIOR ROOF-ALL TYPES	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Check for gaps, holes around chimney, vent						
Check for leaks, weather damage, movement						
Rusted or pitted flashing						
Flashings separated, missing or loose						
Inspect for: weather damage, water leaks,						
Ice damming or mounds of snow						
Caulking at parapets, copings, flashings,						
soffits, vents, chimneys, skylights, pipes						
Check for gaps, holes around chimney, vent						

BUILDING EXTERIOR ROOFS-BUILT UP	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Blisters, bubbles or cracks or open seams						
Roof pitted or worn, standing water puddles						
Roof drains clear and operational						
Is roof squishy under foot						
Can underlayment be seen						
Joints or seams separated						
Gravel stops rusted or pitted						
Evidence of water penetration						
Roof free from vegetation growth						
Age of roof						

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BUILDING EXTERIOR ROOF SHINGLES	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Mineral granules worn out						
Shingle edges curling or worn						
Moss growth exists						
Snow slides pitted or damaged						
Age of roof						
Shingles loose, split or missing						

BUILDING EXTERIOR ROOFS-SLATE	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Broken loose or missing slates						
Slates worn						
Slate fasteners loose, rusted, or broken						
Ridge slates loose, broken or missing						
Snow guards loose, missing or broken						
Sections patched with asphalt						

BUILDING EXTERIOR METAL ROOF	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Signs of holes, pitting or cracking						
Open joints						
Defective or missing fasteners						
Are metal roof sheets rusted						

BUILDING EXTERIOR DOORS & WINDOWS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Flashings missing or cracked						
Wood trim or framing split, broken, loose						
Caulking cracked or missing						
Glass broken or putty condition						
Operation proper and locks work						
Weather strips and seals condition						
Screens condition and are secured						
Finish paint condition						

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BUILDING EXTERIOR PARAPET WALLS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Mortar joints intact or loose and spalling						
Copings loose, broken or missing						
Flashing missing or cracked						
Evidence of moisture penetration						
Do chimneys lean						
Bricks or walls cracked						

BUILDING EXTERIOR PORCHES, STAIRS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Paint						
Wood decayed, weak or cracked						
Stair treads loose, broken						
Column bases rotted or in need of repair						
Railings broken or weak						
Ballusters broken, loose or missing						

BUILDING EXTERIOR GUTTERS/DNSPTS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Gutter/dnspouts loose, missing or rotted						
Holes in gutters or downspouts						
Joints leak						
Pitted or rusted						
Need painting						
Lack proper pitch						
Water running down building below gutters						
Splash blocks divert water from building						
Heating cables secure and not frayed						

BUILDING EXTERIOR ATTACHMENTS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Items condition and security to building						
Lattices						
Columns						
Flagpoles						
Cables, wires, weathervanes, sculptures						
Canopies and towers						
Balconies, alarms, lights, meters etc.						

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BUILDING INTERIOR-FLOORS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Floor joists warped, cracked or sagging						
Floor joist secure						
Visible separation at floors and walls						
Masonry/tile floor worn, cracked or broken						
Floors squeak						
Wood flooring warped, separated, worn						
Carpeting loose or badly worn						

BUILDING INTERIOR WALLS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Evidence of water staining						
Cracked or peeling surfaces						
Wall plaster buckling or loose						

BUILDING INTERIOR-CEILINGS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Evidence of water staining						
Cracks or peeling surfaces						
Ceiling tile grid secure						
Damaged tiles						
Lights secure						

BUILDING INTERIOR DOORS/WINDOWS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Door jams plumb-doors close easily						
Loose or missing hinges, knobs or locks						
Condensation around windows						
Evidence of mold, discoloration, rot etc.						

BUILDING INTERIOR-ATTICS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Rafters,joists or sheathing show signs of:						
Water stains						
Warping or sagging						
Cracking						
Material stored away from heat sources						
Leaks around vents, ducts, chimney						
Floor or roof insulation						
Fans operating						
Attic free of combustibles						

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BUILDING INTERIOR BASEMENT	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
(Includes crawl space)						
Damp, wet or water stained						
Walls evidence of water penetration						
Floor cracked or disintegrated						
Vents available						
Dirt floor have a vapor barrier						

MECHANICAL EQUIPMENT	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Leaks at pipes, radiators, boilers, pumps						
Hot water heater/insulated/leaking						
Furnace/boiler cleaned within 12 months						
Boiler insulation cracked or missing						
Excessive steam or air loss at radiators						
Exposed pipes insulated						
Air supply, registers, thermostates adjust						
State boiler certificate near boiler in view						
Kitchen and Bath have ventilation source						

BUILDING INTERIOR PLUMBING	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Water leaks at fixtures in bathroom						
Water leaks at fixtures in kitchen						
Pipes leaking						
Faucets and flush valves work properly						
Drains free flowing						