



Sample Maintenance Checklist

YEAR: _____

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