

Building and Property Management - Inspection and Maintenance

Parish: _____ Inspector: _____

Community of: _____ Date: _____

Building inspected: Church Rectory Other: _____

Please complete separate forms for inspections of each building (i.e. the church, the rectory, any other building on parish property.)
Circle or check the appropriate box. Please add comments as needed.

Key:

G- Good
S - Satisfactory
P - Poor
C- Concerned
N- Not applicable

1. Grounds - yards and terraces

						Comments
G	S	P	C	N	Hazard free	
G	S	P	C	N	Proper grading away from building(s)	
G	S	P	C	N	No evidence of standing water	
G	S	P	C	N	No branches or bushes touching or interfering with the building, e.g. scraping roof, crushing eaves troughs or downspouts, roots in foundation	
G	S	P	C	N	Concrete/gravel on driveway, sidewalks, parking lots, patios, entrance stairs and landings in good condition and pitched away from building	
G	S	P	C	N	Areas under decks and stairs	
G	S	P	C	N	Landscaping, trees and shrubs condition/appearance	

G	S	P	C	N	Flower beds and gardens	
G	S	P	C	N	Other:	

2. Exterior of building

Comments

G	S	P	C	N	Visible foundation is satisfactory	
G	S	P	C	N	Stairs, decks and porches are in satisfactory condition	
G	S	P	C	N	Railings to stairs, decks and porches are secure	
G	S	P	C	N	Structure appears straight and sound (solid)	
G	S	P	C	N	Wood siding, fascia and trim satisfactory	
G	S	P	C	N	Vinyl, aluminum or plastic siding, soffits, fascia and trim	
G	S	P	C	N	Stucco: cracks or worn	
G	S	P	C	N	Roofing, shingles and venting, exhaust (chimney)	
G	S	P	C	N	Eaves and downspouts (secure, functional)	
G	S	P	C	N	Exterior of windows and doors (rot or decay)	
G	S	P	C	N	Exterior of windows and doors weather protection (caulking, weatherstripping)	
G	S	P	C	N	Exterior clear of clinging vines	
G	S	P	C	N	Exterior paint or stain (no flaking or blistering)	

G	S	P	C	N	Parging on foundation (cracks, chipping)	
G	S	P	C	N	Other:	

3. Attic space

Comments

G	S	P	C	N	Underside of roofing (examine for stains, condensation)	
G	S	P	C	N	No rot, decay or damage to structures, insulation	
G	S	P	C	N	Insulation – quantity, quality of insulation	
G	S	P	C	N	Ventilation	
G	S	P	C	N	No plumbing, exhaust or appliance vents terminating inside the attic	
G	S	P	C	N	No open electrical splices or connection boxes	
G	S	P	C	N	Other:	

4. Interior spaces

Comments

	S	P	C	N	Staircases have appropriate safety features (handrails, guardrails, anti-slip, etc)	
G	S	P	C	N	Staircase construction (stability, steps are safe to use)	
G	S	P	C	N	Hallways - lighting, ceiling and floors checked for cracks or other damage	
G	S	P	C	N	Windows operate easily, latch and seal properly	
G	S	P	C	N	Interior doors operate easily, close and latch properly	

G	S	P	C	N	Lights operate properly, switches and wall outlets work properly and safely	
G	S	P	C	N	Heat vents (forced air furnace) are clean and functional	
G	S	P	C	N	Outside walls (examine for stains, condensation, other damage)	
G	S	P	C	N	Fireplace, wood-burner (examine ventilation, exhaust, installation)	
G	S	P	C	N	Fireplace - chimney/exhaust system clean, flue and damper operate properly	
G	S	P	C	N	Ceiling fans (installation, balance, operate properly)	
G	S	P	C	N	Trim and baseboards	
G	S	P	C	N	Other:	

5. Kitchen

Comments

G	S	P	C	N	Exhaust fan – ventilation, operates properly	
G	S	P	C	N	Dishwasher – operates properly, installation	
G	S	P	C	N	Stove – stovetop burners functional, operate properly; oven operates properly	
G	S	P	C	N	Outlets for appliances are GFCI (ground fault circuit interrupter) protected	
G	S	P	C	N	Refrigerator – operates properly, free of ice and condensation	
G	S	P	C	N	Sink and faucet – operate properly, taps close properly, drains well, leak-free	
G	S	P	C	N	Cabinets – exterior and interior condition, solid, drawers and doors open and close properly	

Form 3.1.8.a

G	S	P	C	N	Appliances – built-ins operate properly; small appliances – condition, operate properly	
G	S	P	C	N	Other:	

6. Bathroom(s)

Comments

G	S	P	C	N	Exhaust fan - ventilation, operates properly, terminates outside of building	
G	S	P	C	N	Sinks and bathtub - adequate pressure, close and seal properly, leak free	
G	S	P	C	N	Sinks and bathtub - drain properly, waterproofing	
G	S	P	C	N	Bathtub/shower surround or tiling - condition, grouting or caulking	
G	S	P	C	N	Toilet - operates properly, leak free	
G	S	P	C	N	Fixtures, walls free of mold, mildew	
G	S	P	C	N	Other:	

7. Mechanical room and miscellaneous

Comments

G	S	P	C	N	Mechanical room - easily accessible, clean	
G	S	P	C	N	Furnace filter - clean, schedule for changing	
G	S	P	C	N	Water softener, filtration systems, reverse osmosis - proper working order, leak free, corrosion free	
G	S	P	C	N	Boiler and radiators - proper working order, leak free, corrosion free	
G	S	P	C	N	Forced air furnace - ducting condition	

G	S	P	C	N	Forced air furnace - cold air return unobstructed	
G	S	P	C	N	Furnace-mounted humidifier - condition, operates properly	
G	S	P	C	N	Hot water heater - leak free, gas/power connection condition, corrosion free, replacement date visible	
G	S	P	C	N	Electrical panel - accessible, labelled, condition	
G	S	P	C	N	Smoke and carbon monoxide detectors - installed, operate properly	
G	S	P	C	N	Foundation condition (cracks, condensation, deterioration)	
G	S	P	C	N	Basement floor drain and sewer trap - condition	
G	S	P	C	N	Other:	

8. Crawl space

Comments

G	S	P	C	N	Ventilation and air circulation	
G	S	P	C	N	Insulation on exposed pipes (water supply, waste, venting) - installed, condition	
G	S	P	C	N	Insulation and vapour barrier between space and living area - installed, condition	
G	S	P	C	N	General condition (moisture, evidence of pests, damage)	
G	S	P	C	N	Other:	