



Mothballing Checklist

Moisture

- Is the roof watertight?
- Do the gutters retain their proper pitch and are they clean?
- Are downspout joints intact?
- Are drains unobstructed?
- Are windows and doors and their frames in good condition?
- Are masonry walls in good condition to seal out moisture?
- Is wood siding in good condition?
- Is the site properly graded for water runoff?

Pests

- Have nests/pests been removed from the building's interior and eaves?
- Are adequate screens in place to guard against pests?
- Has the building been inspected and treated for termites, carpenter ants, rodents, etc.?
- If toxic droppings from bats and pigeons are present, has a special company been brought in for disposal?

Housekeeping

- Have the following been removed from the interior: trash, hazardous materials such as flammable liquids and poisons, plants, and canned goods that could freeze and burst?
- Has the interior been swept clean?
- Have furnishings been moved to a safe location?
- If furnishings remain in the building, are they properly protected from dust, pests, ultraviolet light, and other potentially harmful problems?

Security

- Have fire and police departments been notified that the building will be mothballed?
- Are smoke and fire detectors in working order?
- Are the exterior doors and windows securely fastened?
- Are plans in place to monitor the building regularly?
- Are keys to the building in a secure but accessible location?
- Are the grounds being kept from becoming overgrown?

Utilities

- Have utility companies disconnected/shut off or fully inspected water, gas, and electric lines?
- If the building will not be heated, have water pipes been drained and glycol added?
- If the electricity is to be left on, is the wiring in safe condition?

Ventilation

- Have steps been taken to ensure proper ventilation of the building?
- Have interior doors been left open for ventilation?
- Has the secured building been checked in the last 3 months for interior dampness or excessive humidity?

—Adapted from “Mothballing Historic Buildings” (Park 1993) and “Parrot Hall Architectural Conservation Assessment” (Eaton 2000).