

MAINTENANCE CONDITION SURVEY CHECKLIST

INSPECTED BY: _____ DATE: _____

BUILDING NAME/LOCATION: _____

REFERENCES to Form FS-7300-1

INFRA BUILDING # _____

Utilize these references to establish a more accurate, thorough, condition survey. You may not need to fill out all the detailed info where accurate as-built plans and specifications exist, but needed maintenance work should always be noted.

	Proj. Priority
1.A.-C. FOUNDATION & 2.A.-B. BASEMENTS	
(1) Foundation, type & spacing: _____	_____
(8) Condition _____	_____
(3) Floor Joist., size, material, & spacing o/c _____	_____
(4) Bottom of Joists off ground, inches, average _____	_____
(5) Adequate ventilation beneath building? _____	_____
(6) Termite Activity? _____	_____
(7) Drainage or evidence of flooding? _____	_____
(9) Rotting or Decay _____	_____
3.A.-B. CHIMNEYS	
(1) Chimney cap condition _____; Screen _____	_____
(2) Type of construction (brick, metal, asbestos, etc.) _____	_____
(3) Mortar condition _____	_____
(4) Liner condition _____	_____
(5) Roof to chimney seal _____	_____
(6) Proper anchoring, snow/ice build-up protection _____	_____
(7) Proper height, downdrafts _____	_____
(8) Drafting properly, cleanliness _____	_____
(9) Number of appliances per flue _____	_____
(10) Number of flues _____	_____
(11) Overall condition _____	_____
4.A.-O. CARPENTRY WORK	
A. Wall Sections (Exterior)	
(1) Distance from ground to bottom of wood structure _____	_____
(2) Last year painted (Ext.) _____	_____
(3) Condition _____	_____
(4) Type of siding (Ext.) _____	_____
(5) Insulation type and thickness _____	_____
B.,C. Exterior Millwork, Exterior Trim	
(1) Condition _____	_____
(2) Last Year Painted _____	_____

	Proj. Priority
D.,E.,F. Porch Posts, Steps, Floors	
(1) Condition_____	_____
(2) Hazards_____	_____
(3) Proper Railing_____	_____
G. Windows	
(1) Do all windows operate properly?_____ If not, which?_____	_____
(2) Types of windows_____	_____
(3) Need for weather stripping_____ If so, which?_____	_____
(4) Need for storm windows_____	_____
(5) Storm windows - effective dead air barrier?_____	_____
(6) Condition (framing, sills, etc.)_____	_____
(7) Latches securing properly_____	_____
(8) Glazing - putty/cracked/broken/weatherstripping_____	_____
H. Doors (Exterior)	
(1) Do all operate properly?_____ If not, which?_____	_____
(2) Properly weather stripped_____ If not, which?_____	_____
(3) Need for storm doors_____ If so, which?_____	_____
(4) Condition_____	_____
(5) Paint or finish_____	_____
(6) Latches securing properly_____	_____
(7) Condition of jambs_____	_____
(8) Glazing - putty/cracked/broken/weatherstripping_____	_____
I. Shutters	
(1) Operation_____	_____
(2) Condition_____	_____
J. Screens (doors, windows, crawl space vents)	
(1) Condition_____	_____
(2) Need for them_____	_____
K.,L. Carport/Garages	
(1) Hazardous storage/hazards_____	_____
(2) Type of floor, condition_____	_____
(3) Structural damage_____	_____
(4) Door type & condition_____	_____
M. Hardware (Refer to 9.A. through C.)	
N. Siding (Refer to 4.A.)	
O. Puttying/Painting (Refer to 4.A. through N. and 5.A. through I.)	

	Proj. Priority
General exterior maintenance requirements/notes_____	_____
_____	_____
_____	_____
_____	_____

5.A.-I. INTERIOR WOODWORK

A.,D. Doors (Interior), including sliding

(1) Do all operate properly?_____ If not, which?_____	_____
(2) Condition_____	_____

B. Sidelites

(1) Operational_____	_____
(2) Condition_____	_____

C. Trim and Molding

(1) Condition_____	_____
(2) Finish_____	_____

E.,F.,G.,H.,I. Closets, Cabinets

(1) Operational_____	_____
(2) Finish/Condition_____	_____
(3) Latches working_____	_____
(4) Doors hanging straight_____	_____

5.A.-I. BUILDING INTERIOR - GENERAL

(1) Ceiling -Type of material_____	_____
Appearance_____	_____
Light reflectivity_____	_____
Need for repainting_____	_____
(2) Walls -Type of material_____	_____
Appearance/condition_____	_____
Need for repainting_____	_____
(3) General - Number of rooms_____	_____

Size of each(Length x Width x Height) OR ATTACH SKETCH -
THIS INFORMATION NOT REQUIRED IF PLANS ARE AVAILABLE:

Living Room_____	_____
Dining Room_____	_____
Bedroom(s)_____	_____
Kitchen_____	_____
Bathroom(s)_____	_____
Storage_____	_____
Garage_____	_____
Office(s)_____	_____
Others (identify)_____	_____

	Proj. Priority
6. STAIRS	
(1) Condition_____ Handrail height/dia. _____	_____
(2) Height of risers_____ Depth of tread_____ Stairwell width_____	_____
(3) Hazards/tread material & condition_____	_____
(4) Construction materials_____	_____
(5) Storage underneath properly utilized?_____	_____
7. FLOOR COVERING	
(1) Type of subfloor/underlayment_____	_____
(2) Type of finish floor or covering_____	_____
(3) Condition & soundness_____	_____
(4) Estimated remaining life of finish or covering_____	_____
(5) Base cove & molding condition_____	_____
8. ROOFING	
(1) Type of roofing_____	_____
(2) Condition_____	_____
(3) Age_____	_____
(4) Moss build-up (wood only)_____	_____
(5) Treatment need (wood only)_____	_____
(6) Evidence of leakage_____	_____
(7) Ice build-up (need for heat cables?)_____	_____
(8) Snow load capacity_____ (design) or (est.)_____	_____
A.,B.,C. Gutters, Downspouts, Drain Tile	
(1) Condition_____	_____
(2) Cleanliness_____	_____
(3) Operational_____	_____
(4) Is drainage directed away from building?_____	_____
D. Shingles (1) Refer to Item 8, under roofing.	
E., F. Roof trusses, purlins, beams, joists, & ridge boards	
(1) Adequate for snowload_____	_____
(2) Condition/Damage_____	_____
(3) Truss/Beam material, span & spacing_____	_____
(4) Purlin/Joist material, span, & spacing_____	_____
G. Flashing	
(1) Condition/Existence_____	_____
(2) Evidence of leakage_____	_____
H. Attic and ventilation	
(1) Flooring/runner plank condition_____	_____
(2) Hazards_____	_____
(3) Venting adequate _____	_____
(4) Evidence of moisture build-up_____	_____

9.HARDWARE

- A. Windows - Refer to Item 4g. - Windows
- B. Doors - Refer to 4h. - Doors
- C. Bathroom - Refer to item 5e. - Cabinets/Closets
- D. Kitchen - Refer to Item 5e. - Cabinets/Closets

10.GLASS A., B., C., D. (Refer to 4 G & 4 H)

Proj.
Priority

11.PLUMBING/SEWER

A.WATER SERVICE - Within Building & to Meter (not distribution system)

(1) General: Service size _____ in. Type of pipe _____ Age: _____ yrs.,
Condition: _____

(2) Kitchen: Sink _____ Faucets _____ Drain _____
Shutoffs _____ Strainer/Plug _____

(3) Bathrooms: Sink _____ Faucet _____ Drain _____
Shutoffs _____ Strainer/Plug _____
Toilet _____ Seal _____ Shutoffs _____
Shower/Tub _____ Faucets _____ Head _____
Drain _____ Strainer/Plug _____
Other _____

(4) Laundry: Tub _____ Faucet _____ Drain _____
Strainer/Plug _____ Washer Connections _____
Other _____

(5) Water Heater: Capacity _____, Temp. Setting _____
Pressure/Temp. Relief Valve _____ Plumbed to Near Floor _____
Fuel _____ Fuel supply/plumbing _____

(6) Outside hydrants: Number _____, protected from freezing _____
Is location or installation hazardous _____
Appearance _____

B. SEWER - Within Building & to Cleanout (not collection/treatment system)

Type (Septic tank, sewer, other) _____

Pipe Material _____

(1) Properly plumbed _____

(2) Are all drains vented within 5 feet? _____

(3) General Condition _____

C. PLUMBING COMMENTS: _____

12. TERMITE OR DECAY DAMAGE

(1) Refer to Items 1 a & c, 2 a & b.

13. FIREPLACE / WOOD HEAT STOVE

(1) Condition - Fire box_____ Flue (Liner)_____
 Chimney_____Hearth_____
 (2) Type_____
 (3) Cleanliness_____
 (4) Efficiency to heat_____
 (5) Damper_____
 (6) Heatilator_____Insert_____
 (7) Glass doors_____
 (8) Screen_____

14.ACCESSORIES - If Government owned (i.e.: refrigerator, cook stove, microwave)

Item_____
 Make_____Model_____
 Year Purchased_____Size_____
 Present Condition_____

Item_____
 Make_____Model_____
 Year Purchased_____Size_____
 Present Condition_____

Item_____
 Make_____Model_____
 Year Purchased_____Size_____
 Present Condition_____

Item_____
 Make_____Model_____
 Year Purchased_____Size_____
 Present Condition_____

Item_____
 Make_____Model_____
 Year Purchased_____Size_____
 Present Condition_____

Item_____
 Make_____Model_____
 Year Purchased_____Size_____
 Present Condition_____

15.ELECTRIC

A. Wiring

- (1) Condition _____
- (2) Connection tight, outlets _____, switches _____
- (3) Outlets grounded _____, polarity _____

B. Service & Circuit Controls/Breakers

- (1) Type _____
- (2) Condition/Age _____
- (3) GFCI's on bath, kitchen, work areas _____

C. Other

- (1) All boxes covered _____
- (2) Electrical condition survey conducted _____ Date _____

16.HEATING & AIR CONDITIONING

A. Primary Heating

- (1) Fuel type: ___Nat. Gas ___LPG ___Oil ___Wood ___Coal ___Electric _____
- (2) Method: ___Individual Room/Area (type: _____)
 ___Radiators (___water ___steam) ___Central Forced Air _____
- (3) Unit capacity (BTU/hour) _____, _____, _____, _____, _____, _____
- (4) Is heating adequate? _____
- (5) Year last maintained (needed annually) _____
- (6) Cleanliness: register, chimney flues, furnace room - hazards _____
- (7) Stack condition (pipe to chimney seal) _____
- (8) Filter - oil/air (condition) _____

B. Auxiliary Heating

- (1) Fuel type/method _____
- (2) Safety - insulation/vents/controls _____
- (3) Is heating adequate _____
- (5) Condition _____

C. Cooling

- (1) Type: ___Std. Refrigeration ___Evaporative Cooler ___Heat Pump _____
- (2) Capacity or size _____ Central _____ Single Room/Area _____
- (3) Is cooling adequate _____
- (4) Condition _____

17. SPACE HEATERS (Refer to 16 B)

18. WATER HEATERS (Refer to 11 A.5)

ADDITIONAL ITEMS

The following information may or may not pertain to the present structure that you are inspecting.
Complete any pertinent items.

	Proj. Priority
A. DRAINAGE	
(1) Is structure adequately drained?_____	_____
(2) What drainage structures exist?_____	_____
_____	_____
(3) What is needed?_____	_____
_____	_____
B. SECURITY	
(1) Is building fenced? ___ No ___ Front Fenced ___ Back Fenced ___ Fenced All Around	_____
(2) Is fencing required?_____ Is fencing desired by occupant?_____	_____
(3) Are gates operable?_____ Lockable?_____	_____
(4) Outside lighting: _____ None _____ Some _____ Fully Lit	_____
(5) Is lighting adequate?_____	_____
(6) Any past security problems?_____	_____
_____	_____
(7) Is private and Government property adequately protected?_____	_____
(8) Comments:_____	_____
_____	_____
_____	_____
C. ACCESS AND PARKING	
(1) Access surfacing mat'l:_____, width _____ ft. grade_____ %	_____
(2) Is access adequate?_____	_____
(3) Is structure on main roads?_____ Should it be on main roads?_____	_____
(4) Parking for _____ vehicles; surface mat'l._____, grade_____ %	_____
Is parking adequate?_____	_____
(5) Condition of roads/parking:_____	_____
D. LANDSCAPING	
(1) Is building landscape plan available?_____. Has it been used?_____	_____
(2) Is structure landscaped?_____	_____
(3) Is landscaping adequate?_____	_____
(4) Is adequate water/hydrants available for landscaping?_____	_____
(5) Does building present an acceptable appearance?_____	_____
Suggestions_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

E. LIQUID FUEL SYSTEM

- (1) Fuel Type: ☐ L.P. Gas ☐ Natural Gas ☐ Fuel Oil ☐ Other: _____
- (2) Does Oil Tank meet U.M.C. Std. #5-1? _____
- (3) Does L.P.G. Tank meet N.F.P.A. #58? _____
- (4) Are supports adequate? _____
- (5) Condition/Use of Flex Connectors _____
- (6) Are Barriers needed/adequate? _____
- (7) Is Clearance adequate? _____
- (8) Do Pipe & fittings meet UPC 12XX? _____
- (9) Does Service cock meet UPC 12XX? _____

F. FIRE PROTECTION SYSTEM

- (1) Brief description _____
 - (2) Smoke detectors installed per Code? _____ Operating? _____
 - (3) Date of last sprinkler system (if any) inspection _____
 - (4) Are exits and exit routes adequate & adequately identified? _____
 - (5) Is there adequate clearance around the structure from fuels? _____
 - (6) Is the structure fire resistant? _____ What could be done to improve fire resistance? _____
 - (7) Nearest fire hydrant _____
 - (8) Does location & spacing meets FSM requirements, ☐ Yes ☐ No.
- Comments: _____
- (9) Adequate fire protection? ☐ Yes ☐ No _____
- Condition: ☐ Excellent ☐ Good ☐ Fair ☐ Poor _____
- Comments: _____
- _____
- _____

I. OTHER

- (1) Are the facilities adequate for their current use? _____
 - (2) Is the facility effectively located in relationship to the overall site layout? _____
 - (3) Do people living or working in this structure like it? _____
 - (4) Occupant remarks concerning the maintenance condition of this building: _____
 - (5) Other comments about this structure: _____
- _____
- _____
- _____
- _____
- _____
- _____

Use this page to sketch the building & call out dimensions.

Following is an explanation of the project prioritization categories:

- "A" Essential Funding.** Correction of critical health and safety hazards and Code violations and repairs necessary to keep water, wastewater, and other utility systems functioning, as well as correct critical structural problems that endanger life or health. Also includes "pass-through" funds reimbursement for utility assessments collected from residents as part of their rent.
- "B" Required Maintenance, Protection of Investment.** Includes correcting wiring & plumbing problems, re-roofing & exterior painting where putting it off would lead to deterioration of the structure, wood-damaging insect control, repairing structural & functional problems, bringing buildings up to current Code standards, etc.
- "C" Should Do.** Work that's clearly maintenance or replacement work such as repainting grungy interiors, cabinet & other interior maintenance, yard or fence maintenance (not operations stuff like mowing the grass), replacing failing carpet and vinyl flooring, etc. Also includes fixing or replacing non-critical items such as bathroom fans, eve vents, weather seals, etc.
- "D" Nice to Do.** Work that's clearly maintenance or replacement work such as repainting grungy interiors, cabinet & other interior maintenance, yard or fence maintenance (not operations stuff like mowing the grass), replacing failing carpet and vinyl flooring, etc. Also includes fixing or replacing non-critical items such as bathroom fans, eve vents, weather seals, etc.
- "E" Non-Maintenance or Not Recommended projects.** Includes projects that should be submitted as capital improvements and renter-desired changes that conflict with Code or FS standards.