

# Building Maintenance Checklist

**Automated Form Number**  Template Library-Example Template Project-Example Team-DP-PEA-0017-1

**Name of Inspector** Dave Hodgson

**Date of Inspection** Tuesday, 09 April 2019

## Roofing

**\*Inspect twice per year and after adverse weather.**

<b>Checkbox</b>	Check roofing files, contracts, and warranties	Yes	<b>Comments:</b>
<b>Checkbox</b>	Clear debris from roof drains	Yes	<b>Comments:</b>
<b>Checkbox</b>	Inspect the perimeter to check old and new damage to metal and copings	Yes	<b>Comments:</b>
<b>Checkbox</b>	Check roof connections to the wall and roof flashing for tears and wrinkles	Yes	<b>Comments:</b> Roof flashing is torn on the East side of the roof and will need to be replaced.
<b>Checkbox</b>	Check splits in the stripping plies, if the roof is made out of bitumen	Yes	<b>Comments:</b>
<b>Checkbox</b>	For metal roofs, protect against corrosion	Yes	<b>Comments:</b>
<b>Checkbox</b>	Weed, trim and irrigate a green roof	Yes	<b>Comments:</b>
<b>Checkbox</b>	Conduct a moisture survey to find leaks	No	<b>Comments:</b> Didn't have the equipment to conduct the moisture survey, have flagged with Erica from administration.
<b>Checkbox</b>	Inspect solar panels in the areas around penetrations	NA	<b>Comments:</b>
<b>Checkbox</b>	Install protection of the roof membrane	Yes	<b>Comments:</b>

## HVAC

**\*Inspect at least twice per year**

<b>Checkbox</b>	Find screw issues, recharge P-traps or U-bend water traps	Yes	<b>Comments:</b>
<b>Checkbox</b>	Hire a professional to inspect chillers and boilers	Yes	<b>Comments:</b> Hired Australian Boilers Pty Ltd
<b>Checkbox</b>	Inspect cooling towers for fill, fill valves, fan blades, motor bearings, gearbox and support structure, wiring and log observations	Yes	<b>Comments:</b>
<b>Checkbox</b>	Check and lubricate pumps once a year	NA	<b>Comments:</b> Checked and lubricated pumps during the last checks

# Example Building Maintenance Checklist

**Pieczynski**

A decorative graphic element consisting of a light blue horizontal bar with a rounded right end, and a red-to-white gradient semi-circle behind it.

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*Management Resource Series*, 1992

**Maintenance of Direction Finder Equipment** United States. Federal Aviation Agency, 1965

*Construction Research Journal*, 2007

*The Acts and Proceedings of the General Assembly of the Presbyterian Church in Canada* Presbyterian Church in Canada. General Assembly, 1998 Issues for 1975 include index

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