

## Inspection Checklists

- **Grounds**
- **Ground Equipment**
- **Exterior of Buildings**
- **Porches, Patios & Garages**
- **Exterior Surface Walls**
- **Windows & Doors**
- **Roof**
- **Chimney**
- **Kitchen**
- **General Interior of Buildings**
- **Basement Foundations/Walls/Floor Slab**
- **Basement Ceiling or Underside of Main Floor Structure**
- **Crawl Spaces**
- **Interior of Building**
- **Plumbing**
- **Heating & Conditioning**
- **Electrical**
- **Security**
- **Fire Hazards**



## INSPECTION CHECKLIST – GROUNDS

DESCRIPTION	INSPECTION RESULTS
1. Check concrete, paved and stone driveways and walks for cracks and deterioration.	
2. Check wooden fences, masonry fences and shrub fences for rot, insect infestation, cracks, and mortar damage.	
3. Check concrete and masonry retaining walls for cracks, bulges and leaning.	
4. Check all lawns, flower beds for damage, debris, ants, weeds, etc.	
5. Trim all bushes and trees. Check for dead or diseased parts.	
6. Dig over all topsoil.	
7. Check for rodents.	

## INSPECTION CHECKLIST – GROUND EQUIPMENT

DESCRIPTION	INSPECTION RESULTS
1. Check all lawn mowers and trimmers for serviceability. Check and oil prior to winter storage. Oil prior to summer use.	
2. Check all manual equipment - spades, shovels, rakes, hedge clippers, hand tools. Clean and oil prior to winter storage. Oil prior to summer use.	
3. Check all lawn sprinklers, hoses and hose attachments. Clean and lightly oil where necessary prior to winter storage.	
4. Check all garbage disposal cans or wood structures for damage, missing lids, rough edges, rot, etc.	
5. Check all electrical outlets for weatherproofing.	
6. Check grounding of outdoor T.V. antenna. (To prevent from conducting lightning.)	



## INSPECTION CHECKLIST – EXTERIOR OF BUILDINGS

DESCRIPTION	INSPECTION RESULTS
1. Check for proper drainage, especially at soil surface where soil meets building wall. Check during rainstorm if possible. Ensure seepage at wall is not excessive.	
2. Check all window wells for debris.	
3. Check and drain all exterior waterlines and open taps in winter.	
4. Check exposed portion of foundation wall. If wood or wood siding, check for rot and insect infestation. If concrete or parged concrete, check for spalling, cracks and delamination.	

## INSPECTION CHECKLIST – PORCHES, PATIOS AND GARAGES

DESCRIPTION	INSPECTION RESULTS
1. Check all wooden supports and windows for rot and insect infestation.	
2. Check painting.	
3. Check the patio at the foundation for large cracks.	
4. Check roof for leaks.	
5. Check all screens, doors, hinges for damage, breaks, loose pins, etc.	



## INSPECTION CHECKLIST – EXTERIOR SURFACE OF WALLS

DESCRIPTION	INSPECTION RESULTS
1. Check for finish or for paint deterioration.	
2. Check for signs of rot or infestation.	
3. Check caulking at joints.	
4. Check stucco for soundness.	
5. Check all brick and masonry surfaces and mortar joints.	
6. Check for buckling or settlement; if severe, obtain expert opinion.	

## INSPECTION CHECKLIST – WINDOWS AND DOORS

DESCRIPTION	INSPECTION RESULTS
1. Check for damaged screens or broken glass.	
2. Check operation of all doors and windows.	
3. Check weather-stripping and caulking.	
4. Check for rot and infestation.	
5. Check for finish or for paint deterioration.	
6. Check all putty for looseness.	



## INSPECTION CHECKLIST – ROOF

DESCRIPTION	INSPECTION RESULTS
1. Check for signs of excessive wear of felts or exposed felts in built-up roofs. Check for blisters or loose edges.	
2. Check for loose, damaged, or missing shingles.	
3. Check soffits for signs of moisture build-up, rot and insect infestation.	
4. Check flashings for lifting, leakage, or looseness.	
5. Check television antenna for sturdiness if applicable.	
6. Check asbestos and tile shingles for mold.	
7. Check vent-pipes, roof drains and stacks.	
8. Check condition of gutters, leaders and roof scuppers.	
9. Check all tar bucks (boxes filled with asphalt) about roof projection.	

## INSPECTION CHECKLIST – CHIMNEY

DESCRIPTION	INSPECTION RESULTS
1. Check mortar joints for cracks and deterioration.	
2. Check for signs of deterioration of chimney cap.	
3. Check for security of chimney cap, if metal.	
4. Check damper operation.	
5. Check condition of flue and all smoke pipes.	
6. Check flue for leaks.	



## INSPECTION CHECKLIST – KITCHEN

DESCRIPTION	INSPECTION RESULTS
1. Check all appliances for operation. Lubricate as required.	
2. Clean or change range fan filters.	
3. Check for leaks under all fixtures and dishwasher.	
4. Check condition of floor and work surfaces.	

## INSPECTION CHECKLIST – GENERAL INTERIOR OF BUILDINGS

DESCRIPTION	INSPECTION RESULTS
1. Check odor in basement for sweetness.	
2. Check all finished walls and ceiling surface as to condition of paint, wallpaper, wood paneling or other finish.	
3. Check baseboards and trim for looseness or paint deterioration.	
4. Check operation of all doors.	
5. Check door locks and hardware for wear and tear.	
6. Check rugs for wear and tear, and mildew.	
7. Check for sagging floors.	
8. Check all stairs and railings for security.	
9. Check all ceilings and walls for leaks and signs of settlement.	
10. Check all storm and shutter windows for correct operation.	
11. Check all windows to wall joints for tightness and proper seals.	
12. Check windows for rot, insect infestation, damage or looseness.	



## INSPECTION CHECKLIST - BASEMENT FOUNDATIONS/WALLS/FLOOR SLAB

DESCRIPTION	INSPECTION RESULTS
1. Check for water or vapor penetration.	
2. Check for settlement, cracks, decay, spalling, bulges, and deterioration.	
3. Check surface finish if basement is finished for evidence of item 1 or 2 above.	
4. Check wall to floor joint for ground water seepage.	
5. Check form tie holes for tightness and incipient water leaks.	
6. Check that all wall penetrations to exterior are sealed and joints insulated.	
7. Check insulation if applicable, particularly at perimeter of wall and main floor joists.	
8. Check for air leakage at wall to main floor connection.	
9. Check interior frames of windows and door jambs for air tightness, rot, insect infestation or deterioration to finish.	
10. Check for floor cracks and ground water leakage.	
11. Check for floor settlement.	
12. Check floor finish for mold if carpeted, peeling if painted, rot if wood, loose tiles or delaminating linoleum.	
13. Check for proper slope and drainage to floor drains.	



**INSPECTION CHECKLIST – BASEMENT CEILING OR UNDERSIDE OF MAIN FLOOR STRUCTURE**

DESCRIPTION	INSPECTION RESULTS
1. Check all columns - if wood check for splits, shakes, crushed ends, full bearing of beams on column tops.	
2. Check all ends of wood joists – check for crushing, splits, buckling, poor seating on concrete walls over beams. Check bridging between members, check for rot or insect infestation.	
3. Check all wood joists drilled to permit pipe and conduit to pass through – check for splits or sag.	
4. Check for sag in joists or beams.	
5. Check steel columns for security. Check load label is not exceeded.	
6. Check drop ceiling if applicable. Check for stains, looseness.	
7. Check all material about light fixtures for possible overheating.	
8. Check passage of heating ducts through ceiling finish for fire security.	





## INSPECTION CHECKLIST – CRAWL SPACES

DESCRIPTION	INSPECTION RESULTS
1. Check odor in crawl space for sweetness.	
2. Check for new cracks, settlement, or breaks in the wall.	
3. Check for leaks in foundation walls and if concrete floor, for cracks and water leakage.	
4. Check waterproof coating on foundation walls if applied. (This is more often on the outside but in older buildings may have been applied on the inside face.)	
5. Check for condensation on walls and efflorescence in brick foundation if applicable.	
6. Check for rotting sills and window frames. Note any signs of infestation.	
7. Check for sagging floor joists.	
8. Check crawl space ventilation, insulation, and vapor barriers.	
9. Check sump pump, if applicable.	
10. Check for rodent activity.	



## INSPECTION CHECKLIST – INTERIOR OF BUILDING

DESCRIPTION	INSPECTION RESULTS
1. Check for signs of roof or flashing leaks on rafters and insulation.	
2. Check condition of all exposed electrical wiring and piping.	
3. Are all ducts and water piping protected from the frost with insulation?	
4. Check chimney for smoke or water leaks, or breaks in the mortar joints.	
5. Check roof rafters for straightness and conditions.	
6. Check adequacy, position and condition of insulation.	
7. Check ventilation openings for nests and blockages.	
8. Check operation of vent and/or attic fan.	
9. Check the need for mechanical ventilation.	
10. Note signs of mold or moisture build-up and resulting damage.	



## INSPECTION CHECKLIST – PLUMBING

DESCRIPTION	INSPECTION RESULTS
1. Check all faucets, drains, and traps for leaks.	
2. Check the condition of the stall shower pans.	
3. Check galvanized and brass piping for leaks at the joints.	
4. Check all toilet flush mechanisms, shower and other fixtures.	
5. Check that the toilet is secure to the floor.	
6. Are all strainers and shower heads clean?	
7. Check operation of all fixtures, wells and private sewage disposal, if applicable.	
8. Check all caulking and the need to repair /replace loose tiles.	
9. Check that all vents at roof are not plugged.	



## INSPECTION CHECKLIST – HEATING AND CONDITIONING

DESCRIPTION	INSPECTION RESULTS
1. Check the heating system and air-conditioning system each year.	
2. Clean all parts of the air-conditioning system, especially the filter elements.	
3. Check the condition of instantaneous hot water heater. Recommend it be drained every month.	
4. Is the low water cutoff drained each month?	
5. Drain and test steam boiler lever control.	
6. Test humidifier. Does it need cleaning?	
7. Service all radiators and valves.	
8. Check for breaks in insulation on boilers, furnaces, ducts and piping.	
9. Check for leaks, caulking and weather-stripping.	
10. Lubricate all pumps, fans and motors.	
11. Inspect and clean all room air-conditioners.	
12. Clean all elements of the heating system, especially filters.	
13. Check smoke pipe for corrosion and leaks.	
14. Clean electronic filter.	
15. Clean all solar collectors. Check condition of insulation.	



## INSPECTION CHECKLIST – ELECTRICAL

DESCRIPTION	INSPECTION RESULTS
1. Check condition of all exterior outlets and switches.	
2. Check all circuits. Are they marked? Are these sufficient to run all appliances?	
3. Mark all circuits by name.	
4. Check lamp cords for breakage or splits in the wire.	
5. Check circuits for overfusing. Test breakers periodically.	
6. Check operation of all outlets and switches.	
7. Check all plugs and connectors for safe operation.	
8. Check condition of exterior service wires.	
9. Check all electrical service supports.	

**NOTE: DO NOT touch, handle, poke or, in any other way, make physical contact with any electrical switch, outlet, wire, breaker, etc., without first being POSITIVE that the electric system has been turned off.**

## INSPECTION CHECKLIST – SECURITY

DESCRIPTION	INSPECTION RESULTS
1. Check condition of all locks.	
2. Check charge on fire extinguishers.	
3. Review fire prevention and escape plan.	
4. Test smoke / fire alarms.	
5. Have police and fire officials check the church and rectory for improvement suggestions.	

## INSPECTION CHECKLIST - FIRE HAZARDS

DESCRIPTION	INSPECTION RESULTS
1. Check that all partially-filled containers of little-used combustible products are stored in cans and bottles in a cool, ventilated location.	
2. Check all portable fire extinguishers at strategic locations in the church and rectory (kitchen, hallway, basement). Check the charge on each unit semi-annually.	
3. Check spark arrester on chimney.	
4. Check all portable heaters for correct operation.	
5. Check that stoves are clean and free of grease.	
6. Check that storage areas are free of debris.	

