| Year: |       |
| --- | --- |
| Community: |       |
| Project / Phase: |       |
| Unit #s: |       |
|  |  |  |  |  |
| **Building Component** | **Note #** | **Maintenance Items** | **Y/N** | **Rating\*** |
| PROPERTY EXTERIOR |       | Culvert not obstructed, driveway/walkways free of tripping hazards |  |  |
|       | Ground level around house slopes away with good drainage |  |  |
|       | Fences, gates and other structures on property in safe condition |  |  |
|       | Property free of hazardous storage (vehicles, appliances, materials) |  |  |
|       | Big trees + high weeds are a safe distance from the house (10m) |  |  |
|       | General maintenance of property’s exterior is good |  |  |
|  |
| HOUSE EXTERIOR |       | Foundation exterior is free of major cracks or damaged parging |  |  |
|       | Edge of concrete slab is insulated and covered (cement board) |  |  |
|       | Siding is secure and water resistant (no holes or major cracks) |  |  |
|       | Soffit + fascia is in good condition and weather-resistant (painted) |  |  |
|       | Windows not broken; screens in place and in good condition |  |  |
|       | Exterior doors and doorframes are in good condition |  |  |
|       | Exterior doors and door-frames are secure and functioning well |  |  |
|       | Eaves-trough + downspouts are directing water away from house |  |  |
|       | Landings, steps + railings are structurally sound |  |  |
|       | Exterior wood is either pressure-treated or sealed with stain or paint |  |  |
|       | All holes, penetrations through walls are caulked (silicone caulking) |  |  |
|       | All air intake and exhaust vents/flaps are functional and caulked |  |  |
|       | Caulking around exterior windows and doors is in good condition |  |  |
|       | Lights + electrical outlets are in good condition (ext. plugs are GFI) |  |  |
|       | Exterior water tap is frost-free type and in good condition |  |  |
|       | Basement exit, if applicable, is safe and operational |  |  |
|  |
| ROOFCHIMNEY(S)FLASHINGSVENTS |       | Roof surface is water-tight and good for at least 5 more years  |  |  |
|       | Metal flashings and roof vents are water-tight and functional |  |  |
|       | Chimney, chimney flashing and cap are functional and water-tight |  |  |
|       | Plumbing stacks + rubber flanges are functional and water-tight |  |  |
|       | Kitchen/bathroom roof vents are functional and water-tight |  |  |
|  |
| BUILDING SERVICES |       | Water well (if applicable) is in a good location and condition |  |  |
|       | Septic system (if applicable) is in a good location and condition |  |  |
|       | Electrical mast and meter base is securely mounted |  |  |
|       | Oil/Propane tank support is level and stable; tank free of leaks |  |  |
|       | Exterior gas lines are secure and free of any serious rust |  |  |
|       | Wood stove chimney is secure, in good condition, and has rain cap |  |  |
|       | Pellet stove exhaust is secure and in good condition |  |  |
|  |  |  |  |  |
| ATTIC SPACE |       | Interior attic hatch is insulated and weather-stripped |  |  |
|       | Roof framing and underside of roof deck is solid and undamaged |  |  |
|       | Attic insulation is adequate for your area and is evenly installed |  |  |
|       | Attic ventilation is not blocked at eaves (soffit ventilation) |  |  |
|       | Exhaust fan hoses are insulated and vented to the exterior |  |  |
|       | Attic space is free of bats, birds, squirrels and other pests |  |  |
|       | There are NO water leaks around the chimney, vents or flanges |  |  |
|  |
| BEDROOMS |       |  Ceiling, walls, floor and inside of closets are MOLD-FREE |  |  |
|       | Wall finish is free of major holes (especially in exterior walls) |  |  |
|       | Bedroom door is installed and all hardware functions properly |  |  |
|       | Window/door trim and baseboards are in place and secure |  |  |
|       | Window(s) is in good condition and opens/closes easily |  |  |
|       | Flooring finish is free of tears and/or tripping hazards |  |  |
|       | Electrical lights, switches and outlets are secure and working |  |  |
|  |
| BATHROOM |       | Ceiling, walls, floor and area behind toilet are MOLD-FREE |  |  |
|       | Plumbing pipes and faucets are secure and functioning properly |  |  |
|       | There are no water leaks evident around or under bathroom sink |  |  |
|       | Toilet is secure, free of water leakage and flushing properly |  |  |
|       | Bathtub/tub-surround is in good condition and caulked (silicone) |  |  |
|       | Bathroom door is installed and all hardware functions properly |  |  |
|       | Window(s) is in good condition and opens/closes easily |  |  |
|       | Flooring finish is free of tears and/or tripping hazards |  |  |
|       | Bathroom exhaust fan is installed and functions properly |  |  |
|       | Electrical lights, switches and outlets are secure and working |  |  |
|       | Electrical plug is Ground-Fault Interrupted (GFI receptacle) |  |  |
|  |
| KITCHEN |       | Ceiling, walls, floor and area under the sink are MOLD-FREE |  |  |
|       | Plumbing pipes and faucets are secure and functioning properly |  |  |
|       | There are no water leaks evident around or under the kitchen sink |  |  |
|       | Countertops are free of major chips/cracks (health issue) |  |  |
|       | Electrical plugs within 1 m. (3 ft) of sink are GFI plugs |  |  |
|       | Kitchen stove exhaust fan is installed and functions properly |  |  |
|       | Cabinet doors, hinges and handles are secure and functioning |  |  |
|       | Floor finish is free of tears and/or tripping hazards |  |  |
|       | Window(s) is in good condition and opens/closes easily |  |  |
|  |  |  |  |  |
| APPLIANCES |       | STOVE: All elements/oven working properly; oven door functions |  |  |
|       | STOVE: Replaced within the last 10 years |  |  |
|       | FRIDGE: Maintains proper temperature in fridge and freezer |  |  |
|       | FRIDGE: Replaced within the last 10 years |  |  |
|       | WASHER: Connections good; no leaks and operates properly |  |  |
|       | WASHER: Replaced within the last 10 years |  |  |
|       | DRYER: Vented (metal pipe) to the exterior and drying properly |  |  |
|       | DRYER: Replaced within the last 10 years |  |  |
|  |
| COMMON LIVING AREAS - Living room - Dining room - Hallways - Stairwells |       | Ceiling, walls, floor and closets are MOLD-FREE |  |  |
|       | Wall finish is free of major holes (especially in exterior walls) |  |  |
|       | Windows are in good condition and open/close easily |  |  |
|       | Window/door trim and baseboards in place and secure |  |  |
|       | Paint is in reasonable condition (ceiling; walls & trim) |  |  |
|       | Flooring finishes are free of tears and/or tripping hazards |  |  |
|       | Electrical lights, switches and outlets are secure and working |  |  |
|       | Stairs and surface finish is secure and free of tripping hazards |  |  |
|       | Hand-railings, balusters/spindles in place and secure (safety issue) |  |  |
|  |
| BASEMENT / CRAWLSPACE |       | Inside of concrete walls are free of cracks that leak water |  |  |
|       | Concrete floor is free of cracks leaking water and/or standing water |  |  |
|       | Finished walls are MOULD-FREE (no evidence of foundation leakage) |  |  |
|       | Floor drain and/or sump-pump operates properly |  |  |
|       | Centre-beam (not sagging; properly supported) |  |  |
|       | Crawlspace (insulated, vented and damp-proofed with 6 mil poly) |  |  |
|       | Crawlspace access hatch and steps are in safe condition |  |  |
|       | Basement / crawlspace is Mold-free  |  |  |
|       | Basement / crawlspace is free of clutter causing fire hazard |  |  |
|       | Wall finish is free of major holes (especially in exterior walls) |  |  |
|       | Window(s) in good condition and opens/closes easily |  |  |
|       | Electrical lights, switches and outlets are secure and working |  |  |
|       | Existing bedrooms have a proper means of egress in case of fire |  |  |
|  |
| HEATING SYSTEM |       | Capable of maintaining a consistent temperature of 21 C |  |  |
|       | Electrical and fuel connections to the furnace are secure and safe |  |  |
|       | Furnace has been replaced in the last 15 years |  |  |
|       | Furnace has been serviced within the last 2 years |  |  |
|       | The furnace filter is clean and is being replaced on a regular basis |  |  |
|       | The heat distribution ducts and floor vents are free of obstructions |  |  |
| WOOD STOVE |       | Woodstove is ULC, EPA and CSA approved |  |  |
|       | Woodstove is installed by Manufacturer’s instructions + clearances |  |  |
|       | Stovepipes and chimney are in good condition and are cleaned |  |  |
|       | Heat is being distributed throughout the house by fans |  |  |
|  |
| PLUMBING SYSTEM |       | Water pump and pressure tank working properly (if applicable) |  |  |
|       | Quality of drinking water confirmed as “potable” in last 5 years |  |  |
|       | Main water shut off located (tenant advised) and functioning easily |  |  |
|       | Water pipes are leak-free  |  |  |
|       | Water pressure/flow at taps and fixtures is good |  |  |
|       | Water and sewage drain pipes are functioning and leak-free |  |  |
|       | Hot water tank is working properly |  |  |
|       | Hot water tank has been replaced in the last 10 years |  |  |
|  |
| ELECTRICAL SYSTEM |       | Electrical panel is securely mounted on wall |  |  |
|       | Copper braided-wire from elec. panel is grounded to steel pipe/rod |  |  |
|       | Stove plug-in receptacle is secure |  |  |
|       | Dryer plug-in receptacle is secure |  |  |
|       | Lights, switches and plugs are secure and have cover plates in place |  |  |
|  |
| VENTILATION |       | Heat Recovery Ventilator (HRV) is installed and working properly |  |  |
|       | HRV is being cleaned (filters + core) regularly |  |  |
|       | Bathroom exhaust fan/vent is functioning properly |  |  |
|       | Kitchen exhaust fan/vent is functioning properly |  |  |
|       | Humidity level in the house is between 30 - 45% Relative Humidity |  |  |
|  |
| FIRE PROTECTION |       | Smoke detectors are installed and functioning properly |  |  |
|       | Carbon Monoxide detector installed and functioning properly |  |  |
|       | Fire extinguishers installed and checked annually |  |  |

**Notes on Maintenance Needs**

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| --- | --- | --- |
| **PRIORITIES:**(number corresponds to Note # on previous pages) | **URGENCY** | **NOTES** |
| **1.**  |  |  |
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| **Other observations:** |