

## Exterior Maintenance Checklist

Provide safe and easy access to areas and equipment to facilitate regular maintenance.

### Roof

- ❑ Drain standing water: unplug drainage system, fill low spots
- ❑ Keep gutters and downspouts clear of debris and well attached to building and ground drainage system. Run-off should not drip down walls.
- ❑ Check condition of roofing material, repair cracks, blisters, holes
- ❑ Keep caulking in good condition around planned openings (ducts, pipes, conduit, etc.)
- ❑ Keep skylights clean

### Walls

#### Maintain siding and paint

- ❑ Repair damage
- ❑ Keep caulking in good condition and fill all gaps, replace as needed
- ❑ Keep paint in good condition, find and correct cause of blistered peeling, or cracked paint

#### Doors and Windows

- ❑ Keep conditioned spaces separated from unconditioned and outdoor spaces
- ❑ Keep them closed with snug fit
- ❑ Keep latches and closing mechanisms in good working order
- ❑ Weather-stripping and thresholds in good condition and draft-free
- ❑ Replace broken glass or multi-paned glass whose seal is broken (evidenced by condensation between panes)
- ❑ Keep awnings in good condition, remove when not needed

#### Foundation walls

- ❑ Caulk cracks
- ❑ Drain standing water away from building
- ❑ Maintain drainage tiles around footing, keep free of vegetation and damage from crushing
- ❑ Keep buildings drainage connected to storm sewers or appropriate system.

### HVAC

- ❑ Keep system operating for comfort so opening of windows or doors is not necessary, (make controls easy to understand and use)
- ❑ Maintain slight positive pressure in building to reduce infiltration of outside air (Building air pressure should not prevent doors from fully closing.)
- ❑ Keep all ducts in good repair with joints sealed and insulated where appropriate.
- ❑ Keep intake and exhaust dampers clear of debris, connected to controllers, and operable

- (dirt, corrosion, and rust can impair proper operation).
- ❑ Change filters and clean coils as needed

### **Miscellaneous**

- ❑ Keep insulation on ducts or pipes in good repair and adequate quantity
- ❑ Keep openings screened and / or caulked
- ❑ Correct damage to pipes, conduit, and ducts
- ❑ Check meters for tampering or damage
- ❑ Repair dripping faucets
- ❑ Keep exterior electrical outlets covered when not in use, insulate around them
- ❑ Plan landscape watering for best efficiency, reduce evaporation losses by watering during mornings or evenings
- ❑ Use pool covers
- ❑ Watch for and investigate excessively wet spots on grounds, may be caused by leaking or broken pipes
- ❑ Check exterior lighting for proper operating times, hopefully have photocell or other automatic control system
- ❑ Turn off unnecessary lighting
- ❑ Practice group re-lamping at 70% of rated lamp life,
- ❑ Check that all lamps are operating and providing useful light (mercury vapor lamps put out some light long after they cease providing useful light at the ground level.)  
Ballasted lamps continue to use energy as long ballast is connected, even if the lamp is burned out
- ❑ Keep lighting fixtures clean and in good condition