

**Building Maintenance Checklist**

Action	Needed?	Priority	Notes
Evaluate/inspect all or part of building — architect/preservation architect			
Evaluate/inspect building — structural engineer			
Evaluate/inspect electrical systems			
Evaluate/inspect roof			
Evaluate/inspect heating systems			
Evaluate/inspect cooling systems			
Evaluate/inspect plumbing			
Evaluate/inspect masonry			
Evaluate/inspect basement/drainage			
Set up inspection schedules (building, electrical, plumbing, drainage, grounds, systems, etc.)			
Assign formal responsibility for building maintenance supervision			
Set up a building maintenance schedule			
Create/maintain a building maintenance log			
Repair/replace windows			
Repair roof			
Replace roof			

Action	Needed?	Priority	Notes
Paint			
Repoint bricks			
Repair masonry			
Repair building elements (e.g., steps, drainpipes)			
Replace building elements			
Seal foundation cracks/other openings			
Clean gutters			
Flush or clear drains			
Other			
Other			
Other			