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| Building Maintenance | | | | | Task: | Exterior & Structural Inspection | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| * **Do stairs and ramps have anti-slip surfaces? Are handrails provided and securely fastened?** **(DC-96)** * **Are basements, interior surfaces of exterior walls, ceilings, bathrooms, and other areas where moisture could accumulate and cause damage, free of any signs of moisture problems? (DC-96)**   **Exterior**   * Inspect brick, block, or wood beams, or columns for new or widening cracks or other deterioration. * Inspect structural steel members for distortion or damaged welds. This may indicate either movement at one or both of the extremities where the steel is fixed or that the steel member is overloaded. * Inspect exposed interior and exterior concrete surfaces for rust stains. This may indicate possible corrosion of reinforcement.   **Walls**   * Check for obvious signs of deterioration. * Check for signs of moss or lichen growth that may indicate a water problem. * Inspect the condition of all painted surfaces. * Inspect all caulk joints for deterioration. * Check for cracks and take note of their position and size.   **Soffits**   * Check general appearance and condition of soffiting material and any vents. * Check for loose soffit material or gaps where animals could enter eaves.   **Stairs and Handrails**   * Inspect concrete for cracks. * Inspect for rust and touch up as needed. * Inspect entryway for evidence that footpaths or stairs are detaching from the perimeter of the building. This may indicate movement of the building or outside pathway.   **Signage**   * Check that all signs are in good repair and clean. * Check that meeting time signage is correct. * Check that no plant growth obscures visibility of signage or nighttime spot lights. * Check that all parking lot lines and handicapped spaces are clearly indicated.   **Attic/Roof Area**   * Inspect roof sheeting for obvious signs of deterioration or any separation from trusses, rafters or joists. * Inspect trusses, rafters and joists for separation from load bearing and exterior walls. * Inspect condition of insulation.   **Interior/Basement/Crawl Space**   * Check for misalignment of doors or windows, obvious sagging of floors, cracking of interior walls, distortion or bending of pipes. * Inspect basement for signs of moisture buildup, damp below-grade walls or excess moisture in foundation soil surrounding the building. This could indicate a failure of site drainage, leaking pipes, waterproofing of below-grade structure or blocked drains and can cause instability or sagging of the building foundation. * Inspect wooden structural members for rotting, significant cracking/splitting or other deterioration. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |