



Diocese of Toronto
Anglican Church of Canada

Parish Property Maintenance Checklist

Parish Property Maintenance Checklist

Introduction

Timely and effective maintenance is essential to ensure that our church properties and buildings can continue to best serve their present communities and future generations. As stewards of these assets, parishes should establish an internal framework to monitor property conditions and to undertake such repairs or improvements as they become necessary. It is recommended that this responsibility be overseen at the parish by individuals who are knowledgeable of or have experience in building construction and/or property management; these individuals are ultimately under the oversight of the Incumbent and Churchwardens. For some items, parishes should enter into maintenance agreements with qualified specialty maintenance contractors. The items suited to this arrangement have been identified in the information that follows. Further guidance, if required, can be obtained from the Property Resources Department (“PRD”).

The following information is not meant to be comprehensive but rather has been prepared as a tool to assist parishes in developing their own maintenance programs. The building location, age, type of construction, and design particulars will all have an impact upon the specific requirements for the maintenance program of each church property. Please note that furnishings and fixtures have not been addressed in this context.

Pursuant to Canon 6, renovations and repairs that require a building permit, or if their funding will necessitate a financial obligation that is not expected to be liquidated within one year, all require advance approval by Diocesan Council. For larger projects, a qualified architect or engineer should be engaged. The architect or engineer should provide a scope of work and an estimated budget, supervise and certify the work, and ensure that the appropriate warranties are in place; the project architect or engineer also oversees the tender process once approval in principle under Canon 6 has been received. To help ensure competitive pricing on all jobs, three quotations should always be obtained from properly qualified and insured contractors. Parishes are reminded that, to avoid any potential conflicts of interest, all professionals retained in connection with projects should be at arms-length from the parish corporation. For further information, please refer to the *Conflict of Interest Guidelines*.

Divisions

The following has been organized in accordance with the construction industry’s commonly accepted divisions, known as the *MasterFormat*. These divisions also represent those used by architects in their project specifications.

Division 1 – General Requirements

The division usually includes administrative issues pertaining to the contract with a general contractor such as insurance, bonds, project coordination, scaffolding, temporary facilities, and project close-out. It is found at the beginning of an architect’s project specification.

Division 2 – Site Work

This division includes anything pertaining to site construction such as fences, paving, retaining walls, landscaping, demolition, and designated substance abatement procedures.

Fences

Fences should be visually checked on a semi-annual basis to determine their condition. Check for the following: (1) evidence of rot in wood fences due to insect infestation, damp, or fungal attack; (2) loose boards or posts, warping, twisting, and/or misalignment; (3) evidence of rust in metal fences; (4) impact damage; and (5) deterioration of finishes. Attention should be paid to any encroachments onto adjoining properties, as well as by neighbours onto church property.

Access

Access to church properties should be kept clear at all times. Regularly check for encroachments by landscaping, damage to surfaces, or anything else that might cause a trip hazard for pedestrians or potential damage to vehicles. (See section below entitled Paving, Drainage and Weeping Tiles.)

Railings

Railings are designed to assist and protect persons using stairs, landings and ramps. Check regularly for any deterioration in anchorage or components that might cause railings to give way under pressure or that might negatively impact upon a person's ability to hold onto the railing. The most vulnerable locations are joints and attachments to sidewalks and walls. Maintain finishes.

Retaining Walls

Check semi-annually for misalignment, spalling of brick, concrete and paving materials, deformation, cracks, and settlement. Any of the above signs may indicate serious deterioration and potential hazards. In such cases, a qualified architect or engineer should be consulted.

Landscaping

Parishes may wish to hire a custodian or enter into a maintenance agreement with a qualified landscape maintenance contractor for the cutting of grass, raking of leaves, pruning, weeding, and cultivating of soil. Often these contractors will also provide snow removal as part of their contract agreement. Pay attention to evidence of soil erosion, diseased plant materials, and hazards to pedestrians, vehicles and neighbouring properties.

Tree Maintenance

All trees on parish property should be inspected by a qualified arborist. The arborist will be able to assist with identifying any trees that are in poor condition and discuss a tree maintenance program.

Paving, Drainage, and Weeping Tiles

Paving should be maintained to provide safe and serviceable surfaces for pedestrians and vehicles. Check regularly for deterioration of paving materials, differential settlement, potholes, and trip

hazards. All paved surfaces should provide positive drainage away from buildings and toward drains or landscaped areas. Check on a regular basis to ensure drains and eavestroughs are free of debris and snow. Ensure that water does not drain onto adjoining properties.

Tree roots can cause drains and weeping tiles to back-up. If this occurs, contact a qualified drain contractor to determine remedial action. Check for areas of standing water on paving materials after rainstorms. This condition can cause slip hazards during winter. If re-paving of parking lots, driveways, sidewalks, pathways, or terraces is required, a qualified architect or engineer should be retained.

Snow Removal

Parishes may wish to hire a custodian or enter into a snow removal agreement with a qualified snow removal contractor. (See section above entitled Landscaping.) Piling snow against building walls or retaining walls should be avoided as this may cause deterioration of exterior building materials and damage to interior finishes. Where possible, alternatives to de-icing salts should be investigated to prevent damage to paving materials, adjacent exterior walls and interior floor finishes.

Designated Substances

Common designated substances that may affect parishes include asbestos, lead, and PCBs.

Asbestos: Asbestos may be found in heating pipe insulation, acoustical ceiling tiles, sprayed texture on ceilings or walls, sprayed fireproofing and/or acoustic insulation installed prior to 1975, and as a binder in some plasters installed between approximately 1910 and 1975, vinyl asbestos floor tiles installed prior to 1975, and some cementitious siding and soffit materials produced prior to 1975. The building owner is responsible for either removing asbestoscontaining materials or encapsulating them if they are in a deteriorated condition. In the event that the materials are encapsulated, a program must be put into place that identifies the locations and types of asbestos present in the building for any occupants. Of particular concern are microscopic air borne particles that may result from friable forms of asbestoscontaining materials such as pipe insulation, sprayed fireproofing, ceiling or wall finishes, and sprayed acoustic insulation.

Lead: Lead may be present as a coating on copper roof flashings and as an ingredient of mortar mixes and paints produced prior to the early 1980s. Generally speaking, lead is hazardous only if ingested orally or through the lungs. Proper precautions should be taken when preparing painted surfaces for re-coating or when stripping paint. Restrictive disposal requirements pertain to lead coatings and any material that contains lead, such as old painted windows that might be scheduled for replacement. Sample testing of painted materials to be disposed of should be undertaken by a qualified testing agency to determine if restrictions apply.

PCBs: PCBs are a known carcinogen and may be found in fluorescent light fixture ballasts produced prior to 1970. Restrictions apply to their removal and disposal.

Buried Oil Tanks

Buried oil tanks may have leaked and contaminated the surrounding soil. If a redundant buried oil tank exists on the church property, it should be drained, removed and checked for any oil leakage. A specialist should carry out this work. Please advise the PRD immediately should this situation exist.

Division 3 – Concrete

This division includes any work pertaining to concrete, such as concrete materials, reinforcements, accessories, concrete form work, and cementitious underlayments.

Types of concrete include poured-in-place concrete (usually found in the building's structural frame such as foundations, columns and beams, floor and flat roof systems), pre-cast concrete (usually found as exterior cladding, sills, and coping stones), pre-stressed concrete (usually forming a floor system), "Roman Stone" (an early form of pre-cast that looks like stone found on exterior decorative sills, window surrounds, and coping stones) and cementitious underlayment materials (usually used for the purpose of improving fire and acoustical ratings in floor assemblies or as a leveling compound on floors).

Concrete building components should be inspected on a semi-annual basis. A good time to do this is during the coldest months of winter and after the spring thaw. Check for evidence of efflorescence (white mineral salt deposits), spalling, cracks, rusting or exposure of reinforcing steel, differential settlement, deformation, and water infiltration. If any structural damage is suspected, or any of the above symptoms recognized, notify the PRD immediately and consult a qualified architect or engineer to rectify the problem.

Check the state of sealants in control joints and panel joints annually where applicable.

Particular attention should be paid to coal bins, chimneys and towers which, because of their design, are subject to the greatest and quickest deterioration. Consult a qualified heating contractor if it is suspected that the chimney liner requires replacing.

Division 4 – Masonry

This division relates to any natural and manufactured masonry products, glass blocks, anchorage, reinforcement and accessories.

Types of masonry include cement parging (thin coatings applied to dress up concrete block, stone rubble, and poured concrete), limestone, sandstone, other types of stone, marble and granite, manufactured stone products, brick, concrete block and structural clay tile (both are used as a backup material on exterior walls and as interior partitions).

Some parishes may contain glass blocks, which have been installed in a manner similar to masonry with mortar joints.

Masonry building components should be inspected on a semi-annual basis. A good time to do this is during the coldest months of winter and after the spring thaw. Check for evidence of efflorescence (white mineral salt deposits), spalling, cracks, deteriorated mortar, differential settlement, deformation, and water infiltration. Masonry control joints in modern cavity walls should be inspected for deterioration of sealants or blockage of weep holes. If any structural damage is suspected, or any of the above symptoms recognized, notify the PRD immediately and consult a qualified architect or engineer to rectify the problem.

If masonry cleaning is desired, consult a qualified architect for direction.

Check the state of sealants in control joints and around openings annually, where applicable.

Particular attention should be paid to coal bins and to chimneys and towers which, because of their design, are subject to the greatest and quickest deterioration. Consult a qualified heating contractor if it is suspected that the chimney liner requires replacing.

Division 5 – Metals

This division refers to anything made of steel, including structural framing members such as beams and columns, lintels, floor and roof decks, interior railings, handrails and gratings.

Often steel building components are concealed within walls and floors or are encased in fire protective finishes such as drywall or sprayed fireproofing. Look for rust stains as evidence of moisture infiltration that may have a negative effect on steel components. Look for flaking steel, rusting, deflection, displacement or other deterioration of exposed steel elements, especially those exposed to the weather such as lintels over windows and doors, canopy supports, and decorative steel crosses. It is important to maintain paint finishes on exposed steel, particularly components exposed to weather.

Inspections should be performed on an annual basis. Consult a qualified architect or structural engineer if deterioration of steel components is observed or suspected.

Division 6 – Wood and Plastics

This division relates to rough carpentry (framing for walls, floors, roofs), finish carpentry such as interior and exterior wood trim, cabinetry, countertops, millwork, built-in shelving, and paneling.

Generally speaking, rough carpentry is concealed by wall and ceiling finishes. Check periodically for evidence of termites or carpenter ants. Paint, stain and varnish finishes on exposed exterior wood trim should be regularly maintained to prevent premature deterioration. The condition of interior wood such as cabinetry and trim is more an aesthetic issue, unless related to countertops and cabinetry in wet areas such as kitchens and bathrooms which may create health hazards. Check regularly for plumbing leaks associated with cabinetry and counters.

Division 7 – Thermal and Moisture Protection

This division includes waterproofing and damp-proofing associated with basements, building insulation, air and vapour barriers, metal exterior cladding, roofing materials, applied fireproofing, fire-stopping, sealants and caulking.

Since roof replacement costs can be high, it is essential that roofs be maintained in order to maximize their useful service lives. Consult a qualified architect or roofing consultant if any evidence of leaks are discovered. Inspections of elevated structures/components such as roofs, towers, and parapets should only be done by contractors with the requisite expertise and safety equipment.

Slate

If properly maintained, quality slate roofs should have an expected service life of 75-100 years. Maintaining slate roofs requires skilled and specialized expertise. Parishes should enter into a maintenance agreement with a qualified slate roofing contractor to provide semiannual maintenance (spring and fall) to replace broken or loose slates, clear eavestroughs and downspouts, and review the condition of sealants and flashings. If slate roofs are nearing the end of their service life, retain a qualified architect or roofing consultant to prepare a condition report.

Copper

If properly maintained, copper roofing, flashings, eavestroughs and downspouts should have an expected service life similar to that of slate roofing. Generally speaking, copper roofs require less ongoing maintenance than other types of roofing. However, a qualified roofing consultant should review the condition of flashings, sealants, and fastenings every three to five years. Do not paint copper or replace portions with dissimilar metals.

Pre-painted Metal Shingles or Standing Seam Roofs

Pre-painted metal roofing will eventually require refinishing. Check for evidence of rusting, colour fading, caulking, or loss of sheen. Some systems depend on sealants to remain watertight. These should be reviewed on an annual basis. For further information, consult a qualified architect or roofing consultant.

Marley Tiles

This is a proprietary roofing system using composite cement shingle tiles and lead flashings. Do not allow any person to walk on this roof for any reason, except a roofing consultant or contractor familiar with this type of roof system. Consult your local Marley dealer for scheduled maintenance requirements.

Asphalt Shingles

Depending on the type of asphalt shingle used, orientation of roof, slope and pitch, the expected service life of asphalt shingles can vary from 15 to 30 years. Check for evidence of cracking, curling, and torn shingles on an annual basis. Consult a qualified architect or roofing consultant if the shingles or roof needs to be repaired or replaced.

Built-up Roofing

Built-up roofing consists of four plies of tarpaper felts embedded in an asphalt emulsion with pea gravel ballast. This type of roofing has an expected service life of 15 to 20 years if properly maintained. Have a qualified roofing consultant inspect the roof approximately every five years, or immediately if a leak occurs. Make sure that roof drains are kept clear of debris. Check for evidence of standing water, loss of ballast, and ballooning.

Inverted forms of this type of roofing consist of large river stone ballast (1-½" diameter) on a woven polyester mesh on rigid insulation on the roofing membrane. The advantage of this system is that the membrane is protected by the insulation. Maintain the roof as above.

Modified Bitumen

This type of roofing consists of two plies of rolled roofing mopped or torch applied. The topcoat has embedded granules similar to asphalt shingles. If properly installed and maintained, this type of roofing has an expected service life of about 20 years. This type of roofing must have a positive slope to drain, as it should not hold standing water. Make sure that drains are kept free of debris. Care should be taken by service personnel when walking on this type of roof to prevent damage. Check with the roofing installer for proprietary traffic deck systems.

EPDM or PVC

This type of roofing consists of a single ply rubber or vinyl membrane fully adhered or loosely laid and ballasted with river-washed stone. If properly installed and maintained, this type of roofing has an expected service life of about 20 years. Care must be taken not to puncture this type of roofing.

Flashings, Eavestroughs and Downspouts

Common materials for the flashings, eavestroughs and downspouts are copper, galvanized iron, and pre-painted aluminum or steel. Galvanized iron will require repainting approximately every five years. Check for flaking paint and rusting. Pre-painted material may require repainting or replacement when the finish deteriorates. Copper should have the longest service life if properly maintained. All types of eavestroughs and downspouts should be kept free of leaves and other debris and directed well away from the foundations. Installation of clean-outs at the base of downspouts can be helpful in achieving this goal. Sealants around all flashings should be inspected on an annual basis. Check for cracking, delamination, or brittle material. Deteriorated sealants should be removed and replaced by a qualified roofing contractor.

Soffits and Fascias

Soffits and fascias can be made of copper, painted or stained wood, plywood, cement board, pre-painted aluminum or steel, or painted galvanized iron. Maintenance of these items is similar to flashings. Field applied paint finishes are particularly vulnerable. Check semiannually for damage to soffits and fascias caused by rain, snow, ice, wind, animals and birds. Even small holes will attract insects, nesting birds, and animals.

Ice Guards, Tracer Cables and Lightning Protection

Ice guards should be inspected every spring for ice damage. Contact a qualified roofer if repairs are required. Tracer cables should be tested every fall to ensure proper functioning. Contact your installer if the system is malfunctioning. Certified lightning protection installations should not require any further maintenance. If any alterations are made to the roof or anything added to the roof that projects above the lightning rods, then the system must be modified by a qualified lightning protection contractor and re-certified.

Crosses and Other Decorative Projections

Inspect crosses and other decorative projections on towers, roofs and parapets annually. If they appear to be out of alignment or loose, contact a qualified roofing contractor immediately. A qualified architect or engineer may be required to redesign securement.

Division 8 – Windows and Doors

This division includes any type of window or door in addition to skylights, hatches, access panels, and rolling grilles.

Depending upon the age of the buildings, types of windows may include painted or stained wood, painted steel sash, pre-painted or anodized aluminum, and vinyl. Painted or stained wood doors may be of solid wood construction or of hardwood veneer. Hollow metal doors and frames will require periodic painting. Pre-painted or anodized aluminum doors require the least amount of maintenance. Check on a semi-annual basis for deterioration of finishes, weather-stripping, and perimeter sealants. If finishes are badly deteriorated on wood doors and windows, check for cracking and rot. Check for rust on metal doors and steel sash windows. Check on a regular basis all operating hardware, latching devices, closers, and locks for proper functioning.

Painted wood windows and doors should be repainted every 5 to 10 years depending on their exposure, orientation, age, and quality of substrate. Proper preparation of surfaces is essential for satisfactory results. Stained and/or clear-coated wood doors will have to be sanded down to bare wood before re-finishing.

Stained glass windows require inspection by a qualified firm specializing in the restoration of stained glass. Check condition of protective exterior sash glazing on an annual basis.

Periodically check all hatches, rolling grilles, and access panels for proper operation and function.

Division 9 – Finishes

This division includes anything pertaining to interior materials and finishes such as flooring, walls, ceilings, and interior or exterior coatings such as paint, stain, and varnish.

Damage to interior finishes is often indicative that there are more serious problems with the exterior building envelope or mechanical systems within the building. Pay particular attention to peeling paint, deteriorating plaster, and staining on ceilings and walls. If any of these symptoms occur, advise the PRD and consult a qualified architect.

Interior ceilings and walls should be re-painted every 5 to 10 years depending on location and usage. Proper preparation of surfaces prior to painting is essential to achieve satisfactory results. Suspended acoustic ceiling systems require little maintenance unless damage occurs. The “T-bars” may require periodic cleaning or painting. Painting of ceiling tiles should be avoided as this diminishes their acoustic absorption properties.

Flooring materials require regular maintenance to keep them clean.

Depending upon type and method of installation, carpeting will have an expected service life of 10 to 20 years. Annual steam cleaning by a professional carpet cleaner is required, as well as spot cleaning immediately after the stain is discovered. Use only cleaning products that are recommended by the carpet manufacturer. Check regularly for delamination, zippering of seams, buckling, or anything that might cause a trip hazard.

Ceramic tiles require mopping on a regular basis. Replace damaged or loose tiles. Repair grout as required.

Vinyl composite tiles require cleaning, stripping, and waxing on a regular basis. Replace loose or broken tiles. If tiles are more than 25 years old, they may contain asbestos and should only be removed and disposed of by qualified contractors specializing in asbestos abatement procedures.

Wood floors require re-finishing periodically depending upon type of finish and usage. Check for wearing of finishes to bare wood and loosening of fasteners. Buckling may be a sign of moisture from damaged heating pipes or water migration through walls, ceilings or floors.

Terrazzo floors are generally easy to maintain with damp mopping but require periodic maintenance with specialized equipment by professional cleaning staff.

Division 10 – Specialties

This division includes items such as toilet partitions, flagpoles, bird and pest control, signage, operable partitions, washroom accessories, and coat racks.

Most of these items can be maintained as part of the day-to-day church maintenance program. Check regularly for proper operation of toilet partition hardware, washroom accessories, and operable partitions.

Evidence of pests should be checked for on a regular basis. Potential pests may include termites, roaches, ants, wasps, bats, rodents, and birds. Early detection and remedial action are important. Evidence of pests may point to maintenance problems in the building envelope or structure such as the presence of dampness or rot and holes in building envelope assemblies.

Division 11 – Equipment

This division includes equipment not usually associated with churches.

Division 12 – Furnishings

This division includes built-in furnishings not usually associated with churches.

Division 13 – Special Construction

This division includes items not usually associated with churches.

Division 14 – Conveying Systems

This division includes mechanical elevating devices.

Elevating devices include inclined wheelchair platform lifts, chair lifts, personal access lifts, barrierfree lifts, and regular elevators. A scheduled maintenance agreement should be entered into with the supplier and installer of the equipment.

Division 15 – Mechanical

This division includes anything relating to building mechanical systems such as heating, ventilation and air conditioning including control wiring, plumbing, and fixtures.

Building heating systems can be forced air furnaces, steam heating, hot water heating, HVAC and fan units located in mechanical rooms, basements, attics, or on roofs. Fuel sources may be oil, propane, natural gas or electricity. In some cases, there may be supplemental electric baseboard or force-flow heating at entrance vestibules or washrooms. All types of heating systems should be maintained by a qualified mechanical contractor on an annual basis just prior to the commencement of the heating season. Replace filters on forced air furnaces and HVAC units as recommended by the equipment manufacturer during the heating season. Have ductwork cleaned periodically. Steam traps on steam heating systems will have to be replaced as required to keep the system functioning efficiently. Only qualified personnel should add system chemicals. Check radiators at the beginning of the heating season and on a monthly basis during the heating season to ensure proper functioning. Consult a qualified heating contractor if problems occur.

Most central exhaust and ventilation fans require maintenance on an annual basis to check for smooth operation of bearings, belts, and motors. This work should be performed by a qualified mechanical contractor. Check regularly for decreased airflow, dust patterns on walls and ceilings, and noisy equipment.

A qualified mechanical contractor should service air conditioning units prior to each cooling season. Replace filters as recommended by the equipment manufacturer.

Commercial kitchen equipment exhaust hoods should be cleaned annually, or more often if required, by a professional cleaning service specializing in this type of work.

Tap washers and toilet flush mechanisms are to be replaced or adjusted as required. Check regularly for dripping, staining of basins, and “running” toilets. Domestic hot water tanks should be

purged annually to increase service life. Floor drains that do not have an integral trap primer should be periodically primed manually to prevent sewer gases from escaping into occupied spaces.

Septic tanks should be pumped out periodically depending upon extent of usage. Well water should be tested periodically by the local Ministry of the Environment testing laboratory. Regularly check for proper functioning of sump pumps and water pumps. Service water-softening systems as per the supplier/installer's recommendations.

Consult a qualified drain contractor if systems back up. Collapsed drainage tiles, tree roots, and inadequate slopes within drains may all be contributing factors. Grease traps should be cleaned periodically, and no less than annually, by a qualified service contractor.

Division 16 – Electrical

This division relates to incoming utility service, power distribution, lighting fixtures, electrical devices, fire safety systems, emergency lighting, and exit lighting,

Life safety systems deal with fire separations that contain fires and restrict them from spreading, limits to the number of occupants in a particular room, means of egress that allow the occupants to exit the building in the case of a fire emergency, emergency lighting systems that provide lighting to assist in exiting the building in the event of a power failure, early warning fire detection and alarm systems to identify a fire condition and to alarm building occupants of the danger, and fire suppression systems such as fire extinguishers, stand pipe systems, and sprinklers that help to suppress fires.

It is critical for the safety of building occupants to ensure that these systems are fully operational at all times and that fire separations are not breached by leaving fire doors ajar. A qualified fire system maintenance contractor must be retained to inspect the fire alarm system on an annual basis and should be consulted for advice on the scheduled maintenance requirements of other life safety systems within the building. Some systems may also require periodic housekeeping in order to ensure proper functioning and reduce the risk of false alarms.

The above information is intended to assist parishes in the maintenance of church buildings and parish property. Further guidance can be obtained by contacting the Property Resources Department at (416) 363-6021, or by visiting the following page of the Diocesan website: <http://www.toronto.anglican.ca/parish-administration/real-estate/church-property/>.

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Parish Property Maintenance Checklist

DIV.	SECTION	MAINTENANCE			
		SEMI-ANNUALLY	ANNUALLY	3-5 YEARS	OTHER
2	Fences	X			
2	Access				Checked on regular basis to avoid circulation hazards.
2	Railings				Checked on a regular basis for loose fittings.
2	Landscaping		X		
2	Tree Maintenance				Initial inspection followed by development of tree maintenance program
2	Paving				Check on regular basis to avoid circulation hazards.
2	Drainage, Weeping Tiles				Check on regular basis to avoid blockage or pooling of run-off.
2	Snow Removal		X		as required
2	Designated Substances				Consult PRD.
2	Buried Oil Tanks				Consult PRD.
3	Concrete				Advise PRD if structural damage is suspected.
		During coldest months and after spring thaw.			
3	Control Joints	X			
3	Coal Bins, Chimneys, Towers				Consult heating contractor for chimney lining replacement.
4	Masonry				Advise PRD if structural damage is suspected.
		During coldest months and after spring thaw.			
4	Masonry Cleaning				Consult an architect.
4	Masonry Control Joints				Refer to Sealants (7)

5	Metals		X		
6	Wood and Plastics				Check periodically.
7	Waterproofing				Consult PRD if leak is discovered.
7	Sealants		X		
7	Slate	Spring/Fall			
7	Copper			2-3 years	

DIV.	SECTION	MAINTENANCE			
		SEMI-ANNUALLY	ANNUALLY	3-5 YEARS	OTHER
7	Pre-painted Metal Shingles, Standing Seam Roofs			X	
7	Marley Tiles			X	Consult local Marley dealer.
7	Asphalt Shingles		X		
7	Built-up Roofing			X	
7	Modified Bitumen			X	
7	EPDM/PVC			X	
7	Flashing/Eavestroughs/Downspouts	Spring/Fall	For sealant around flashings.	For repainting of galvanized iron.	
7	Soffits/Fascias	Check for damage caused by snow.			
7	Ice Guards		Spring		Check for damage caused by ice and snow.
7	Tracer Cables		Fall		
7	Lightning Protection				None required if certified
7	Crosses/Decorative Projections	X			Check for deteriorated connections.
8	Window/Doors	X			Check for deterioration of finishes, weather stripping, and perimeter sealants.

9	Interior Ceilings and Walls		X		
9	Carpet		Carpet steam cleaning.		Regular spot cleaning of surfaces as required.
9	Ceramic Tile				Regular cleaning of surface when required. Replace tile and repair grout when required.
9	Wood Floors				Regular maintenance as required. Periodic refinishing when required.
10	Specialties				Not applicable.
11	Equipment				Not applicable.
12	Furnishings				Not applicable.
13	Special Construction				As per supplier/installer's maintenance agreement.
DIV.	SECTION	MAINTENANCE			
		SEMI-ANNUALLY	ANNUALLY	3-5 YEARS	OTHER
14	Inclined Wheelchair Platform/Personal Access Lifts/Barrier Free Lifts/Elevators				As per supplier/installer's maintenance agreement.
15	Forced Air Furnaces/Steam Heating/Hot Water Heating/Rooftop HVAC units		By maintenance contractor prior to commencement of heating season.		
15	Ductwork				Clean periodically as required.
15	Forced Air System Filters				As required by the equipment manufacturer.
15	Steam Heating System Steam Trap		X		
15	Radiators		Prior to the heating season.		

15	Central Exhaust/ Ventilation Fans		X		
15	Air Conditioning		Prior to cooling season.		
15	Exhaust Hood		X		
15	Hot Water Tanks		X		
15	Tap Washers/Toilet Flush Mechanisms				Adjust and replace as required.
15	Non-integral trap primer/ Floor Drains				Prime manually periodically.
15	Septic Tanks				Pump out periodically depending on extent of use.
15	Drains				Consult drain contractor in case of back up.
15	Grease Traps		X		As required, but no less than annually.
15	Fire Extinguishers/Stand Pipe System/Sprinklers		X		By fire system maintenance contractor.
16	Emergency Lighting/Fire Detection/ Fire Alarms Systems		X		By fire system maintenance contractor.