

Fall Checklist for Facility Maintenance

Inspector Information

Question	Response		Comments
Have the gutters and downspouts been inspected and cleaned?	Yes	No	
Has the property been prepared for the influx of rodents and insects attempting to gain entrance during the colder months?	Yes	No	
Has the HVAC system been inspected?	Yes	No	
Is all exposed plumbing winterized?	Yes	No	
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Have all brush and debris been cleared from the property?	Yes	No	
Have snow removal service contracts been updated or have bids been collected?	Yes	No	
Are there any cracks or gaps in the walls or windows of the basement/foundation?	Yes	No	
Has all flooring been inspected for damages and recieved a winterization coating to protect from excess salt and moisture?	Yes	No	

Checklist

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Are there any leaves, debris, or damage, in any gutters or downspouts?	Yes	No	
Is there any weathering or paint / mortar failure on the siding?	Yes	No	
Is there any caulking deterioration on exterior surfaces?	Yes	No	
Is there any damage around window sills, door sills, or thresholds?	Yes	No	
Are there any signs of cracking, heaving, or deterioration in the			

foundation walls, floors, concrete, or masonry?

Yes No

Are roofs surface flashing, eaves, and soffits clean and free of damage?

Yes No

Are there any loose members or deterioration in the stairs or railings?

Yes No

Is all vegetation and overgrowth trimmed and cut back from all structures and fixed equipment?

Yes No