# **COMPONENTS OF A MAINTENANCE PROGRAM**

- Conditions Assessment
- Maintenance Plan
- Periodic Inspections
- Maintenance Work
- Annual Report/Update



#### THE MAINTENANCE PROGRAM

#### CONDITIONS ASSESSMENT

- Initial step in maintenance program
- Written inspection report for building
- Identification of areas of deterioration and recommended scope of work

#### MAINTENANCE PLAN

- · List of cyclical maintenance work
- Prioritized list of maintenance work identified in conditions assessment
- List of required periodic house inspections
- Scheduled inspections and maintenance work
- · Recommended maintenance budget

#### ANNUAL REPORT

- Written to provide a record of maintenance work performed during year
- Identifies and subtotals cyclical maintenance, work identified in the maintenance plan, and unplanned maintenance
- · Recommends budget for following year

#### PERIODIC INSPECTIONS

- Trade specialists update the maintenance plan
- Trade specialists prepare price proposals for prioritized work identified in the maintenance plan
- Owner and architect/building consultant review trade-specialist proposals and establish a scope of work based on building need, appropriateness of the treatments, and funding availability

#### MAINTENANCE WORK

- · Work is scheduled
- Cyclical maintenance work is performed by trade specialists or by owner, depending on skill level
- Prioritized maintenance work identified in the conditions assessment is performed by trade specialists, working within budgets available



## Components of a Conditions Assessment

### Site

Site Drainage

Landscaping

Site Paths and Paving

Outbuildings

Fences and Site Walls

Building Exterior and Structural Systems (Building Envelope)

Roofing

Exterior walls, including cellar walls and cellar floor

**Exterior woodwork** 

Windows and doors

**Building Interior and Interior Structural Systems** 

Cellar

First Floor

Second Floor

Third Floor Attic

Mechanical and Electrical Systems Heating, ventilating, and air conditioning system

**Plumbing System** 

**Electrical System** 

Other Systems (telephone, cable, security)



### Components of Replacement Reserve Schedule

Component	Approximate Useful Life	Component	Approximate Useful Life
Site Work		Interior Finishes	
Asphalt Seal Coating	5 years	Carpeting	8 years
Asphalt Overlay 1-1/2" Cap	20 years	Vinyl Sheet Tile	18 years
Paint Stripping	5 years	Quarry Tile	30 years
Concrete Sidewalk	30 years	Ceramic Tile	15 years
Concrete Curb	30 years	Wall Coverings	
Asphalt Walkways	20 years	Ceramic Tile	30 years
Precast Patio Blocks	30 years	Wallpaper (Vinyl)	7 years
Asphalt Curbing	30 years	Special Construction	
Concrete Driveway	30 years	Tennis Courts	10 years
-	-	Resurface w/Paint Stripe	7 years
Site Improvements		Replace w/Paint Stripe	20 years
Chain Link Fence	25 years	Net Post w/Net	20 years
Wood Fence	15 years	Pool Filter System	12 years
R.R. Tie Retaining Wall	15 years		
_		Electrical	
Waterproofing		Street Lighting	20 years
Slate Shingles	50-75 years	Wood Pole	15 years
Composition Roofing	18 years		
Built-Up Roofing	14 years	Mechanical	
Fiberglass Shingles	20 years	Boilers	30 years
Aluminum Gutters &		Burners	20 years
Downspouts	20 years	Domestic Circulating Pump	10 years
Copper Gutters	40 years	Sump Pump	10 years
		Heat Pumps	15 years
Exterior Finishes		Hot Water Heater	20 years
Exterior Sealants	8-10 years	Furnace	18 years
Painting	8-10 years	Elevators	20 years
Repointing Masonry			
Cement or Lime	50-100 years		
Exterior Windows	25-50 years	4	



HERITAG	Inspection No.			
PREVENT	Date:			
				Ву:
ITEM No.	ІТЕМ	TASK	FREQUENCY	COMMENTS
A. Site			·••	•
A1.1	Area drains	Inspect for debris, silting, vegetation	M-S	
A1.2	Storm drains	Inspect for obstructions	А	
A2.1	Ground cover	Inspect for containment, climbing on bldg.	M-S	
A2.2	Trees near house	Inspect for broken branches, overhanging	SA	
A2.3	Landscape, general	Is yard maint firm protecting trees, fences, etc	M-S	
A3.1	Sidewalk	Is paving level, undamaged?	SA	
A4.1	Outbuildings	Inspect their condition	A	
A5.1	Fences	Inspect gate function, fence finish, condition	А	
<b>45.2</b>	Site walls	Inspect for condition, mortar, coping	А	
B. Building	11 //dysevaniv-scon • opie			T
B1.1	Shingle roofing	Inspect for condition missing, loose, cupping, etc.	Α .	<del> </del>
B1.2	Metal roofing	inspect for condition, paint finish	A	+
B1.3	Gutters and RWCs	Inspect for debris, condition, drainage	SA .	
B2.1	Chimneys	Inspect for condition, mortar, flashings, cleanliness	A	1
B2.2	Brick walls	Inspect for condition, mortar, cleanliness	Α .	
B3.1	Wood siding	Inspect for condition, finish	A .	+
B3.2	Cornice	Inspect for condition, finish	A	+
B3.3	Porch	Inspect porch flooring, structure, skirting	Α .	
B3.4	Other ext woodwork	Inspect for condition, finish	Α	+
B4.1	Windows	Inspect for condition, glazing, storm windows	Α .	
B4.2	Shutters & blinds	Inspect for condition, finish	A	1
B4.3	Front door	Inspect for condition, operation, hardware, finish	Α	-
B4.4	Secondary doors	Inspect for condition, operation, hardware, finish	Α	1
34.5	Dormers	Insepct for condition, glazing, storm windows	A	

KEY

W - Weekly M - Monthly M-S - Monthly, Seasonal SA - Semi-Annual A - Annual

