

MAINTENANCE CONDITION REVIEW REPORT

Year: _____
 Community: _____
 Project / Phase: _____
 Unit #s: _____

Building Component	Note #	Maintenance Items	Y/N	Rating*
PROPERTY EXTERIOR		Culvert not obstructed, driveway/walkways free of tripping hazards		
		Ground level around house slopes away with good drainage		
		Fences, gates and other structures on property in safe condition		
		Property free of hazardous storage (vehicles, appliances, materials)		
		Big trees + high weeds are a safe distance from the house (10m)		
		General maintenance of property's exterior is good		
HOUSE EXTERIOR		Foundation exterior is free of major cracks or damaged parging		
		Edge of concrete slab is insulated and covered (cement board)		
		Siding is secure and water resistant (no holes or major cracks)		
		Soffit + fascia is in good condition and weather-resistant (painted)		
		Windows not broken; screens in place and in good condition		
		Exterior doors and doorframes are in good condition		
		Exterior doors and door-frames are secure and functioning well		
		Eaves-trough + downspouts are directing water away from house		
		Landings, steps + railings are structurally sound		
		Exterior wood is either pressure-treated or sealed with stain or paint		
		All holes, penetrations through walls are caulked (silicone caulking)		
		All air intake and exhaust vents/flaps are functional and caulked		
		Caulking around exterior windows and doors is in good condition		
		Lights + electrical outlets are in good condition (ext. plugs are GFI)		
		Exterior water tap is frost-free type and in good condition		
		Basement exit, if applicable, is safe and operational		
ROOF CHIMNEY(S) FLASHINGS VENTS		Roof surface is water-tight and good for at least 5 more years		
		Metal flashings and roof vents are water-tight and functional		
		Chimney, chimney flashing and cap are functional and water-tight		
		Plumbing stacks + rubber flanges are functional and water-tight		
		Kitchen/bathroom roof vents are functional and water-tight		
BUILDING SERVICES		Water well (if applicable) is in a good location and condition		
		Septic system (if applicable) is in a good location and condition		
		Electrical mast and meter base is securely mounted		
		Oil/Propane tank support is level and stable; tank free of leaks		
		Exterior gas lines are secure and free of any serious rust		
		Wood stove chimney is secure, in good condition, and has rain cap		
		Pellet stove exhaust is secure and in good condition		

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ATTIC SPACE		Interior attic hatch is insulated and weather-stripped		
		Roof framing and underside of roof deck is solid and undamaged		
		Attic insulation is adequate for your area and is evenly installed		
		Attic ventilation is not blocked at eaves (soffit ventilation)		
		Exhaust fan hoses are insulated and vented to the exterior		
		Attic space is free of bats, birds, squirrels and other pests		
		There are NO water leaks around the chimney, vents or flanges		
BEDROOMS		Ceiling, walls, floor and inside of closets are MOLD-FREE		
		Wall finish is free of major holes (especially in exterior walls)		
		Bedroom door is installed and all hardware functions properly		
		Window/door trim and baseboards are in place and secure		
		Window(s) is in good condition and opens/closes easily		
		Flooring finish is free of tears and/or tripping hazards		
		Electrical lights, switches and outlets are secure and working		
BATHROOM		Ceiling, walls, floor and area behind toilet are MOLD-FREE		
		Plumbing pipes and faucets are secure and functioning properly		
		There are no water leaks evident around or under bathroom sink		
		Toilet is secure, free of water leakage and flushing properly		
		Bathtub/tub-surround is in good condition and caulked (silicone)		
		Bathroom door is installed and all hardware functions properly		
		Window(s) is in good condition and opens/closes easily		
		Flooring finish is free of tears and/or tripping hazards		
		Bathroom exhaust fan is installed and functions properly		
		Electrical lights, switches and outlets are secure and working		
		Electrical plug is Ground-Fault Interrupted (GFI receptacle)		
KITCHEN		Ceiling, walls, floor and area under the sink are MOLD-FREE		
		Plumbing pipes and faucets are secure and functioning properly		
		There are no water leaks evident around or under the kitchen sink		
		Countertops are free of major chips/cracks (health issue)		
		Electrical plugs within 1 m. (3 ft) of sink are GFI plugs		
		Kitchen stove exhaust fan is installed and functions properly		
		Cabinet doors, hinges and handles are secure and functioning		
		Floor finish is free of tears and/or tripping hazards		
		Window(s) is in good condition and opens/closes easily		

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APPLIANCES		STOVE: All elements/oven working properly; oven door functions		
		STOVE: Replaced within the last 10 years		
		FRIDGE: Maintains proper temperature in fridge and freezer		
		FRIDGE: Replaced within the last 10 years		
		WASHER: Connections good; no leaks and operates properly		
		WASHER: Replaced within the last 10 years		
		DRYER: Vented (metal pipe) to the exterior and drying properly		
		DRYER: Replaced within the last 10 years		
COMMON LIVING AREAS - Living room - Dining room - Hallways - Stairwells		Ceiling, walls, floor and closets are MOLD-FREE		
		Wall finish is free of major holes (especially in exterior walls)		
		Windows are in good condition and open/close easily		
		Window/door trim and baseboards in place and secure		
		Paint is in reasonable condition (ceiling; walls & trim)		
		Flooring finishes are free of tears and/or tripping hazards		
		Electrical lights, switches and outlets are secure and working		
		Stairs and surface finish is secure and free of tripping hazards		
BASEMENT / CRAWLSPACE		Hand-railings, balusters/spindles in place and secure (safety issue)		
		Inside of concrete walls are free of cracks that leak water		
		Concrete floor is free of cracks leaking water and/or standing water		
		Finished walls are MOULD-FREE (no evidence of foundation leakage)		
		Floor drain and/or sump-pump operates properly		
		Centre-beam (not sagging; properly supported)		
		Crawlspace (insulated, vented and damp-proofed with 6 mil poly)		
		Crawlspace access hatch and steps are in safe condition		
		Basement / crawlspace is Mold-free		
		Basement / crawlspace is free of clutter causing fire hazard		
		Wall finish is free of major holes (especially in exterior walls)		
		Window(s) in good condition and opens/closes easily		
		Electrical lights, switches and outlets are secure and working		
		Existing bedrooms have a proper means of egress in case of fire		
HEATING SYSTEM		Capable of maintaining a consistent temperature of 21 C		
		Electrical and fuel connections to the furnace are secure and safe		
		Furnace has been replaced in the last 15 years		
		Furnace has been serviced within the last 2 years		
		The furnace filter is clean and is being replaced on a regular basis		
		The heat distribution ducts and floor vents are free of obstructions		

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WOOD STOVE		Woodstove is ULC, EPA and CSA approved		
		Woodstove is installed by Manufacturer's instructions + clearances		
		Stovepipes and chimney are in good condition and are cleaned		
		Heat is being distributed throughout the house by fans		
PLUMBING SYSTEM		Water pump and pressure tank working properly (if applicable)		
		Quality of drinking water confirmed as "potable" in last 5 years		
		Main water shut off located (tenant advised) and functioning easily		
		Water pipes are leak-free		
		Water pressure/flow at taps and fixtures is good		
		Water and sewage drain pipes are functioning and leak-free		
		Hot water tank is working properly		
		Hot water tank has been replaced in the last 10 years		
ELECTRICAL SYSTEM		Electrical panel is securely mounted on wall		
		Copper braided-wire from elec. panel is grounded to steel pipe/rod		
		Stove plug-in receptacle is secure		
		Dryer plug-in receptacle is secure		
		Lights, switches and plugs are secure and have cover plates in place		
VENTILATION		Heat Recovery Ventilator (HRV) is installed and working properly		
		HRV is being cleaned (filters + core) regularly		
		Bathroom exhaust fan/vent is functioning properly		
		Kitchen exhaust fan/vent is functioning properly		
		Humidity level in the house is between 30 - 45% Relative Humidity		
FIRE PROTECTION		Smoke detectors are installed and functioning properly		
		Carbon Monoxide detector installed and functioning properly		
		Fire extinguishers installed and checked annually		

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Notes on Maintenance Needs

PRIORITIES: (number corresponds to Note # on previous pages)	URGENCY	NOTES
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Other observations:		