

GENERAL MAINTENANCE STANDARDS--BUILDINGS**3263****(Sept 1999)****OVERALL APPEARANCE****3263.1****(Sept 1999)**

Immediate grounds should be neatly kept; landscape elements should be adequate; housekeeping should be immaculate.

SUBSTRUCTURE**3263.2****(Sept 1999)**

Continuous Concrete Footings	Straight; level; must show no evidence of settling; must be well drained; have unbroken, clean exposed surfaces; concrete must extend at least 6 inches above grade.
Piers	Level, dry, tops well above grade (at least 6 inches).
Continuous Concrete Footings	Straight; level; must show no evidence of settling; must be well drained; have unbroken, clean exposed surfaces; concrete must extend at least 6 inches above grade.
Access Door	Operable and unobstructed.
Posts, Girders and Joists	Sound; dry; no fungus; no termite damage or dry rot; crawl spaces must be adequate and well ventilated, clean and dry. Minimum clearance joist to ground 18 inches; girders and ducts 12 inches.
Foundation Vents	Shall be proportioned on the basis of 2 square feet for each 25 linear feet of foundation wall. One vent opening shall be within 3 feet of each corner of the building. All vents to be screened mesh, not less than 1/4 inch or more than 1/2 inch.

EXTERIOR**3263.3****(Sept 1999)****Roof**

Wood Shingles	No loose, missing or rotted shingles; ridges and hips valleys clear; no leaks; flashings in place and intact.
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Composition Shingles	Surfaces intact; butts cemented down; hips and ridges intact; no leaks; flashings in place and intact.
Composition "Build-up"	Surface intact with aggregate well distributed; no blisters or evidence of moisture between plies; eaves and gravel stops straight and not corroded; no leaks; flashings intact and in place.
Eaves Troughs and Down Spouts	In place, intact, secure; limited corrosion; protected.
Attic Vents	Enclosed attics shall have clear ventilation area to the outside of not less than 1 square inch per 10 square feet of horizontal attic area.

Exterior Wall and Covering Materials

Wood Siding	Joints tight, no cupping or warping, nailing concealed or protected; no rot; no termite activity or damage. No broken, split or missing pieces.
Cement Plaster	No excessive cracks; spalls; no separation from backing.

Exterior Surfaces

Masonry Veneers	Joints tight; no evident of separation from backing.
Masonry Walls	Straight, plumb, level; joints tight; limited erosion.
Miscellaneous Metals and Compositions	No corrosion or disintegration; limited fade of factory-applied colors.
Painted	No checking, cracking, flaking, scaling or wrinkling; limited fade is permissible.
Natural Wood	Natural color and texture; no rot; no fungus or loose parts; tight joints; fastenings secure; limited warping and checking.
Cement Plaster	Uniform color and texture; limited fade and erosion; no open cracks or joints; clean.
Stone	Tight joints; clean and impervious; limited erosion.
Brick	Tight, well pointed joints; surfaces clean, showing limited erosion, free of efflorescence.
Metal	No corrosion; tight fastenings; clean.

Concrete Masonry	Tight joints; limited stain on surfaces; uniform, unbroken.
Miscellaneous Compositions	No discoloration; limited erosion; tight joints; limited fade; no delamination or breaks.

Stairs

Exterior Stairs (also interior)	Shall be sound; free of cracks, breaks and chips.
Porches	Shall be sound and in good repair; floors more than 30 inches above the ground shall be provided with railings.

INTERIOR (Sept 1999) Framing

3263.4

Wood	Straight, sound, level and plumb with no active termites, fungus or dry rot; anchors and fastenings must be tight and uncorroded.
Steel	No distortion; joints tight; all surfaces protected.
Floors	Shall be sound, level, smooth; free of bumps, depressions and ripples. Further, the floor covering shall be well attached to the floor, presenting a homogeneous, clean and neat appearance.

Walls, Ceilings, Trim and Millwork

Walls and Ceilings	Surfaces clean and dry; no open joints or cracking (plaster); no evidence of separation from backing or framing.
Trim and Millwork (Interior and Exterior)	Clean surfaces; tight joints; nailings concealed or protected; no warping or buckling; operable windows and doors in good working order; glass unbroken; metal sash and doors free from rust or corrosion, operable with hardware complete. Casework and cabinets in good repair with all doors, drawers and hardware operable and complete.

Plumbing Installation

Fixtures	Intact; functioning correctly; securely anchored; no leakage; porcelain and enameled surfaces smooth and polished.
Trim	Intact; free of excessive corrosion.
Accessories	In proper location; operable; free of corrosion.
Water Heater	Free of lime deposits; posted record of cleaning dates. Heating elements, burners, controls, functioning properly; burner vents, draft diverters, chimneys, properly sized and in good working order; no leaks; pressure temperature relief valves in place and operable; and adequate combustion air with no blockage of vents.
Supply Piping	No leaks in lines, valves, flush valves, stops and faucets; with identification of hot and cold water piping shown.
Waste and Vent Piping	All joints tight, no broken lines; pipe hangers, brackets and supports in place; vents dry and clear.
Cleanouts	Accessible and adequate

Gas Heating Equipment

Furnace	Burners properly adjusted; plenums clean; filters clean; vent clear; draft diverter in place; roof penetration and rain hood weather tight; cold air return grill, ducts and registers clear; controls properly set and functioning; and adequate combustion air.
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Electrical Installation	Ample service; correctly sized fuses or breakers at load center to protect circuits; grounding system in order; all parts of system identified; switches, outlets functioning properly; proper sized lamps at all lighting fixtures; glassware clean; exposed conduits, boxes, cover plates protected against corrosion. Motors, starters, generators and other equipment clean and functioning efficiently within proper temperature ranges; up-to-date schedule of ordinary maintenance posted at each major piece of electrical machinery.
Resistance Heaters	Heating elements, fans and controls in proper working order; protective devices adequate.

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