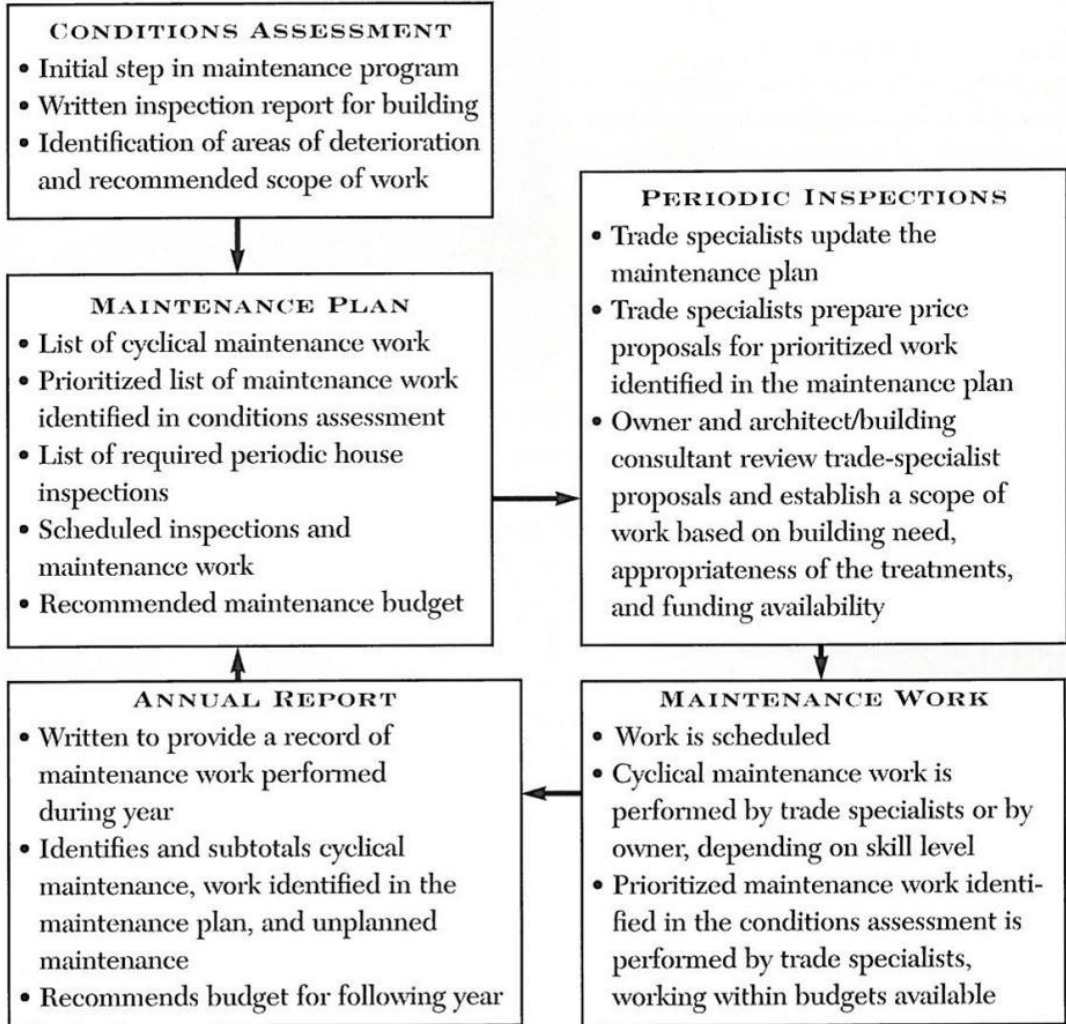


COMPONENTS OF A MAINTENANCE PROGRAM

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



THE MAINTENANCE PROGRAM



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		



HERITAGE HALL	Inspection No.
PREVENTIVE MAINTENANCE WORKSHEET	Date:
	By:

ITEM No.	ITEM	TASK	FREQUENCY	COMMENTS
A. Site				
A1.1	Area drains	Inspect for debris, silting, vegetation	M-S	
A1.2	Storm drains	Inspect for obstructions	A	
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	A	
A5.2	Site walls	Inspect for condition, mortar, coping	A	
B. Building Envelope				
B1.1	Shingle roofing	Inspect for condition -- missing, loose, cupping, etc.	A	
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	
B2.2	Brick walls	Inspect for condition, mortar, cleanliness	A	
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	A	
B3.4	Other ext woodwork	Inspect for condition, finish	A	
B4.1	Windows	Inspect for condition, glazing, storm windows	A	
B4.2	Shutters & blinds	Inspect for condition, finish	A	
B4.3	Front door	Inspect for condition, operation, hardware, finish	A	
B4.4	Secondary doors	Inspect for condition, operation, hardware, finish	A	
B4.5	Dormers	Insepct for condition, glazing, storm windows	A	

KEY

W - Weekly

M - Monthly

M-S - Monthly, Seasonal

SA - Semi-Annual

A - Annual

