

Building Maintenance Checklist

Please refer to your building maintenance/warranty schedule for all required maintenance recommendations outlined by each manufacturer. The information below should be seen as a best practice guide and items will not be applicable to every Strata.

Frequency: **A** = Annual **S/A** = Semi-Annually **Q** = Quarterly **M** = Monthly **PS** = Post Storm **MY** = Multi Year **O** = Ongoing

| Task | Description | Frequency | Date Last Completed |
|-------------------------------------|--|--|---------------------|
| Building Envelope | | | |
| <input type="checkbox"/> | Certify roof anchors | Roof anchors must be inspected and tested by a certified professional. | A |
| Flat Roof | | | |
| <input type="checkbox"/> | Clean roof surface & drains | Clean all debris from the surface of the roof including debris around drains, vents and roof penetrations. | Q |
| <input type="checkbox"/> | Check roof for blisters/cracks or soft spots | Check membrane for ridges, tears, punctures, crack or delamination. Consult roofing expert if discovered. | Q |
| <input type="checkbox"/> | Check Flashing/Sealant | Check all flashing/sealant for holes or open cracks. Fill as needed. | A |
| <input type="checkbox"/> | Complete Roof Maintenance | Hire trained professional to complete annual roof maintenance. | A |
| Sloped Roof | | | |
| <input type="checkbox"/> | Examine Roof | Check for missing shingles and ridge cap. | M / PS |
| <input type="checkbox"/> | Check Flashing/Sealant | Check all flashing/sealant for holes or open cracks. Fill as needed. | A |
| <input type="checkbox"/> | Complete Roof Maintenance | Hire trained professional to complete annual roof maintenance. | A |
| Gutters | | | |
| <input type="checkbox"/> | Examine Gutters | Check gutter connections for leaks or damage. Ensure gutters are properly connected to each other and to the building envelope. | 2M / PS |
| <input type="checkbox"/> | Clean Gutters | Complete gutter cleaning. | S/A |
| Balconies | | | |
| <input type="checkbox"/> | Clean drains & scuppers | If the balconies have floor drains, or sidewall scuppers, ensure these are clear of debris | Q |
| <input type="checkbox"/> | Check balconies for wear and delamination | Soft spots and bubbles or delamination in the membrane signal adhesion problems. These areas should be monitored for severity and inspected by a trained professional. | S/A |
| <input type="checkbox"/> | Check timber for signs of rot or decay. | This can present itself as discolouration, soft spots, paint bubbling/peeling and miss/mildew growth. | S/A |
| <input type="checkbox"/> | Balconies (Concrete) | Check for spalling (chunks of concrete flaking or cracking), rust stains and exposed rebar. | A |
| <input type="checkbox"/> | Inspect guard rails | Exterior guard rails should be inspected for loose connections, rot, corrosion, instability and damage. Guard rails should be remediated by a trained professional. | A |
| Windows & Exterior doors | | | |
| <input type="checkbox"/> | Examine weather stripping | Examine weather stripping for deterioration or damage. Loose, cracked or unsecured weather stripping should be replaced. Dirty weather stripping should be cleaned. | A |
| <input type="checkbox"/> | Clean windows | Clean interior and exterior of windows including tracks. Any weepholes should be clean of debris. | A |

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|--------------------------|--|---|------------|---------------------|
| Building Exterior | | | | |
| <input type="checkbox"/> | Check for signs of water ingress/damage | Siding/stucco should be clean with no major staining. Signs of water damage include: Dark staining, paint bubbling/peeling, moss/mildew growth. | S/A | |
| <input type="checkbox"/> | Examine exterior caulking/sealant | Check exterior caulking/sealant for bulging, crack or discontinuities around building penetrations including vents, windows, doors, material discontinuities. | A | |
| <input type="checkbox"/> | Touch up paint | Touch up paint/stain on siding and trim to extend its useful life. | A | |
| <input type="checkbox"/> | Wash building facade | Gentle cleaning of the building facade will renew the building aesthetics and help detect water ingress problems. | 2Y | |
| <input type="checkbox"/> | Complete condition assessment of building envelope | Hire a trained professional to complete a condition assessment investigative report. Note: This is additional to the required Depreciation Report and will focus solely on the condition and function of the building envelope. | 5Y | |
| <input type="checkbox"/> | Repaint wood, vinyl and composite siding | Siding requires when the surface begins to fade, discolor or peel which is dependent on exposure, material and application of paint it will require renewal. | 7-10Y | |
| Elevator | | | | |
| <input type="checkbox"/> | Adhere to the Maintenance Control Program | Adhere to the maintenance and inspection requirements listed in your MCP, describe above. Each property will have unique maintenance, testing and inspection requirements for their elevating device. | O | |
| <input type="checkbox"/> | Complete a maintenance control program | Hire a certified professional to complete a maintenance control program for you elevating equipment. | A | |
| <input type="checkbox"/> | Obtain operating Permits | Obtain operating permits from your designated Safety Authority | A | |
| Plumbing | | | | |
| <input type="checkbox"/> | Replace zone valves | If units, or specific areas, are too hot or cold, regardless of the thermostat setting, zone valves should be inspected. These valves can be stuck in the open or closed position. | O | |
| <input type="checkbox"/> | Winterize exterior hose bibs | Turn water supply off to exterior hose bibs before first frost. | A | |
| <input type="checkbox"/> | Winterize landscape sprinkler system | Have your landscape sprinkler system drained and winterized before first frost. | A | |
| <input type="checkbox"/> | Service backflow preventer | Hire a certified backflow preventer tester to complete testing, tagging and reporting of the device. The signed test report should be submitted to the City within 15 days of the test. | A | |
| <input type="checkbox"/> | Complete hydroflushing of sanitary lines | Complete flushing of horizontal lines to reduce sewer back-up exposure. | 2Y | |
| Electrical | | | | |
| <input type="checkbox"/> | Test start emergency generator | Emergency generators should be started and run for 30 min/month. A log book should be used and stored onsite. | M | |
| <input type="checkbox"/> | Complete Infrared thermography scan | Hire a qualified professional to complete infrared scanning of electrical equipment including panels, switch gear and components. Repair any oxidized, overloaded or unbalanced components. | 2Y | |
| <input type="checkbox"/> | Dual Radial Vault maintenance | Check with your local authority for high-voltage (dual) vaults maintenance requirements. | 3.5Y / 42M | |
| <input type="checkbox"/> | Single Primary Vault maintenance | Single primary circuit vaults should be maintained by a certified electrical contractor. | 3-5Y | |

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| HVAC | | | | |
| <input type="checkbox"/> | Service HVAC/Boiler System | | A | |
| <input type="checkbox"/> | Clean heat pump filter | Heat pump filters should be thoroughly cleaned to ensure maximum efficiency. | Q | |
| <input type="checkbox"/> | Replace heat pump filter | Disposable heat pump filters will degrade and require replacement. Turn the power, to the heat pump, off before opening. The filter should be replaced with an identical filter, unless noted otherwise in the maintenance manual. Filter model numbers can be found on the current filter. | Q | |
| Chimneys | | | | |
| <input type="checkbox"/> | Clean chimney | Sweep chimney and clean fireplace. | A | |
| Interior | | | | |
| <input type="checkbox"/> | Clean air intake vents | Vacuum air intake vents to ensure proper ventilation. | M | |
| <input type="checkbox"/> | Clean carpets | Cleaning carpets will help prolong their useful life. | A | |
| <input type="checkbox"/> | Clean common furniture | Clean all common property furniture. | A | |
| <input type="checkbox"/> | Clean dryer vents | Have dryer vents professionally cleaned. | A | |
| <input type="checkbox"/> | Check flooring | Check all flooring in common spaces for damage or tripping hazards. Problem areas should be remediated. | A | |
| Fitness Equipment | | | | |
| <input type="checkbox"/> | Complete pro-active maintenance | Have a 3rd party contractor complete proactive maintenance on fitness equipment. | Q | |
| Parking Garage | | | | |
| <input type="checkbox"/> | Service garage door mechanical | Complete proactive garage door maintenance | Q / S/A | |
| <input type="checkbox"/> | Clean parking surface | Clean oil and spills from parking garage surface | A | |
| <input type="checkbox"/> | Clean Sumps and catch basin | Remove any sediment, leaves or other debris from the catch basin. | A | |
| <input type="checkbox"/> | Complete CO sensor testing | CO sensors must be functionally tested, inspected and calibrated by a certified professional as instructed by the manufacturer. | O | |
| Garbage Chute | | | | |
| <input type="checkbox"/> | Clean garbage chute | Clean garbage chute and fire damper. | A | |
| Site | | | | |
| <input type="checkbox"/> | Clean storm drain grates | Remove any debris surrounding storm drains which may impede drainage. | S/A | |
| <input type="checkbox"/> | Examine all exterior walking surfaces | Examine exterior walking surfaces for cracks, damage and tripping hazards. Repair problems as needed. | A | |
| <input type="checkbox"/> | Clean all exterior walking surfaces | Pressure wash all exterior walkway surfaces to remove dirt and grime. | A | |
| <input type="checkbox"/> | Inspect landscape ties, retaining walls and planter boxes | Examine landscape ties, retaining walls and planter boxes for erosion, rot and/or damage. Replace/repair components as needed. | A | |
| <input type="checkbox"/> | Trim back trees, shrubs and vegetation from building exterior | Vegetation should not be in direct contact with the building's exterior. Any vegetation, in close proximity, should be trimmed back from the building facade. | A | |
| <input type="checkbox"/> | Snow removal & de-icing | Hire a 3rd party company to complete snow removal and de-icing. Alternatively create a snow removal plan, which should include who, where, when and how snow and de-icing will be completed. This should include an action log which can be provided by BFL CANADA. | A | |

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| | Change rooms | | | |
| <input type="checkbox"/> | Inspect changerooms | Inspect changerooms for damage and deterioration. Showers should be checked for soft spots and breaks in caulking/grout. | S/A | |
| | Fire Protection | | | |
| | The maintenance items below are required by NFPA 25. This list is not exhaustive and should be only referenced as a starting point. Owner's should become familiar with their fire protection system and work with their fire protection contractor to create a maintenance plan specific to their property. | | | |
| <input type="checkbox"/> | Fire pump testing (diesel) | No-flow testing should be completed weekly for 30 minutes. | W | |
| <input type="checkbox"/> | Fire pump testing (electric) | Depending on the type of electric fire pump, no-flow testing should be completed weekly/monthly for 10 minutes. A fire protection professional can help advise Owner's of their fire pump responsibilities. | W | |
| <input type="checkbox"/> | Complete Annual Sprinkler System Testing | Hire a certified contractor to complete annual fire protection inspection, testing and maintenance. Annual fire protection inspection, testing and maintenance should be completed in accordance with NFPA 25. | A | |
| <input type="checkbox"/> | Test water pressure gauge(s) | As required by NFPA 25: 13.2.7.2: All gauges shall be replaced every 5 years or tested every 5 by comparison with a calibrated gauge. 13.2.7.3: Gauges not accurate to within 3 percent of the full scale shall be recalibrated or replaced. | 5Y | |
| <input type="checkbox"/> | Flushing Investigation (Dry Pipe) | A flushing investigation should be completed every 5 years to determine whether a full line flushing is necessary. If results require a full system flushing, as outlined in NFPA 25, this should be completed immediately. | 5Y | |
| <input type="checkbox"/> | Flow testing | A flow test shall be conducted every 5 years on all automatic standpipe systems. | 5Y | |
| <input type="checkbox"/> | Fire Hose Hydrostatic testing | Hydrostatic testing shall be conducted, on fire hoses, every 5 years. Some jurisdictions have allowed for removal of fire hoses. It is recommended Owner's reach out to their local fire department to learn more about their options. | 5Y | |