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| **PROPERTY - ALL HALLS, THRIFT STORE, ETC.**  **(Excluding quarters – copy for each location)**  **APPENDIX A** | | | | | | | | | | | | |
| PROPERTY NAME | |  | | |  | | | | | |  | |
| STREET ADDRESS | |  | | | CITY/TOWN | | | | | |  | |
| NAME OF OFFICER | |  | | | DATE PROPERTY WAS INSPECTED | | | | | |  | |
| DATE OF LAST INT. DECORATING | |  | | | DATE OF LAST EXT. DECORATING | | | | | |  | |
| CAPITAL DEBT OWING | |  | | | BALANCE CAPITAL DEPOSIT | | | | | |  | |
|  | | | | | | | | | | | | |
| **GENERAL CONDITION** | | | G - GOOD  F - FAIR  P - POOR  H - HAZARDOUS \* | | | | | |  | Priority Scale  1 – Urgent/Immediate attention  2 – Necessary  3 – Needs attention but not a priority | | |
| **EXTERIOR** | | | **G** | **F** | | **P** | | **H** | **PRIORITY** | | | **COMMENTS** |
| 1. Sidewalks | | |  |  | |  | |  |  | | |  |
| 2. Driveway | | |  |  | |  | |  |  | | |  |
| 3. Parking Lot | | |  |  | |  | |  |  | | |  |
| 4. Steps | | |  |  | |  | |  |  | | |  |
| 5. Fences | | |  |  | |  | |  |  | | |  |
| 6. Signage | | |  |  | |  | |  |  | | |  |
| 7. Doors | | |  |  | |  | |  |  | | |  |
| 8. Windows | | |  |  | |  | |  |  | | |  |
| 9. Paint Work | | |  |  | |  | |  |  | | |  |
| 10. Exterior Finish | | |  |  | |  | |  |  | | |  |
| 11. Eaves Troughs | | |  |  | |  | |  |  | | |  |
| 12. Downspouts | | |  |  | |  | |  |  | | |  |
| 13. Roof | | |  |  | |  | |  |  | | |  |
| 14. Chimney | | |  |  | |  | |  |  | | |  |
| 15. Accessibility (wheelchair, etc.) | | |  |  | |  | |  |  | | |  |
| **INTERIOR** | | | **G** | **F** | | **P** | | **H** | **PRIORITY** | | | **COMMENTS** |
| 16. Walls | | |  |  | |  | |  |  | | |  |
| 17. Floors | | |  |  | |  | |  |  | | |  |
| 18. Ceiling | | |  |  | |  | |  |  | | |  |
| 19. Decorating | | |  |  | |  | |  |  | | |  |
| 20. Basement | | |  |  | |  | |  |  | | |  |
| 21. Stairs | | |  |  | |  | |  |  | | |  |
| 22. Electrical System | | |  |  | |  | |  |  | | |  |
| 23. Heating System | | |  |  | |  | |  |  | | |  |
| 24. Lighting | | |  |  | |  | |  |  | | |  |
| 25. Fire Extinguishers | | |  |  | |  | |  |  | | |  |
| 26. Smoke Detectors | | |  |  | |  | |  |  | | |  |
| 27. Carbon Monoxide Detector | | |  |  | |  | |  |  | | |  |
| 28. Plumbing | | |  |  | |  | |  |  | | |  |
| 29. Kitchen | | |  |  | |  | |  |  | | |  |
| 30. Storage | | |  |  | |  | |  |  | | |  |
| 31. Accessibility (wheelchair, etc.) | | |  |  | |  | |  |  | | |  |
| \* Conditions may exist where safety is at risk, such as faulty steps, sidewalks, electrical system.  Any items noted as hazardous should receive immediate attention by CO / DHQ | | | | | | | | | | | | |
| Reviewed by |  | | | | | | Date of review | | | | |  |
| Signature |  | | | | | |  | | | | |  |
| **This review form is intended to draw attention to property needs. The CORPS OFFICER must initiate any necessary corrective action through DHQ. Please use Appendix C for additional comments as needed.** | | | | | | | | | | | | |

**PROPERTY INSPECTION REPORT – SUPPLEMENT**

**OFFICER’S RESIDENCE CONDITION SURVEY**

**APPENDIX B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Occupant: |  | | Telephone: |  |
| Address: |  | | City/Prov: |  |
| Date of Last Decoration – Exterior: | |  | Interior: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **CONDITION RATING CODE**  G = GOOD F = FAIR P = POOR H = HAZARDOUS  All area items must be rated. All code ratings of (F) Fair, (P) Poor or (H) Hazardous must be accompanied by an explanation in the comment area on Appendix C. | | | | | | | |
| **EXTERIOR** | | **CONDITION CODE** | | | | **INTERIOR** |  |
| **No.** | **Area** | **G** | **F** | **P** | **H** | **Area** | **No.** |
| 1 | Chimney |  |  |  |  | Appliances/Furniture | 17 |
|  |  |  |  |
| 2 | Doors |  |  |  |  | Basement | 18 |
|  |  |  |  |
| 3 | Downspout |  |  |  |  | Ceilings | 19 |
|  |  |  |  |
| 4 | Driveway |  |  |  |  | Cupboards | 20 |
|  |  |  |  |
| 5 | Eaves trough |  |  |  |  | Decorating | 21 |
|  |  |  |  |
| 6 | Fences |  |  |  |  | Doors | 22 |
|  |  |  |  |
| 7 | Garage |  |  |  |  | Electrical Systems | 23 |
|  |  |  |  |
| 8 | Lighting |  |  |  |  | Fire Extinguishers | 24 |
|  |  |  |  |
| 9 | Painted Surfaces |  |  |  |  | Floors | 25 |
|  |  |  |  |
| 10 | Property/Landscape |  |  |  |  | Heating/Cooling System | 26 |
|  |  |  |  |
| 11 | Roof |  |  |  |  | Lighting | 27 |
|  |  |  |  |
| 12 | Steps |  |  |  |  | Plumbing System | 28 |
|  |  |  |  |
| 13 | Veranda/Deck |  |  |  |  | Smoke Detectors | 29 |
|  |  |  |  |
| 14 | Walls |  |  |  |  | Stairs | 30 |
|  |  |  |  |
| 15 | Walkways |  |  |  |  | Walls | 31 |
|  |  |  |  |
| 16 | Windows |  |  |  |  | Window Blinds/Drapes | 32 |
|  |  |  |  |
|  | **ANY AREA RATED HAZARDOUS MUST RECEIVE IMMEDIATE ATTENTION BY CO/DHQ** | | | | | |  |
| **REVIEWED BY:** | | |  | **DATE:** | | | |

|  |  |
| --- | --- |
| **PROPERTY SUMMARY**  **APPENDIX C**  (Please comment on any areas rated poor or hazardous.) | |
| **A. PROPERTY – ALL HALLS, THRIFT STORE, ETC.** | |
| **Item #** | **Comment** |
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| **B. OFFICER’S RESIDENCE CONDITION SURVEY** | |
| **Item #** | **Comment** |
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PROPERTY INSPECTION CHECKLIST

EXTERIOR REVIEW

1. Sidewalks

* Review overall condition of walkways and ensure that surfaces are uniform (no heaving or depressions), slope slightly away from the building and are free from any potential trip hazards.
* Concrete walks should be free of major cracks

2. Driveway

* Review driveway for any signs of settlement or cracking. Cracks should be filled to prevent further deterioration during freeze-thaw cycles. Any major depressions should be filled to prevent ponding and ice build-up.

3. Parking Lot

* Review parking lot for any signs of settlement or cracking. Cracks should be filled to prevent further deterioration during freeze-thaw cycles. Any major depressions should be filled to prevent ponding and ice build-up.
* Check catch basins to ensure that they are not plugged with debris which will lead to ponding.

4. Steps

* Concrete steps should be reviewed for any spalling, settlement and overall deterioration. Ensure that concrete steps are properly sealed to the landing/wall structure to prevent water penetration.
* Wooden steps should be reviewed for any signs of rot or settlement.

5. Fences

* For chain-link fences, ensure that posts are plumb and secure, gates latch properly, and that mesh is in good condition
* For wood fences, ensure that posts are plumb and secure and that gates latch properly. Review for any signs of rot.
* For wrought iron fences, check items noted above plus any signs of rust/corrosion.

6. Signage

* Check signage for overall condition.
* Any illuminated signs should be checked for proper operation
* Take note of any signs of weakness in mounting equipment

7. Doors

* Ensure that exterior doors are sound and provide proper weather-sealing around all sides and threshold.
* Ensure that closers function properly and that doors fully latch

8. Windows

* In order to provide proper thermal insulation, windows should all be double-glazed (two panes of glass which are sealed together and filled with argon gas). Consideration should be given to replacing any windows which are not double-glazed. Replacement windows should be constructed using vinyl or aluminum for ease of maintenance.
* Review windows for proper operation
* Ensure that caulking provides a proper seal
* Any broken glass or screens should be replaced.

9. Paint Work

* Review surfaces for signs of wear and overall condition
* Any blistering paint can be a sign of dampness/water infiltration

10. Exterior Finish

* Review all masonry (brickwork and blockwork including foundation walls) for any cracks or spalling (facing of brick broken off). Review mortar for cracks or missing sections. Any major damage to the brickwork and mortar may be a result water infiltration and should be investigated further.
* Review basements for signs of water infiltration, which may be a result of foundation wall damage
* Review all siding for overall condition. Any damaged or missing sections should be repaired/replaced.
* Review all stucco for overall condition including cracks and other damage.
* Review condition of all caulking/wall penetrations to ensure that all wall faces are water-tight.
* Review overall condition of exterior light fixtures and ensure that lighting is operational.
* Ensure that fixtures are properly sealed to building to prevent water infiltration

11. Eavestrough

* Ensure that eavestroughs are intact, properly secured to the fascia, properly sloped to the downspouts and free of blockages.

12. Downspouts

* Ensure that downspouts are intact and free of blockages.
* If downspouts drain onto grade (rather than connecting to weeping tiles), ensure that the grading provides a positive slope away from the foundation wall. Pending any grading repairs, downspouts should be extended adequately to prevent moisture build-up around foundations

13. Roof

* Review roof for any missing or damaged shingles. Shingles which are curling or are missing the finishing aggregate are showing signs of age and the necessity for replacement.
* Review metal valleys and flashings for signs of damage
* Review interior of building for any signs of roof leakage (i.e. ceiling/upper wall staining)
* Flat roofs, are more difficult to assess and should be reviewed by professional inspectors. However, an amateur inspector can review the roof for plugged roof drains, missing or damaged metal flashing, and obvious soft spots in the roof which could be a sign of water penetration.

14. Chimney

* Review brick for any cracks or spalling (facing of brick broken off). Review mortar for cracks or missing sections. Any major damage to the brickwork and mortar may be a result water infiltration and should be investigated further.
* Any stucco should be free from cracks or general damage

15. Accessibility (wheelchair, etc.)

* Verify proper operation of any automatic barrier-free door operators
* Ensure that exterior ramps are properly maintained and allow ease of access

16. Property/Landscaping

* Ensure that trees/shrubs are in good condition, well maintained, and are not adversely affecting the building (e.g. Vines growing in brickwork, blockages to eavestroughs, root damage).
* Ensure that grading provides a positive slope away from all foundation walls and that there are no low areas

INTERIOR REVIEW

17. Walls

* Review walls for general condition.
* Inspect for cracks and other signs of movement.
* Inspect for signs of water infiltration (mold & mildew), particularly around windows and doors.

18. Floors

* Review all flooring for general condition.
* Carpets should be free from tears which may create a trip hazard.
* Any basement carpet which has had exposure to flooding should be checked for signs of mold and mildew.

19. Ceilings

* Review ceilings for general condition and any signs of water leakage. Stains and/or blistered drywall will be noted.

20. Decorating

* Review general condition of paint/wallpaper

21. Basement

* Inspect concrete floors for major cracks (hairline floor cracks are normal in most cases)
* Inspect foundation walls for cracks

22. Stairs

* The primary concern when reviewing stairs is safety
* Ensure that stairs are solid and that finishes (carpet, wood) are in good condition to prevent trip hazards from being created
* Check condition of railings (for both strength and appearance)
* Ensure that exit stairwells are clear of any combustibles. Exit stairwells cannot be used for storage.

23. Electrical System

* Review electrical panel to ensure that spare circuits are available for additional breakers
* Ensure that light switches and receptacles function properly and are equipped with proper plates
* Inspect for any non-standard wiring connections (i.e. extensive use of extension cords, receptacle “expanders” which can lead to overloaded circuits)
* Ensure that all junction boxes are equipped with proper cover plates
* Ensure that electrical rooms are free from all “storage” items

24. Heating/Cooling System

* Review furnace and locate service tags to ensure that annual servicing is being completed
* Inspect exterior AC condenser unit for any apparent damage
* Inspect thermostats. It is recommended 7-day programmable thermostats be implemented to ensure that energy is conserved.
* Furnace room doors and frames should be fire rated by Code. Rated doors and frames have a metal label identifying the specific rating. These doors should also be equipped with a door closer. Verify proper operation and latching.

25. Lighting

* Inspect all light fixtures for proper operation
* Review installations to ensure that all fixtures are properly secured to ceilings or walls

26,27,28. Fire Extinguishers/Alarms/Sprinklers/Detectors

* All buildings should be equipped with proper fire extinguishers
* If the building has a fire alarm system, check to ensure that annual servicing is being complete.
* Every building should be equipped with smoke detectors on every floor
* All detectors should be tested for proper operation. If not hard-wired, any dead batteries must be replaced
* Aside from smoke detectors, carbon monoxide detectors are also recommended

29. Plumbing System

* Inspect all toilets for proper operation. Ensure toilets are properly secured to the floors and are leak-free.
* In order to conserve water and sewer usage all quarters should be equipped with environmentally friendly 6 liter per flush toilets, with insulated tanks
* Inspect all sinks for proper operation and adequate water pressure
* Inspect all drainage piping for any leaks.

30. Kitchen

* Review all cupboards for general condition.
* Ensure that doors/drawers move smoothly and close properly
* Review counters for chips and cracks
* Inspect large appliances to ensure that they function properly
* If the kitchen is equipped with a commercial range hood ensure that it functions properly and that the fire suppression system is being inspected regularly.

31. Storage

* Inspect storage rooms for general condition, cleanliness, and clutter
* Ensure that adequate ventilation is provided to ensure that mold and mildew do not accumulate
* Ensure that storage items are not kept in mechanical/electrical rooms or fire exits

32. Accessibility (for all buildings designed for barrier-free operation)

* Ensure that all ramps are clear
* Ensure that automatic door operators are functioning properly
* Check operation of all lifts/elevators and ensure that annual inspections are being done by TSSA (Technical Standards and Safety Authority)

**PROPERTY INSPECTION REPORT - SUPPLEMENT**

**OFFICERS RESIDENCE CONDITION SURVEY**

EXTERIOR REVIEW

1. Chimney

* Review brick for any cracks or spalling (facing of brick broken off). Review mortar for cracks or missing sections. Any major damage to the brickwork and mortar may be a result water infiltration and should be investigated further.
* Any stucco should be free from cracks or general damage

2. Doors

* Ensure that exterior doors are sound and provide proper weather-sealing around all sides and threshold.
* For any wooden doors, consideration should be given to upgrading to steel insulated models as budgets permit.

3. Downspouts

* Ensure that downspouts are intact and free of blockages.
* If downspouts drain onto grade (rather than connecting to weeping tiles), ensure that the grading provides a positive slope away from the foundation wall. Pending any grading repairs, downspouts should be extended adequately to prevent moisture build-up around foundations

4. Driveway

* Review driveway for any signs of settlement or cracking. Cracks should be filled to prevent further deterioration during freeze-thaw cycles. Any major depressions should be filled to prevent ponding and ice build-up.

5. Eavestrough

* Ensure that eavestroughs are intact, properly secured to the fascia, properly sloped to the downspouts and free of blockages.

6. Fences

* For chain-link fences, ensure that posts are plumb and secure, gates latch properly, and that mesh is in good condition
* For wood fences, ensure that posts are plumb and secure and that gates latch properly. Review for any signs of rot.

7. Garage

* To be reviewed in conjunction with remainder of quarters (i.e. doors, windows, roof, exterior cladding, etc.)
* Review concrete floor for major cracks or heaving.
* Review all doors for proper operation and weatherstripping
* Review general condition
* Ensure the safe storage practices are being implemented to prevent fires

8. Lighting

* Review overall condition of fixtures and ensure that lighting is operational.
* Ensure that fixtures are properly sealed to building to prevent water infiltration

9. Painted Surfaces

* Review for signs of wear and overall condition

10. Property/Landscaping

* Ensure that trees/shrubs are in good condition, well maintained, and are not adversely affecting the building (e.g. Vines growing in brickwork, blockages to eavestroughs, root damage).
* Ensure that grading provides a positive slope away from all foundation walls and that there are no low areas

11. Roof

* Review roof for any missing or damaged shingles. Shingles which are curling or are missing the finishing aggregate are showing signs of age and the necessity for replacement.
* Review metal valleys and flashings for signs of damage
* Review interior of quarters for any signs of roof leakage (i.e. ceiling/upper wall staining)

12. Steps

* Concrete steps should be reviewed for any spalling, settlement and overall deterioration. Ensure that concrete steps are properly sealed to the landing/wall structure to prevent water penetration.
* Wooden steps should be reviewed for any signs of rot or settlement.

13. Veranda/Deck

* See notes above re: Steps

14. Walls/Exterior Cladding

* Review all masonry (brickwork and blockwork including foundation walls) for any cracks or spalling (facing of brick broken off). Review mortar for cracks or missing sections. Any major damage to the brickwork and mortar may be a result water infiltration and should be investigated further.
* Review basements for signs of water infiltration, which may be a result of foundation wall damage
* Review all siding for overall condition. Any damaged or missing sections should be repaired/replaced.
* Review all stucco for overall condition including cracks and other damage.
* Review condition of all caulking/wall penetrations to ensure that all wall faces are water-tight.

15. Walkways

* Review overall condition of walkways and ensure that surfaces are uniform (no heaving or depressions), slope slightly away from the quarters and are free from any potential trip hazards.
* Concrete walks should be free of major cracks

16. Windows

* In order to provide proper thermal insulation, quarters windows should all be double-glazed (two panes of glass which are sealed together and filled with argon gas). Consideration should be given to replacing any windows which are not double-glazed. Replacement windows should be constructed using vinyl or aluminum for ease of maintenance.
* Review windows for proper operation
* Ensure that caulking provides a proper seal
* Any broken glass or screens should be replaced.

INTERIOR REVIEW

17. Appliances/Furniture

* Ensure that all major appliance are in good working order
* Inspect dryer vent pipe for blockages. Note that venting duct is to be solid pipe. Flexible plastic or foil coated ducting is not acceptable
* Inspect washer for any leaks
* Inspect furniture for general condition

18. Basement

* If basement is finished it is to be reviewed and included within the other headings of the Interior Review (i.e. walls, ceilings, etc.)
* Inspect concrete floors for major cracks (hairline floor cracks are normal in most cases)
* Inspect foundation walls for cracks
* Inspect basement for dampness and investigate any sources of water discovered.
* Ensure adequate ventilation is provided
* Inspect exposed framing members for signs of deterioration/rot.
* Inspect floor drains to ensure they are primed with water

19. Ceilings

* Review ceilings for general condition and any signs of water leakage. Stains and/or blistered drywall will be noted.

20. Cupboards

* Review all cupboards for general condition.
* Ensure that doors/drawers move smoothly and close properly
* Review counters for chips and cracks

21. Decorating

* Review general condition of paint/wallpaper

22. Doors

* Review general condition of doors in terms of finish
* Ensure that hardware functions properly and that doors close, latch, and lock (as required).

23. Electrical Systems

* Review electrical panel to ensure that spare circuits are available for additional breakers
* If fuses are discovered in electrical panel (or if the services is less that 100 amps), consideration should be given to upgrading the electrical service as budget permits
* Ensure that light switches and receptacles function properly and are equipped with proper plates
* Inspect for any non-standard wiring connections (i.e. extensive use of extension cords, receptacle “expanders” which can lead to overloaded circuits)
* Ensure that all junction boxes are equipped with proper cover plates

24. Fire Extinguishers

* All quarters should be equipped with at least one ABC type fire extinguisher, generally located in close proximity to the kitchen area.

25. Floors

* Review all flooring for general condition.
* Carpets should be free from tears which may create a trip hazard.
* Any basement carpet which has had exposure to flooding should be checked for signs of mold and mildew.

26. Heating/Cooling System

* Review furnace and locate service tags to ensure that annual servicing is being completed
* Inspect exterior AC condenser unit for any apparent damage
* Inspect thermostat. It is recommended that all quarters be equipped with 7-day programmable thermostat to ensure that energy is conserved.

27. Lighting

* Inspect all light fixtures for proper operation
* Review installations to ensure that all fixtures are properly secured to ceilings or walls

28. Plumbing System

* Inspect all toilets for proper operation. Ensure toilets are properly secured to the floors and are leak-free.
* In order to conserve water and sewer usage all quarters should be equipped with environmentally friendly 6 liter per flush toilets, with insulated tanks
* Inspect all sinks for proper operation and adequate water pressure
* Inspect all drainage piping for any leaks.

29. Smoke Detectors

* Every quarters should be equipped with a smoke detector on every floor
* All detectors should be tested for proper operation. If not hard-wired, any dead batteries must be replaced
* Aside from smoke detectors, carbon monoxide detectors are also recommended

30. Stairs

* The primary concern when reviewing stairs is safety
* Ensure that stairs are solid and that finishes (carpet, wood) are in good condition to prevent trip hazards from being created
* Check condition of railings (for both strength and appearance)
* In older quarters, review the configuration of the stairs to ensure that they are not too steep, that treads are of a reasonable depth to avoid slipping, and that ample headroom is provided (primarily at stairs to basement).

31. Walls

* Review walls for general condition.
* Inspect for cracks and other signs of movement.
* Inspect for signs of water infiltration, particularly around windows.

32. Window Blinds/Draperies

* Review for general condition