



2018



JANUARY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH

M	T	W	T	F	S	S
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MAY

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NOTES

After extreme weather, such as an ice storm, inspect building's exterior for damage and the interior for roof leaks (30 min)

Inspect interior of building for leaks during first heavy rain of the season (30 min)

Sweep debris from flat or low sloping roofs (30 min)

Examine the flashing for a tight fit and proper water shed where any horizontal surface meets a vertical surface (chimney, parapet cap, and roof) (30 min)

Clean out gutters and downspouts, and inspect for damage that might have occurred during freeze-thaw cycles (1 hour)

Inspect base of building for damage caused by salt (15 min)

Check masonry for loose bricks and mortar (15 min)

Examine windows for broken glass or putty failure (15 min)

Remove any temporary caulk (from winter) and permanently fix the wood gaps with a epoxy or wood consolidant (1 hour plus set time)

Inspect any metal or cast iron components for rust, scrape and paint with a rust inhibiting paint (1 hour)

Examine any painted surface for paint failure (cornice, windows, trim, and storefront) (30 min). Repaint if needed (2-3 hours)

Remove plants growing on or close to walls and foundation (30 min)

FEBRUARY

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APRIL

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JUNE

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2018



JULY

M	T	W	T	F	S	S
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NOTES

After extreme weather, inspect building's exterior for damage and the interior for roof leaks (30 min)

Remove plants growing on or close to walls and foundation (30 min)
 Visually check for moss or lichen, especially around parapets, sills and downspouts (30 min)

Check grading at foundation to make sure water will drain away from building and not pool (15 min)

SEPTEMBER

M	T	W	T	F	S	S
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Inspect basement or crawl space for excessive water during wet weather (30 min)

Inspect interior of building for leaks during first heavy rain of the season (30 min)

Examine roof slope to make sure water is not pooling at any areas on the roof (15 min)

Make sure water can flow freely through the gutters and downspouts. Clean out if they are clogged (30 min)

Sweep debris from flat or low sloping roofs (30 min)

NOVEMBER

M	T	W	T	F	S	S
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Check weather stripping around windows and doors. Install to prevent air infiltration (1 hour, depending on type)

If applicable install interior storm windows for winter (2 hours)

Caulk any gaps in wood for a temporary water tight seal (30 min)

AUGUST

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OCTOBER

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DECEMBER

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