

Homeowner Maintenance Guidelines

Vol. 2003.01

1.00 Excavation / Foundation

1.10 Foundations

1.11 - Concrete Footings and Walls

Inspection - Annual

Special Inspection - Seismic Event

- ** Inspect exposed foundation footing and walls both in accessible crawl spaces and exposed exterior surfaces for signs of settlement and cracking.

1.20 Crawl Space Areas

1.21 - Drainage

Inspection - Annual

Special Inspection - Severe Weather Event

- ** Crawl space areas should be inspected for visible ponding / standing water (it is recommended to inspect during the rainy seasons). Areas of moderated to heavy water infiltration such as a foundation crack or ground water springs should be addressed. Crawl spaces designed / installed with an internal drainage system should be checked for blockage at collection points (located at grade low point(s)).
- ** Special inspections following a heavier than normal amount or duration of wet weather may provide additional support to preventative maintenance efforts
- ** If your home has a perimeter footing / foundation drain system, it should be visually inspected at surface connectors and discharge areas for signs of overflow and blockage that would require flushing or clean out of restrictive debris or repair to broken lines.
- ** *Note: Special care should be taken when digging around foundation areas. Buried drain lines can be easily damaged or punctured...especially when adding landscape plantings.*
- ** Crawl space areas should not be used for storage.

1.22 - Vapor Barrier

Inspection - Annual

- ** The plastic vapor barrier which is laid over the exposed ground in the crawl space needs to be maintained in such fashion as to provide full coverage of the crawl space.
- ** Special care is to be taken to re-align / repair the vapor barrier if disturbed after access

- ** During the inspection make note of any visible signs of insect, bird or rodent habitation.

1.23 - Under Floor Insulation

Inspection - Annual

- ** Inspect under floor insulation in crawl space areas annually to insure insulation batts remain fitted in place.
- ** Any insulation which has fallen or is sagging below the floor joist should be refitted in place.
- ** Any insulation that has fallen onto the ground and become soiled or has been exposed to moisture should be replaced.

1.24 - Ventilation

Inspection - Annual

Special Inspection - Nesting Season

- ** All foundation vents are to be actively maintained to provide continuous ventilation to the crawl space and inspected annually for insect, bird, rodent and vandalism damage. Additional inspections may be required during nesting seasons.
- ** Do not block foundation vents. Prune / cut back planting growth that restricts proper air flow.

2.00 Structure / Framing Components

2.10 - Structural Components

2.11 - Framed Floors, Walls and Roofs

Special Inspection - 1) Major Structural Settlement 2) Seismic Event

- ** Any signs of major settlement of a load-bearing portion of the structure should be inspected by a certified Engineer. Interior walls and ceilings should also be inspected for signs of severe cracks or settlement deflections.
- ** No structural modifications or additions should be made to a home without professional review / assistance.
- ** Areas containing structural framing components specific to the load bearing portions of the structure should be inspected for signs of major shifting or separation following a moderate to severe seismic occurrence or any event that may affect the structure. Areas of concern should be addressed with a professional engineer familiar with local construction and building code standards.

2.12 - Attic / Soffit Ventilation

Inspection - Annual

Special Inspection - Nesting Season

- ** All attic / soffit vents are to be actively maintained to provide continuous ventilation to the attic or enclosed soffit areas. Inspections should be made on an annual basis.
- ** Special inspections of attic / soffit vent screens are recommended during the nesting seasons of insects, birds and rodents. Damaged screens may indicate active nesting in the attic area requiring a professional exterminator. Additional cleanup of attic insulation may be required as droppings and insect infestation are commonly associated with nestings. Repair damaged screens immediately.
- ** Special care is to be taken to assure insulation is not blocking roof, siding or soffit vents.
- ** Any insulation which is discolored may be a sign of a roof leak, bird or rodent nesting and efforts should be taken to find the source of such.
- ** Attic spaces are not designed for general Homeowner storage and may result in damage to structural members and restrict air flow through the attic space.

3.00 Exterior Shell

3.10 - Roofing Systems

3.11 - Sloped Roof Areas

Inspection - Annual

Special Inspection - Severe Weather Event

- ** All roofing surfaces should be inspected to insure there is no damage to the roofing system such as shingle blow-off, cracking, wrapping or cupping. Any damage to roofing materials or underlying vapor barrier should also be repaired immediately. This may require the removal of shingles in an area to insure adequate area for a repair as well as positive lap with existing vapor barrier.
- ** Excessive snow and ice build-up at the roof eaves, valleys and gutters may result in damage to roof flashings, gutters and should be cleared. Blockage of these areas can also cause water backup resulting in a roof leak
- ** Roof surfaces, related flashing and transition areas should be washed clean of debris, leaves and mosses or fungus growth. Special care should be taken NOT to use high pressure washing equipment that may damage or reduce the granular makeup of composition roofing materials.
- ** Changes or installations that modify or attach to the roof or siding surfaces should conform to approved material and installation requirements. Additionally, any such installation is to be included in the inspection process to check for leaks or damage to adjacent surfaces or structure. Attaching items to the roof, siding or

any other part of the building may result in water penetration of the building envelope causing damage and voiding material and installation warranties.

3.12 - Flat Roof Areas

Inspection - Twice Annually

Special Inspection - Severe Weather Event

- ** All flat roof / deck surfaces should be inspected to insure there is no damage to the membrane system. Cracking, blistering, cuts or punctures in the surface should be repaired immediately.
- ** Severe snow and ice build-up may result in water backup that may cause interior leaks. Accumulated snow depths exceeding 6 inches should be removed.
- ** Flat roof surfaces should be washed clean of debris, leaves and mosses or fungus growth. Avoid flushing such into the drainage system during the cleaning operation. Special care should be taken NOT to use high pressure washing equipment that may damage the surface of the membrane as well as exposed lap joints.
- ** Drainage systems (scuppers and downspouts) should be inspected in conjunction with surface inspections noted above.

3.13 - Flat Roof - Deck Drain Scuppers / Collection Boxes and Downspouts

Inspection - Twice Annually

Special Inspection - Severe Weather Event

- ** Deck drain scuppers / collection boxes and downspouts should be inspected for leaks at membrane transition points and scupper box joints. Repair on an as needed basis.
- ** Scuppers / collection boxes and downspouts should be flushed clean and outlets cleared of debris or blockage. Avoid flushing such into the drainage system during the cleaning operation.
- ** Debris that is allowed to flow into the scupper and downspouts may clog the drainage system requiring system flushing or dismantling.
- ** Severe snow and ice build-up may result in water backup that may cause interior leaks. Accumulated snow depths exceeding 6 inches should be removed.

3.14 - Flat Roof / Parapet Wall Flashing & Trim

Inspection - Twice Annually

Special Inspection - Severe Weather Event

- ** All roof flashing should be inspected to insure there is no damage which may result in leakage to interior units. Bent or crimped flashings that may impede roof area drainage should be repaired.

- ** Severe snow and ice build-up may result in water backup that may cause interior leaks. Such build-up is most likely to occur at roof valley areas and along roof to wall transitions. Accumulated snow depths exceeding 6 inches should be removed.
- ** Flashing and trims should be washed clean of debris, leaves and mosses or fungus growth on an annual basis. Avoid flushing such into the drainage system during the cleaning operation. Special care should be taken NOT to use high pressure washing equipment that may damage the flashing or trim as well as exposed joints.

3.20 - Decks / Walking Surfaces

3.21 - Deck Coatings / Walking surfaces

Inspection - Twice Annually

Special Inspection - Severe Weather Event

- ** All membrane deck surfaces should be inspected to insure there is no damage or excessive wear to the coating system. Cracking, blistering, cuts, punctures or burns in the surface should be repaired immediately.
- ** Severe snow and ice build-up may result in water backup that may cause interior leaks. Accumulated snow depths exceeding 6 inches should be removed.
- ** Debris build-up may result in moss or fungus growth and block drainage improvements. Membrane decking surfaces and drain outlets should be washed clean on an as needed basis. Avoid flushing such into the drainage system during the cleaning operation. Special care should be taken NOT to use high pressure washing equipment that may damage the surface of the membrane as well as exposed lap joints.
- ** Deck membrane surfaces can be easily damaged from planters, landscape pots or deck furniture with sharp edges or unprotected legs. Trapping water / moisture under furnishings for an extended time can also lead to surface deterioration.

3.22 - Wood Decking / Stairs

Inspection - Annual

Special Inspection - Severe Weather Event

- ** Decks should be washed clean of debris, leaves and mosses or fungus growth. Slippery surfaces can be a safety issue. Additional non-skid materials can be applied to stairs to minimize the risk of falling.
- ** Severe snow and ice build-up may result in water backup that may cause interior leaks. Accumulated snow depths exceeding 6 inches should be removed.

3.30 - Roof Drainage Systems

3.31 - Gutters & Downspouts

Inspection - Annual

Special Inspection - 1) Leakage 2) Severe Weather Event

- ** Gutters and downspouts should be inspected for leaks at joints and blockage that may impede drainage flow.
- ** Roof debris that is allowed to flow into the gutters and downspouts may clog the drainage system requiring system flushing or dismantling. Homes located in heavily treed areas may require a more frequent inspection and maintenance schedule. Gutters should be flushed clean and outlets cleared of debris or blockage.
- ** Severe snow and ice build-up may result in water backup that may cause interior leaks. Additionally, excess weight from such build-up may result in the gutter system being pulled away from the structure. Accumulated snow depths exceeding 6 inches should be removed.

3.40 - Siding & Trims

3.41 - Siding

Inspection - Annual

Special Inspection - Severe Weather Event

- ** All siding surfaces, trims, flashings, sealants and finishes should be inspected on an annual basis to insure there is no damage or extreme wear requiring repair.
- ** Maintain grade clearance below the siding and trim applications.
- ** Moss or fungus growth on siding surfaces are to be treated and removed. Special care should be taken NOT to use high pressure washing equipment.
- ** Severe wind or wind driven rain or snow may result in damage to the siding or trim material. Special inspections of areas with excessive exposure may be required.
- ** Changes or installations that modify or attach to the roof or siding surfaces, should conform to approved material and installation requirements. Additionally, any such installation is to be included in the inspection process to check for leaks or damage to adjacent surfaces or structure. Attaching items to the roof, siding or any other part of the building may result in water penetration of the building envelope causing damage and voiding material and installation warranties.

3.42 - Masonry Veneer

Inspection - Annual

Special Inspection - Severe Weather Event

- ** All masonry veneer surfaces, mortar joints, trims, flashings, and sealants should be inspected to insure there is no damage or extreme wear requiring repair.

- ** A more aggressive schedule for surface sealer maintenance / resealing of masonry surfaces in areas of extreme weather exposure may be required.
- ** Mortar joints that show signs of cracking or gapping should be repaired to prevent possible water absorption into the masonry products and subsequent leaks.
- ** All weepholes are to be kept clean / unclogged. Steel lintels inspected for finish adhesion.
- ** Moss or fungus growth on masonry surfaces should be treated and removed. Special care should be taken NOT to use high pressure washing equipment.
- ** The removal of stains and efflorescence may require special cleaners.

3.43 - *Metal Flashings / Trims*

Inspection - Annual

- ** All siding flashings and trims should be inspected to insure there is no damage or extreme wear requiring repair.
- ** Inspection and maintenance of metal drip flashings, wall caps and vent cover details are critical components to the performance of the siding system. Punctures, separations or deformation of the material design, can lead to leakage to the units.
- ** Repair or replace any damaged materials which affect the performance for which it was intended.

3.44 - *Caulking & Sealants*

Inspection - Annual

- ** All siding caulking and sealants should be inspected to insure there is no damage or extreme wear requiring repair.
- ** Inspection and maintenance of caulking applications at all windows, doors and siding trim details is critical to the performance of the siding system.
- ** All cracks, gaps or peeling of siding sealants are to be repaired immediately. Failure to aggressively maintain the integrity of the caulking and sealants will result in leakage.
- ** Areas / surfaces exposed to more severe weather conditions may require additional inspections and a determination for a higher level of maintenance.

3.45 - *Finishes (Painting)*

Inspection - Annual

- ** All siding and trim finishes should be inspected to insure there is no damage or extreme wear requiring repair.
- ** Inspection and maintenance of painted siding and trim surfaces is critical to the performance of the siding system. Cleaning of the surfaces will reduce the chance of mold, moss or algae growth that will deteriorate the paint and painted surfaces. When cleaning the siding and wood trims, avoid high-pressure spray equipment.

- ** Any evidence of cracking, peeling or such deterioration of the siding finishes are to repaired / repainted immediately.
- ** A more aggressive schedule for paint maintenance / repainting of siding or trim surfaces in areas of extreme weather exposure will be required.
- ** Landscape growth should be kept pruned and not allowed to grow against the finished siding surfaces.

3.46 - Vents

Inspection - Annual

Special Inspection - Nesting Season

- ** Vents for crawl spaces, soffits and attic installed with the siding applications are to be actively maintained to provide continuous ventilation.
- ** Special inspections of siding vent screens are recommended during the nesting seasons of insects, birds and rodents. Damaged screens may indicate active nesting in the vent area requiring a professional exterminator. Additional cleanup may be required as droppings and insect infestations are commonly associated with nestings. Repair damaged screens immediately.
- ** Do not block vents.

3.47 - Decorative Details

Inspection - Annual

- ** Decorative details such as railings, balconies, and trellises should have connection points to the siding inspected.
- ** Inspection and maintenance of caulking applications at such decorative trim details is critical to the performance of the siding system.
- ** Any cracks, gapping or peeling of siding sealants are to repaired immediately. Failure to aggressively maintain sealants will result in leakage.

4.00 Exterior Doors / Windows

4.10 - Exterior Doors

4.11 - Exterior Doors - Wood / Metal / Composite

Special Inspection - 1) Damage or Wear 2) Severe Weather Event

- ** Wood doors are very susceptible to binding due to warping and structural settlement. Both situations can lead to weatherization problems. Repairs / adjustments should be initiated immediately.
- ** Weatherstripping and door thresholds are to be maintained / adjusted to assure positive door seal.
- ** Any evidence of cracking, peeling or such deterioration of the wood door finish is to repaired / repainted immediately.

- ** Doors exposed to severe weather conditions may require the addition of storm doors to minimize the opportunity for leakage into the unit during weather events.

4.20 - Glazing

4.21 - Windows / Sliding Glass Doors

Inspection - Twice Annually

Special Inspection - 1) Damage or Wear 2) Severe Weather Event

- ** Windows should be inspected for blockage of window frame “weep holes” that provide drainage of the window tracks. Blockage will result in back-up of water and cause leakage. Areas exposed to severe wind and weather may need to be fitted with storm window coverings.
- ** Vinyl window frames can experience cracking. Any such damage should be repaired immediately. Frames which crack due to excess loading should be inspected for evidence of structural settlement.
- ** Inspection and maintenance of caulking applications at all windows and sliding glass doors is critical to the performance aspects of the window weatherization.
- ** All cracks, gaps or peeling of sealants are to be repaired immediately. Failure to aggressively maintain caulking or sealant integrity will result in leakage to the units.

4.22 - Skylights

Inspection - Annual

Special Inspection - Severe Weather Event

- ** Skylights are to be inspected to insure the secure attachment to the curb and the flashings are in good conditions.
- ** Debris build-up (such as leaves and pine needles) around the curb and related flashing may result in leakage, especially during severe weather events.
- ** Excessive snow and ice build-up around skylight curbs can also cause water backup resulting in a roof leak

5.00 Mechanical Systems

5.10 - Plumbing

5.11 - “BEFORE YOU DIG”

- ** Inspections and repairs of any services should be conducted with great care by qualified technicians. Excavations, trenching or grading may result in severe damage or disruption of services to the project if not properly planned for and supervised. Professional utility contractors, civil engineers or other qualified licensed professionals should be consulted prior to the start of any repairs or improvements. Call for underground utilities to be located prior to any excavation and digging.

5.12 - Water Service Line

Inspection - Annual

Special Inspection - Severe Weather Event

- ** Know where your water shut off valve is located in your home in case of emergency. Immediate action to stop a major leak will minimize consequential damage to the home and furnishings.
- ** Drain exposed water lines serving exterior hose bibs (usually in garage areas) prior to the onset of winter / sustained freezing temperatures
- ** Check insulation of plumbing service lines in crawl space or unheated spaces. Repair any torn, pulled or missing insulation.
- ** Exterior hose bibs which are not “Frost Free” rated may need to be shut off and drained or capped with an insulated cover prior to the onset of winter / sustained freezing temperatures.

5.13 - Water Service Connections / Valves

Inspection - Annual

Special Inspection - Leakage

- ** Plumbing valve connections (faucets) or appliance hookups (dishwasher, refrigerator ice-maker) should be inspected for signs of leaks. Water stains on / around adjacent surfaces may indicate the presence of a leak. Initiate repairs immediately. Any water stained or moist materials / surfaces should be inspected for possible mold remediation requirements or special drying or replacement needs.

5.14 - Plumbing Fixtures

Inspection - Annual

Special Inspection - Leakage

- ** Seals around tubs, showers and sinks need to be inspected for signs of deterioration or leakage.
- ** All cracks, gaps or peeling of plumbing sealants are to be repaired immediately. Failure to aggressively maintain the integrity of the caulking and sealants will result in leakage.
- ** Seals are prone deterioration which can lead to active mold growth if not cleaned maintained or replaced.
- ** Stoppers in sinks and tubs can easily clog resulting in back-up and over flow. Clean out drains on an annual basis and flush lines with hot water.
- ** Toilet setting “wax rings” can crack or separate with normal use. Inspect around the base of the toilet for staining or leakage. Depending on the room temperature and relative humidity, holding tanks on toilets hold cold water that may result in

condensation on the tank. If detected, adjacent surfaces may be damaged by a buildup of condensation. Proper use of bath fans will help reduce such.

5.20 - Heating / Ventilation

5.21 - **“BEFORE YOU DIG”**

** Inspections and repairs of any services should be conducted with great care by qualified technicians. Excavations, trenching or grading may result in severe damage or disruption of services to the project if not properly planned for and supervised. Professional utility contractors, civil engineers or other qualified licensed professionals should be consulted prior to the start of any repairs or improvements. Call for underground utilities to be located prior to any excavation and digging.

5.22 - Natural Gas Service

Inspection - Annual

Special Inspection - Seismic Event

- ** Non-emergency / non-leaking damage to a gas meter or exposed lines / manifold should be reported to the Energy Service Company serving the project for immediate repair.
- ** Any report of a natural gas smell should be responded to immediately. In emergency situations call 911.
- ** Gas meters and exposed gas lines / manifolds are very susceptible to bee infestation during the summer months. For public safety, any bee hives should be addressed.

5.23 - Furnace

Inspection - Annual

Special Inspection - Seismic Event

- ** Know where your gas shut off valve is located in case of emergency.
- ** If a strong natural gas odor is detected take action immediately to shut off the system and close the gas value.
- ** Furnace inspections and efficiency checks should be done by a professional technician. Checks of all belts, blowers, burners and ducting will help to ensure a reliable heating system in good working order.

5.24 - Furnace Filters / Ductwork

Inspection - Once every 3 Months (Spring - Summer - Fall - Winter)

- ** Check / clean or replace furnace filters once every three months / each season. Reference equipment specifications and maintenance requirements for additional needs.

- ** Heat ducts at the registers should be included the inspection program for dust or debris accumulations. Clean as needed.

5.25 - Hot Water Tanks

Inspection - Annual

Special Inspection - 1) Leakage 2) Seismic Event

- ** Know where your gas shut off valve is located in case of emergency.
- ** If a strong natural gas odor is detected take action immediately to shut off the system and close the gas value.
- ** Hot water tanks can corrode over time and should be inspected for leaks. Most tanks are also equipped with a pressure reducing valve that should be included in a maintenance check.
- ** Check water line connections for signs of leaks. Initiate repairs immediately
- ** If a strong natural gas odor is detected take action immediately to shut off the system and close the gas value.

5.26 - Bath / Room / Whole-House Fans

Inspection - Annual

Special Inspection - Mold stains / Presence of Active Growth

- ** The proper use of room and house ventilation systems is critical to the overall health of the interior living environment. Fans setup on timers should be programmed based on usage factors and living styles.
- ** Bath fans should be run during and after bath and showers to completely vent increased humidity levels (steam). Proper use will help reduce possible condensations and mold growths. Bathroom fans should run for at least 20 minutes after shower or tub use.
- ** Whole-house fans should be programmed based on prescribed air exchanges needed for the design and size of the home. Typically the fan should be programmed for eight hours during a 24 hour period.
- ** Areas or needs of higher fan use may require a more frequent inspection schedule and maintenance needs.

5.27 - Appliance / Fan / Fireplace Ducting

Inspection - Annual

- ** Inspect annually all exterior vent ducting exit trims. This would include vents connected to appliances, clothes dryer, bath fans, and roof vents.
- ** Exposed ducting in the attic or crawl space areas should be inspected to assure joints have not separated.

- ** Ducting termination vents at roofs and sidewalls should always be kept cleaned and unblocked. Damaged vent screens or “flappers” or vent slats are to be repaired or replaced.
- ** Severe wind conditions may result in noise from vent flappers or slats. This is not a product defect or maintenance issue.
- ** Clothes dryer vents may need to be disconnected from the ducting stubbed into the Home to thoroughly clean “lint” which may have accumulated.
- ** Landscaping should be pruned back for any vent

5.30 - *Electrical*

5.31 - **“BEFORE YOU DIG”**

- ** Inspections and repairs of any services should be conducted with great care by qualified technicians. Excavations, trenching or grading may result in severe damage or disruption of services to the project if not properly planned for and supervised. Professional utility contractors, civil engineers or other qualified licensed professionals should be consulted prior to the start of any repairs or improvements. Call for underground utilities to be located prior to any excavation and digging.

5.32 - *Electrical Service*

Inspection - Annual

Special Inspection - Seismic Event

- ** Non-emergency power disruption or downed power lines should be reported to the Energy Service Company serving the project for immediate repair.
- ** In emergency situations call 911.
- ** Damage to an electrical meter or protective box should be reported to the Energy Service Company serving your home.

5.33 - *Switches / Outlets / GFCI / Smoke Detectors*

Inspection - Annual

- ** Typical light / operating switches and outlets require little maintenance, during an inspection check for signs of poor contact (blackish residue on the cover plate) or wear. Over loaded or failing components may be warm to the touch. Faulty switches or outlets should be repaired by a qualified technician
- ** Test your “Ground Fault Circuit Interrupter” outlets (GFCI) to insure these safety devices are in proper working order. Outlets that trip with normal use should be inspected by a qualified technician.
- ** Smoke detectors are an important safety device that should be checked and cleaned to proper working order. Most have test buttons that can be used for this.

5.34 - *Circuit Breakers*

Inspection - Annual

- ** Check circuit breakers for signs of wear or corrosion on an annual basis. “Exercise” (manually trip) the breakers. Overloaded or failing components may be warm to the touch...if you are not familiar with this equipment the inspection should be done by a qualified technician.

5.40 - *Specialty Services*

5.41 - *Telephone / Cable / Fiber-optic Services*

Inspection - Annual

Special Inspection - 1) Severe Weather Event 2) Seismic Event

- ** Communication equipment panels should be inspected annually for security and any damage.
- ** Special inspections are recommended with an occurrence of severe weather (electrical storm) or seismic events to assure the integrity of the services and connections.

6.00 Specialty Finishes / Appointments

6.10 - *Decorator Selections*

6.11 - *Tile Applications*

Inspection - Annual

Special Inspection - Seismic Event

- ** Tile work installed in areas with exposure to moisture / water intrusion are of critical important to inspect and maintain. Tile wainscoting around bath tubs and showers should be inspected for tile cracking, grout cracking / voids and caulking failures at tile transitions.
- ** The presence of mold staining / growth may indicate a joint failure and actual leak. Initiate immediate action should be taken to repair affected joints and sealants. Additional steps can be taken to apply liquid sealants to grout joints (take special care to follow manufacture’s recommendations and instructions).
- ** Tile grouts on floors are also susceptible to cracking due to deflection and wear. Areas exposed to moisture or water intrusion are of critical important to inspect and maintain as noted above.
- ** Grout sealants are available for Homeowner application which may help to preserve grout color additives and help to repel surface moisture. Special is to be taken to assure the grout has had time to cure and that no moisture or mold growth is present at time of application.

6.12 - Water Damaged Decorator Surfaces / Carpet

Inspection - Annual

Special Inspection - Visible water stains or presence of Mold

- ** Inspect caulking joints around plumbing fixtures and surfaces adjacent areas of high moisture (tubs, showers and sinks). Backing materials / surfaces should be tested for moisture and possible mold presence. Remove affected backing prior to joint repair. Failed joints should be cleaned, dried and re-caulked.
- ** Visible water stains or mold presence indicates a leak has occurred. Determine the source of the water / moisture and take action to stop the leak and initiate immediate drying. Remove wet and saturated building materials. Professional assistance may be needed to address active mold growths.
- ** Water damage to some surfaces / materials such as carpets or furnishings can be minimized by professional remediation services.

7.00 Site Amenities

7.10 - Site Improvements

7.11 - Grades / Drainage

Inspection - With Active Maintenance

Special Inspection - Severe Weather Event

- ** Established grades / grading on the site promote drainage to collection areas or installed site drains.
- ** Installed site drains should be inspected for debris buildup or clogging that could reduce the effectiveness of the drain. Planter bark (beauty bark) can easily bury landscape drains and rock lined drainage swales.
- ** Severe weather may cause erosion of designed swales and directional grade changes. Repairs to re-establish designed grades and drainage shall be done in a timely manner.

7.12 - Landscaping - Plantings / Planting Beds

Inspection - With Active Maintenance

Special Inspection - Severe Weather Event

- ** The proper and timely application of water, fertilizers and general planting maintenance is critical to the overall health of the landscape application.
- ** Planter materials need to be kept away from / below siding materials.
- ** Planting growth should be cutback / pruned to avoid brushing against siding materials or blocking of venting for appliances, bath fans or fireplaces
- ** Seasonal debris / leaves should be raked away from the house and foundation vents cleared. Areas under decks or porches as well as basement light or vent wells, are prone to collect wind blown debris / leaves

- ** Severe weather events may require addition inspections and maintenance applications.

7.13 - Landscaping - Grass Lawns

Inspection - With Active Maintenance

Special Inspection - Severe Weather Event

- ** The proper and timely application of water, fertilizers and general maintenance is critical to the overall health of the landscape application.
- ** Severe weather events may require addition inspections and maintenance applications.

7.14 - Irrigation

Inspection - With Active Maintenance

Special Inspection - Severe Weather Event

- ** The landscape irrigation system should be inspected and maintained by a professional landscape maintenance company. The proper operation and adjustment to irrigation system is critical to the overall health of the lawn and plant landscaping.
- ** The irrigation system should be flushed with air in the fall prior to freezing temperatures and energized in the spring.
- ** Broken or damaged heads should be repaired immediately.
- ** Clean clogged heads or valves to assure proper flow rates for the area being irrigated
- ** Severe weather events which may affect power to the timer equipment may result in a system shutdown. Settings for the system should be verified.

7.15 - Retaining Walls

Inspection - Annual

Special Inspection - 1) Severe Weather Event 2) Reported Structural Settlement

- ** Retaining walls designed to handle grade transitions on the site should be inspected for signs of settlement or vertical displacement of the exposed surface. Additionally, signs of continual water seepage between blocks or rocks indicate an erosion potential which may affect the retaining system. Repairs should be made in a timely fashion.
- ** Surface water run-off above and / or behind a retaining structure may cause further damage if related drainage controls are left unchecked and corrected.
- ** Trees with large root systems may displace the components of the retaining system and should be monitored over time.

7.16 - *Mailboxes / Postal Equipment*

Inspection - Bi-Monthly

- ** Mailboxes and postal equipment / enclosures shall be inspected to confirm proper working order assuring postal deliveries.
- ** Any additions, improvements or changes to the layout of the postal equipment will be submitted to the Post Master for approval.

7.17 - *Concrete Flatwork / Driveways / Sidewalks*

Inspection - Annual

Special Inspection - 1) Severe Weather Event

- ** Poured concrete sidewalks, stairs and steps should be inspected for cracking or damage that may lead to the deterioration of the poured surface. Large chips or cracks that are not repaired may result in further breakage with freezing weather. Repairs should be made in a timely fashion.
- ** Mold, moss or algae should be treated and cleaned. Related handrails or guardrails should be inspected to insure secure attachment and rigidity.
- ** Application of rock salt for de-icing can cause spauling of the concrete surface and is not recommended.

7.18 - *Asphalt Paving / Driveways*

Inspection - Annual

Special Inspection - 1) Severe Weather Event 2) Surface Settlement

- ** Asphalt paved surfaces to address areas of deterioration or surface distortion due to underground settlement or heaving. Cracks or depressions which are not repaired may result in further breakage with freezing weather. Repairs should be made in a timely fashion.
- ** Avoid the use or exposure of solvents on asphalt surfaces as they will dissolve the paving mix.
- ** Avoid the use of chemical treatments which are not environmentally safe during freezing weather or snow build up. Run-off will go into the storm drainage system.