

# Mothballing Checklist

Date \_\_\_\_\_ Project Manager \_\_\_\_\_

	DONE	N/A
<b>Moisture</b>		
• Roof is watertight	<input type="checkbox"/>	
• Gutters are clean and retain their proper pitch	<input type="checkbox"/>	<input type="checkbox"/>
• Downspout joints are intact	<input type="checkbox"/>	<input type="checkbox"/>
• Drains are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
• Windows, doors, and their frames are in good condition	<input type="checkbox"/>	
• Masonry walls are in good condition and seal out moisture	<input type="checkbox"/>	<input type="checkbox"/>
• Wood siding is in good condition	<input type="checkbox"/>	<input type="checkbox"/>
• Site is properly graded for water run-off	<input type="checkbox"/>	<input type="checkbox"/>
• Vegetation has been cleared from around the building to avoid trapping moisture	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pests</b>		
• Pests and nests have been removed from the building's interior and eaves	<input type="checkbox"/>	<input type="checkbox"/>
• Adequate screens are in place to guard against pests	<input type="checkbox"/>	<input type="checkbox"/>
• The building has been inspected and treated for insects, rodents, and other pests?	<input type="checkbox"/>	<input type="checkbox"/>
• Toxic droppings from bats and pigeons have been disposed of by a specialist	<input type="checkbox"/>	<input type="checkbox"/>
<b>Housekeeping</b>		
• Trash, hazardous materials such as flammable liquids, poisons, and paints and canned goods that could freeze and burst have been removed	<input type="checkbox"/>	<input type="checkbox"/>
• Interior is broom-clean	<input type="checkbox"/>	
• Furnishings have been removed to a safe location	<input type="checkbox"/>	<input type="checkbox"/>
• Furnishings remaining in the building are properly protected from dust, pests, ultraviolet light, and other potentially harmful problems	<input type="checkbox"/>	<input type="checkbox"/>
• Significant architectural elements that have become detached from the building have been labeled and stored in a safe place	<input type="checkbox"/>	<input type="checkbox"/>
• There is a building file	<input type="checkbox"/>	
<b>Security</b>		
• Fire & police departments have been notified that the building will be mothballed	<input type="checkbox"/>	<input type="checkbox"/>
• Smoke and fire detectors are in working order	<input type="checkbox"/>	<input type="checkbox"/>
• Exterior doors and windows are securely fastened	<input type="checkbox"/>	<input type="checkbox"/>
• Plans are in place to monitor the building on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>
• The keys to the building are in a secure but accessible location	<input type="checkbox"/>	<input type="checkbox"/>
• The grounds are being kept from becoming overgrown	<input type="checkbox"/>	<input type="checkbox"/>
<b>Utilities</b>		
• Utility companies have disconnected, shut off, or fully inspected water, gas, and electric lines?	<input type="checkbox"/>	<input type="checkbox"/>
• Water pipes have been drained and glycol has been added to traps	<input type="checkbox"/>	<input type="checkbox"/>
• The wiring is in a safe condition for any electricity left on	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ventilation</b>		
• Steps have been taken to ensure proper ventilation of the building	<input type="checkbox"/>	<input type="checkbox"/>
• Interior doors have been left open or removed for ventilation purposes	<input type="checkbox"/>	<input type="checkbox"/>
• The building has been checked within the last 3 months for interior dampness and excessive humidity	<input type="checkbox"/>	<input type="checkbox"/>

# Maintenance Log

Attach reports, notes, and comments

	DONE	N/A
<b>Rain Storm Event</b>		
• check attic during storms	<input type="checkbox"/>	<input type="checkbox"/>
• check gutter and downspout	<input type="checkbox"/>	<input type="checkbox"/>
<b>Every week</b>		
• check lawn, mow as required	<input type="checkbox"/>	<input type="checkbox"/>
<b>Every month</b>		
• check entrances	<input type="checkbox"/>	<input type="checkbox"/>
• check window panes for breakage	<input type="checkbox"/>	<input type="checkbox"/>
• check for graffiti and vandalism	<input type="checkbox"/>	<input type="checkbox"/>
<b>Every 3 months</b>		
• enter building to air out	<input type="checkbox"/>	<input type="checkbox"/>
• check for musty air	<input type="checkbox"/>	<input type="checkbox"/>
• check for moisture damage	<input type="checkbox"/>	<input type="checkbox"/>
• check battery packs and monitoring equipment	<input type="checkbox"/>	<input type="checkbox"/>
• check breakers and electrical service	<input type="checkbox"/>	<input type="checkbox"/>
• check light bulbs	<input type="checkbox"/>	<input type="checkbox"/>
• check sump pump	<input type="checkbox"/>	<input type="checkbox"/>
• check for evidence of pest intrusion	<input type="checkbox"/>	<input type="checkbox"/>
<b>Every 6 months; spring and fall</b>		
• pruning and trimming	<input type="checkbox"/>	<input type="checkbox"/>
• site clean-up	<input type="checkbox"/>	<input type="checkbox"/>
• check crawlspace for pests	<input type="checkbox"/>	<input type="checkbox"/>
• check attic for pests	<input type="checkbox"/>	<input type="checkbox"/>
• clean out storm drains	<input type="checkbox"/>	<input type="checkbox"/>
• clean gutters	<input type="checkbox"/>	<input type="checkbox"/>
<b>Every 12 months</b>		
• review Maintenance Log	<input type="checkbox"/>	<input type="checkbox"/>
• maintenance contract inspections of equipment & utilities	<input type="checkbox"/>	<input type="checkbox"/>
• check roof for loose or missing shingles	<input type="checkbox"/>	<input type="checkbox"/>
• termite and pest inspection & treatment as required	<input type="checkbox"/>	<input type="checkbox"/>
• exterior materials spot repair and touch up painting	<input type="checkbox"/>	<input type="checkbox"/>
• remove bird droppings or other stains from exterior	<input type="checkbox"/>	<input type="checkbox"/>
• check and update building file	<input type="checkbox"/>	<input type="checkbox"/>