

PART ONE

1 - 2 Basic Home Maintenance

Front Exterior

Exterior Maintenance Checklist

Rear Exterior

Interior Cutway

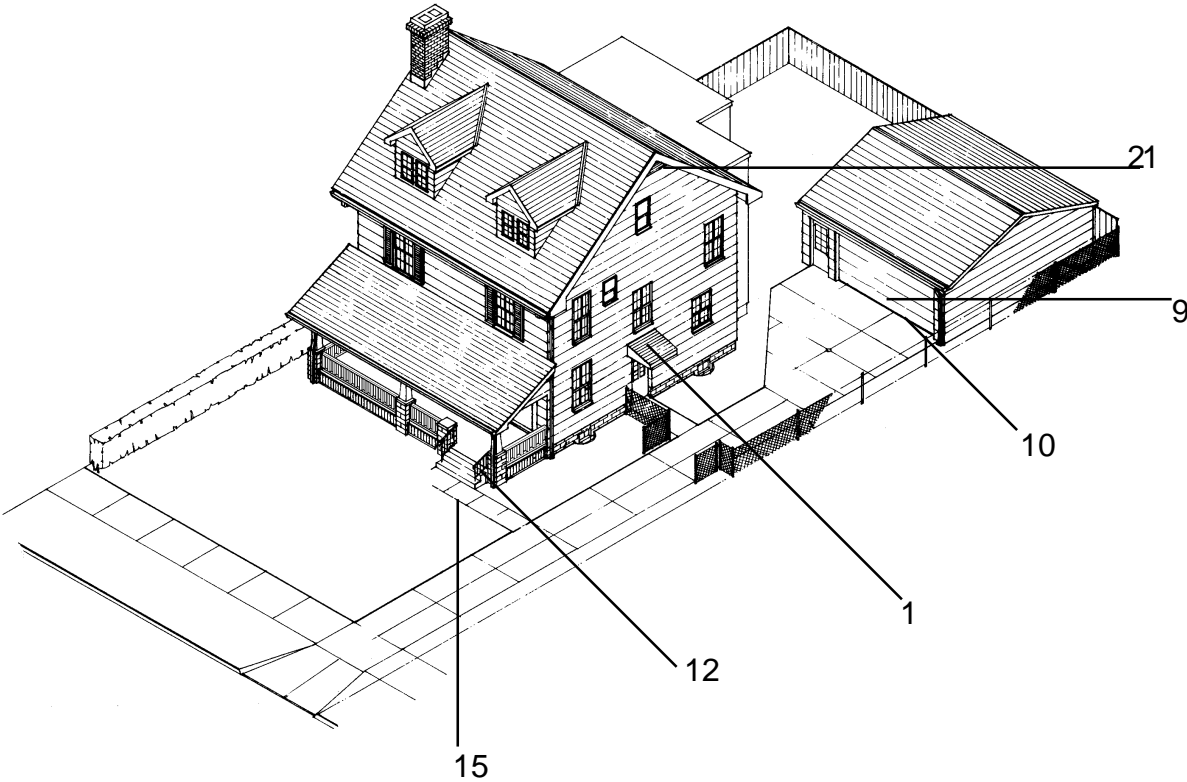
Interior Checklist

Basic Parts of a House

Glossary of Building Terms

Checking Your Home For Common Problem Areas

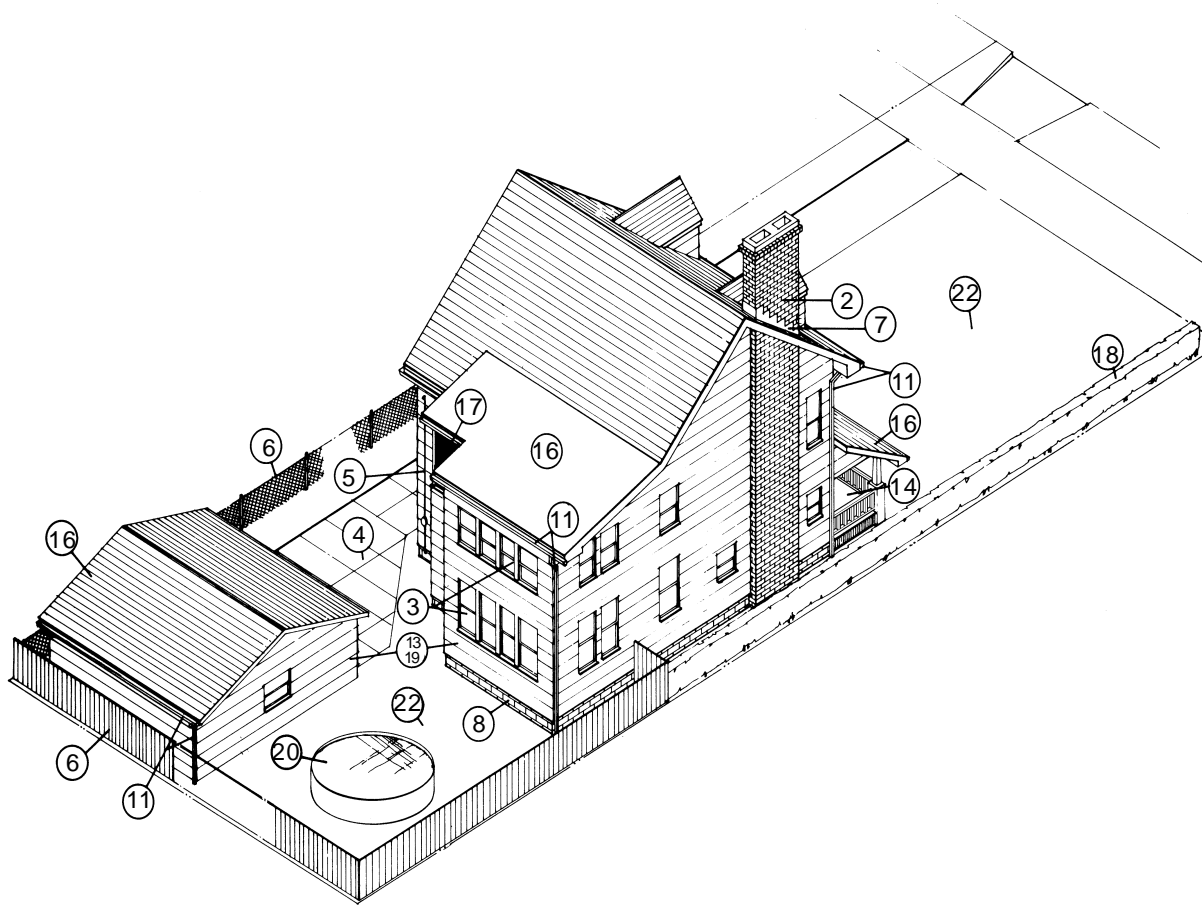
FRONT EXTERIOR



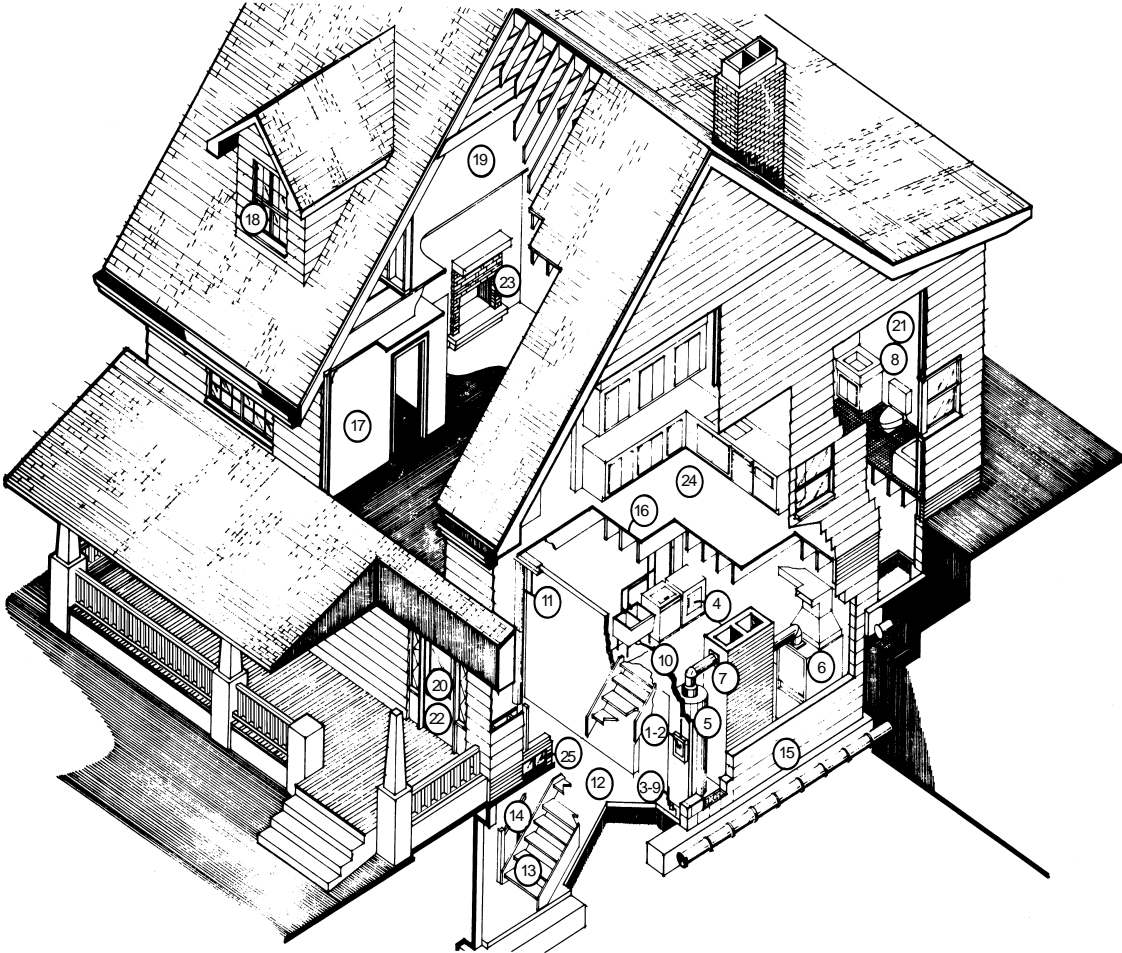
Exterior Maintenance Checklist

1. **AWNINGS** - Check where awning meets structure for open joints. Check for deteriorated parts and loose flashing.
2. **CHIMNEY** - Check joints, brick, flashing, weather wash and draft deflector.
3. **DOORS AND WINDOWS** - Check for proper operation and inspect for any worn parts. Remove crumbling caulking; clean, and apply new caulking where doors and windows meet siding or brick. Replace damaged or weathered drip caps.
4. **DRIVEWAY** - Check for severely deteriorated or broken concrete and uneven asphalt.
5. **ELECTRICAL WIRING** - Check exterior fixtures and outlets for waterproof construction. Check for proper clearance or overhead wiring and inspect for proper connection. Replace all defective and worn electrical lights, receptacles and cover plates.
6. **FENCE** - Check for structural stability, general appearance and Zoning Code compliance.
7. **FLASHING** - Examine for tightness between chimney, roof, and flashing material. Seal with caulking compound or roofing cement.
8. **FOUNDATION AND ABOVE GRADE (Masonry)**- Check for defective block (concrete) or brick. Check steps and stoops for cracks, spalling, or improper anchorage. Check for weathertight mortar joints. (Openings for piping, wiring, etc. must be weathertight.)
9. **GARAGE DOORS** - Check operating parts for excessive wear and check condition of glass. Replace missing or damaged door trim.
10. **GARAGE FLOOR** - Check for severely deteriorated, cracked or heaved concrete floors. See Section Two, "Garages", for additional information.
11. **GUTTERS AND DOWNSPOUTS** - Check connection to drainage systems and inspect condition of and remove debris from gutters and downspouts.
12. **HANDRAILS** - Steps with more than three (3) risers are required to have at least a handrail on one (1) side. Exterior steps with side wing walls may not need railings, contact the Building Department for additional information. Inspect your railings, a loose or defective rail could be hazardous.
13. **PAINT** - Check for extensive blistering, peeling or shabby appearance. Look for deteriorated and broken caulking. All bare wood surfaces must be painted and/or stained to match and conform to the existing structure.
14. **PORCHES** - Check general condition of porch decks, ceilings and railings. Secure all loose handrails; install new lattice where foundations are open.
15. **PRIVATE SIDEWALK** - Check for severely deteriorated or cracked sidewalk concrete, and raised or sunken slabs.
16. **ROOFS** - Check for damaged, missing or loose shingles and damaged flashing.
17. **SCREENING** - Check for torn or unfastened screening.
18. **SHRUBBERY** - Check for overgrowth and ensure adequate clearance with public right-of-way.
19. **SIDING AND TRIM** - Check siding and trim for damage or decay.
20. **SWIMMING POOLS** - If a family swimming or wading pool (ten feet or larger in diameter) is to be installed, plans and specifications must be submitted to the Lakewood Health Department (216-529-7690) for approval prior to applying for a building permit from the Building Department. Additional information may be found in Section Two.
21. **VENT LOUVERS** -Should be open for ventilation but screened to keep out insects. Remove leaves, check caulking.
22. **YARD AREA** - Check for lawn overgrowth, weeds, insect and rodent harborage, diseased trees, debris and litter. Remove discarded auto parts, immobilized and unlicensed vehicles, and check for proper storage of firewood.

Rear Exterior



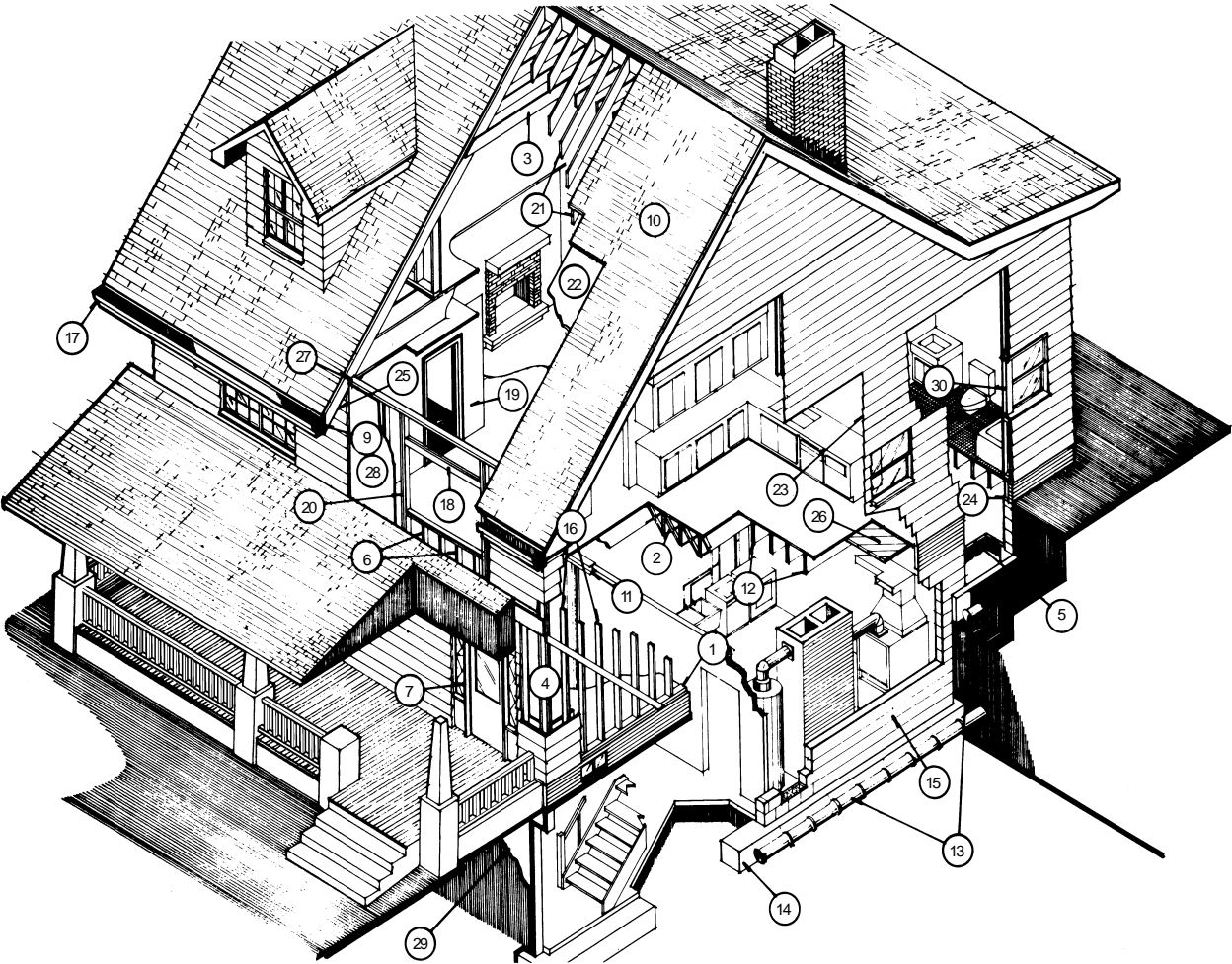
INTERIOR CUTWAY



INTERIOR CHECKLIST

- 1. ELECTRICAL WIRING** - Check electrical installation for adequate service and general condition of wiring. Look throughout the house for frayed cords, loose connections, malfunctioning switches and outlet. Check for any potential source of ignition of combustible material.
- 2. FUSE PANEL** - Check electrical fuse panels for proper fusing (Overcurrent device shall correspond to the conductor size).
- 3. GROUNDING** - Check to see that all circuits are properly grounded and water meter bonded. Check main panel is bonded to the nearest cold water pipe.
- 4. CLOTHES DRYER** - Check appliance to make sure it is grounded (electrically) properly and that it has a disconnecting capability that is readily accessible. Assure that the dryer is properly vented to outside air.
- 5. WATER HEATER** - Check to see that energy supply to this appliance is installed properly and guarded with required safety devices. See "Water Heater" for additional information.
- 6. HEATING APPLIANCES** - Check furnace, boiler, heat pump or other heating appliances and the fuel supply for proper installation and required safety devices. Change filters when needed.
- 7. FLUE CONNECTIONS** - Check to see that appliances have code required flues and that they are properly connected to the chimney.
- 8. PLUMBING FIXTURES** - Check that fixtures have been properly installed and connected to hot and cold water supply lines. Check for leaky faucets. Check all waste lines and fixture traps so as to drain freely without leaks.
- 9. WATER LINES** - Check condition of water lines and inspect for leakage.
- 10. FLOOR DRAINS** - Check to see that drain strainers are installed and that the traps are properly sealed.
- 11. STRUCTURAL MEMBERS** - Check columns, beams and wood members for general condition and deflection (sag or bow).
- 12. BASEMENT FLOOR** - Check for severely spalled, cracked and heaved concrete floors. Check for evidence of water entry.
- 13. BASEMENT STAIRS** - Check to see that stringers and treads are in sound condition and securely fastened. Check all landings for proper support.
- 14. HANDRAILS** - Check all stairs to see that they are properly equipped with firmly fastened handrails.
- 15. FOUNDATION WALLS** - Check interior of foundation wall for weathertight construction and structural soundness.
- 16. FLOORING** - Check floors for general contour and excessive wetness or damage. Check kitchen and bathroom floors so as to be impervious to water and easily kept in a clean and sanitary condition.
- 17. PLASTER** - Check plaster and drywall for excessive cracking, lath separation. Check for holes and provide proper fire stopping.
- 18. INTERIOR TRIM** - Check interior trim around doors and windows for possible joint separation which could lead to heat loss.
- 19. ATTIC** - Look for evidence of roof leaks, also openings that permit entry of bats or other pests. Inspect insulation, rafters, ventilation openings, chimney and side walls.
- 20. WINDOWS** - Check for difficulty of operation, cracked or broken panes, sash cords or chains in need of replacement, faulty or hard-to-operate locks, worn weatherstripping.
- 21. BATHROOM** - Note dripping faucets, leaking shower heads, malfunctioning flush valves, inadequate hot water supply.
- 22. DOORS** - Inspect for sticking or sagging doors; examine locks and chains; renew worn weather-stripping.
- 23. FIREPLACE** - Check dampers, firebox, hearth, grate and irons, screen, mantelpiece. Check for deteriorated mortar joints and clean fireplace flues periodically.
- 24. KITCHEN** - Examine appliance wiring; clean the ventilator fan and remove accumulations of dust and grease.
- 25. BASEMENT WINDOWS** - Those on grade or slightly above grade, should be examined for termite damage, even if the foundation is concrete. Replace decayed frames and missing trim.

Basic Parts of a House



Glossary of Building Terms

- 1. BOTTOM PLATE (or Sole Plate)** - The horizontal member placed on the sub-flooring upon which the wall studs are fastened.
- 2. BRIDGING** - Wood or metal members that are installed usually in a diagonal position, between the floor joist for the purpose of bracing the joists against spreading and warping.
- 3. CEILING JOIST** - A heavy piece of horizontal timber to which the ceiling is installed.
- 4. CORNER STUDS** - Two 2x4 nailed together to reinforce the corners of a frame structure.
- 5. CRAWL SPACE** - An accessible space below the first floor which is less than a full story high.
- 6. CRIPPLE STUDS** - Studding cut short to be used over and under a door or window opening.
- 7. DOOR JAMB** - The sides and top of an opening used in the framing of a doorway or window.
- 8. DOWNSPOUT PERIMETER DRAIN** - Pipe which drains water from gutters.
- 9. FASCIA (or Gutter Board)** - A board nailed to the ends of the rafters, that gives the gutter physical support.
- 10. FINISH ROOF** - The material applied to the roof sheathing to make it weatherproof.
- 11. FLOOR BEAM** - Gives physical support to floor joists. Usually located in center of cellar.
- 12. FLOOR JOIST** - A heavy piece of horizontal timber to which the boards of a floor are nailed.
- 13. FOOTER DRAIN TILE** - Pipe which drains away ground water from around the foundation of a building.
- 14. FOOTING** - That portion of a foundation of a structure which spreads and transmits loads directly to the soil.
- 15. FOUNDATION WALL** - Construction, primarily below grade, which provides support for exterior walls, or other structural parts of a building.
- 16. FRAMING STUDS** - The various vertical supporting parts of a wall assembled together into a skeleton form.
- 17. GUTTERS** - A trough attached to the edge of a roof to collect and conduct water from rain or melting snow.
- 18. HEADER** - Horizontal structural member that supports the load over an opening, such as a door or window.
- 19. INTERIOR FINISH** - The surface finish of an interior wall or ceiling and includes finish which is integral with the wall or ceiling material.
- 20. JACK STUD** - Gives direct support to headers (nailed to framing studs and header).
- 21. RAFTER** - One of a series of structural members of a roof designed to support roof loads.
- 22. ROOF SHEATHING** - Boards, plywood or composite board, which are nailed on roof rafters and over which shingles or other roof covering is fastened.
- 23. SIDING** - The finish covering of the outside walls of a frame building.
- 24. SILL PLATE** - The lowest wooden part of a structure, placed directly on the foundation.
- 25. SOFFIT** - The underside surface of a roof overhang.
- 26. SUB-FLOOR** - Board or plywood laid directly on the joist, the finish flooring is laid over the sub-flooring.
- 27. TOP PLATE** - Two 2x4 placed on top of the framing studs.
- 28. WALL SHEATHING** - Wide boards, plywood, composite board etc., nailed to studding.
- 29. WATERPROOFING** - Making walls impervious to water, or dampness by mixing a compound with mortar, or by applying a mortar pargeing and a waterproof membrane to the surface of the wall.
- 30. WINDOW CASING** - The trim around a window either outside or inside.

Checking Your Home for Common Problem Areas

ATTIC - Look for evidence of roof leaks, also openings that permit entry of bats or other pests. Inspect insulation, rafters, ventilation openings, chimney and side walls.

BASEMENT WINDOWS - Those on grade or slightly above grade, should be examined for decayed frames. Replace decayed frames and missing trim.

BATHROOM - Check for dripping faucets, leaking shower heads, malfunctioning flush valves, inadequate hot water supply. Use nonskid mats in the bathtub and provide grab bars. Provide the right lighting in the bathroom.

CELLAR/BASEMENT - Check for severely deteriorated, cracked and heaved concrete floors. Check for evidence of water entry.

CHIMNEYS - Check the condition of all exposed areas of chimney for missing or loose mortar, bricks, flue pipes and flashing.

CLOTHES DRYER - Check appliance to make sure it is grounded (electrically) properly and that it has a disconnecting capability that is readily accessible. Assure that the dryer is properly vented to outside air.

DOORS - Inspect for sticking or sagging doors; examine locks and chains; replace worn weather-stripping.

ELECTRICAL WIRING - Check electrical installation for adequate service and general condition of wiring. Look throughout the house for frayed cords, loose connections, malfunctioning switches or outlets and eliminate excessive use of extension cords. Check for any potential source of ignition of combustible material. Look for U.L. or AGA labels.

FIREPLACE - Check dampers, firebox, hearth, grate and irons, screen, mantelpiece. Check for deteriorated mortar joints and clean fireplace flues periodically.

FLOOR DRAINS - Check to see that drain strainers are installed and that the traps are properly sealed.

FLOORING - Check floors for general contour and excessive weakness or damage. Check kitchen and bathroom floors so as to be impervious to water and easily kept in a clean and sanitary condition.

FLUE CONNECTIONS - Check to see that appliances have code required flues and that they are properly connected to the chimney.

FOUNDATION WALLS - Check interior of foundation wall for weathertight construction and structural soundness.

FUSE PANEL - Check electrical fuse panels for proper fusing (overcurrent device shall correspond to the conductor size).

GROUNDING - Check to see that all circuits are properly grounded and water meter bonded. Check main panel bonding to the cold water pipe.

KITCHEN - Examine appliance wiring; clean the ventilator fan and remove accumulations of dust and grease. The stove and sink area should be adequately illuminated. Electric circuits should be a minimum of 20 AMP to carry the heavy load demanded from kitchen appliances.

PLASTER - Check plaster and drywall for excessive cracking, lath separation. Check holes and provide proper fire stopping.

PLUMBING FIXTURES - Check that fixtures have been properly installed and connected to hot and cold water supply lines. Check for leaky faucets. Check all waste lines and fixture traps so as to drain freely without leaks.

STAIRS - Check to see that stringers and treads are in sound condition and securely fastened. Check all landings for proper support. Provide adequate illumination with switches at the top and bottom of the stairs. Do not store items on the stairs.

STRUCTURAL MEMBERS - Check columns, beams, and wood members for general condition and deflection (sag or bow).

WATER HEATER - Check to see that energy supply to this appliance is installed properly and guarded with required safety devices. See Section Two, "Water Heater" for additional information.

WATER LINES - Check condition of water lines and inspect for leakage.

WINDOWS - Check for difficulty of operation, cracked or broken panes, sash cords or chains in need of replacement, faulty or hard-to-operate locks, worn weather-stripping.