

2009

Property Inspection

This document contains our findings and recommended maintenance activities for your property based on experience and the most recent inspection of the building and grounds. All of the items below are optional and are the decision of the board. Our goal is to maintain the quality of your property to maximize the value and reduce long term maintenance and repair costs. Your property manager will contact the board for approval prior to initiating any of the items on the final maintenance plan. Items can then either be approved or delayed.



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SECTION 1: BUILDING EXTERIOR

This section of the maintenance plan covers items specifically or largely related to the exterior of the building.

SECTION 1.1: HARDWARE FOUND ON YOUR SITE

- 1) Photosensitive eyes; one located at the south rear.
- 2) Inter-matic lamp timer systems (number) and located...it is possible that there is a timer behind a door at the south entrance that may control both interior timers. Please provide a key to this area.
- 3) No in ground drains are located at the exterior of the building, There are however several in the interior corridors. These should be check on occasion but are not critical.

4) WROUGHT IRON GATE LOCATED AT THE FRONT OF THE BUILDING.

PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Photo electric eyes / Timer systems</i>	Tested every visit	Connected Mgmt inspector	Will be performed monthly	
<i>Exterior Drainage covers</i>	Should be cleared every visit	Landscapers	Every visit	
<i>Paint wrought iron fencing & lintels</i>	Every two years starting Summer/Spring of '09. Then every two years or as otherwise directed by a decorative metal specialist.	Handyman or Professional painter experienced in working with this material.	Will be inspected monthly.	
<i>Lamps/lighting: replacement of bulbs</i>	As needed	Handyman	Inspected monthly.	



<i>Windows cleaned; "storms" installed in the fall, screens installed in the spring if applicable</i>	As needed; should be scheduled every spring starting in '09.	Professional window cleaning crew.	Aluminum with aluminum flashing.	
<i>Front gate needs closer and lock</i>	One time; could happen anytime.	Handyman	Inspected on an ongoing basis	
<i>Repair night latch at rear to trash exit</i>	One time; should be considered a priority item, but could happen anytime.	Handyman	Will be inspected ongoing	
<i>Remove all unused wires at rear of building and seal all unused penetrations.</i>	One time; could happen anytime.	Handyman	Please keep exterior of building free of all unnecessary items as course of good practice – Improving resale. Also to keep out mice and other pests.	
<i>Reseat flashing at SW entrance; buckling, pulling away.</i>	One time; could happen anytime.	Handyman	Inspected as needed.	
<i>Glass block at alley is unfinished.</i>	One time; could happen anytime.	Handyman	Inspected as needed.	

SECTION 1.2: WALKWAYS & DOWNSPOUTS

Copper downspouts 100 years, aluminum 30. There are two at the rear both aluminum.

PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
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<i>Sprawling sidewalks</i>	One time repair; schedule specialist for spring of '09.	concrete/masonry specialist	This item will be re-inspected monthly by connected inspector.	
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SECTION 1.3: GUTTERS, EVES & PARAPITS				
Gutters have a life expectancy of more than 50 years if copper, 20 if aluminum. In your case, there's one at the rear, aluminum.				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Re-secure downspout at alley</i>	One time repair, priority repair, but could happen anytime.	Handyman	Looks like it was recently swapped out and needs to be re-secured to the building. Reattach banding.	
<i>Gutters should be cleaned at the tail end of the fall season, minimum. Check that downspouts are attached and "splash-plates" at base are directing water appropriately.</i>	Bi-annually; use the time change as a guide, schedule during this time.	Landscaper	Inspected monthly by Connected inspector	
<i>Walk the foundation looking for possible penetration points and seal as necessary.</i>	Priority repair. Annually; schedule at the same time of gutter cleaning.	Handyman	Currently the North face is compromised and should be addressed as soon as possible. Will be inspected monthly by Connected inspector.	



SECTION 1.4: LAWN & GARDEN (LANDSCAPING)

We recommend that your grounds be manicured...given your specific conditions.

PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Lawn Maintenance</i>	Semi-monthly (depending on conditions)	Landscaper	Estimates should include clearing weeds or nuisance vegetation and keeping foundation drains clear. Refresh the mulch annually, maintenance of ornamental growth.	
<i>Weeds at fencing line</i>	monthly	Landscaper	Semi-permanent solution is acceptable, for instance crushed gravel with a membrane as substrate etc.	
<i>Gates</i>	Every two years, schedule for spring of '09.	Handyman	1 fence needs to be painted every two years.	
<i>Fencing</i>	Schedule to be resealed or painted spring of '09, then as needed, but I would estimate that it should be done at the same time as the wrought iron.	Handyman, or professional painting group.	Wood slat at south face of property-line.	

SECTION 1.5: EXTERNAL STAIRS, HANDRAILS AND EXTERIOR DOORS



Exterior grade fiberglass, steel and wood doors when properly maintained should last as long as the life of the building.

Your doors are:
 Wood, two at front east residential standard.
 Wood, two w/3panel glass reveal at south face.
 Wood, two at north face, residential slab.
 Wood, one at rear.

PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Re-secure door at alley</i>	This is a onetime repair, priority.	Handyman	Auto close is not working.	
<i>Install pneumatic closers at all doors and front gate.</i>	One time repair. Could happen anytime, but should be considered a priority.	Handyman	These will be inspected on each visit.	
<i>Access door to boiler room needs caulk and paint</i>	One time repair, but should painted ongoing at the same time as all exterior iron work.	Handyman	This will be inspected as needed.	
<i>Decorative façade cracking at front entrances</i>	One time repair. A specialist should be scheduled ASAP (priority). Repair or schedule as this person's recommendation.	Masonry specialist dealing in decorative stone work.	This item will be re-inspected per each visit.	

SECTION 1.6: PORCHES, BALCONIES AND DECKING

Under **IDEAL** conditions, decks have a life expectancy of approx. 20 years. This is a largely a non-issue at your building.

In your case, what would normally be exterior stairs are encapsulated inside the buildings structure providing a 2nd area of egress. Given proper maintenance they should last the life of the building. It is



difficult to determine the wear and tear this area could be subjected to, however if properly maintained they should last the life of the building.				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Utility stairs at rear need a coat of paint.</i>	This should be done on an “as needed” basis, a safe estimate would be every six years, or every third time the decorative iron is painted.	Handyman	This item will be inspected on future visits.	

SECTION 1.7: ROOFING				
<p>Life expectancy of the typical roof depends on local weather conditions, proper building and design techniques, material quality and adequate maintenance. Clearly life will vary depending on the aforementioned.</p> <p>This roof is a modified bitumen, “flat” roof. Life expectancy, 20 years.</p>				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Parapet should be walked...check membrane especially at seams and penetrations.</i>	Annually. Schedule first inspection asap, then follow this persons recommendations as to follow up visits.	Roofing specialist/mason	This area will be inspected bi-annually by connected inspector.	
<i>Remove misc. construction debris</i>	One time item.	Handyman	The roof should remain free of unnecessary items. Including foot traffic.	



SECTION 1.8: CARPORT, GARAGE, DEDICATED LOTS				
Garage door openers have a life expectancy of 10-15 years.				
There are no garage doors to speak of on this property.				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>No on-site parking... Street only</i>	N/A	N/A	N/A	

SECTION 1.9: WINDOWS				
Aluminum windows are expected to last between 15 and 20 years, wooden windows should last upwards of 30. Depending on installation and maintenance.				
In your case you have aluminum double hung, flashed with aluminum, with interspersed glass block. 22 at the east face 30 at the south face (plus three glass block) 35 at the north face (plus three glass block) 12 at the west face (plus seven glass block)				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Rust at lintels, 3rd floor rear and along south face.</i>			This is a onetime repair; however, paint should be reviewed with repainting of ornamental iron work. Or approx every two years.	
<i>Caulk at flashing</i>			This should be inspected every two years as the lintels are painted and	



	remedied as needed.			
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SECTION 1.10: BRICKWORK				
<p>Concrete and masonry are some of the most durable components of a home. Chimney's fireplaces and brick veneers can last a lifetime – brick walls averaging a life expectancy of 100 years or more when properly maintained.</p> <p>In your case, the exterior of the structure is exclusively brickwork.</p>				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Weep Holes</i>	Inspect and clear bi-yearly	Mason	Weep holes allow brickwork to drain moisture from inside the wall. They should be checked to see if they are clear and flowing properly.	
<i>Chimneys</i>	Should be cleaned prior to fall use, make sure that dampers are closing properly. Check for missing mortar or other faults in the brickwork at this location. Check caps or mesh (for keeping birds or squirrels from using these areas as nesting sites).			
<i>Known issue with the venting for the</i>	This should be estimated at the	HVAC specialist (then potentially		



<i>water heater.</i>	soonest possible time, consider the estimate to be a priority. Expedite the repair based on these specialists' recommendations.	a mason).		
<i>Chimneys to internal units should be inspected at this same time as the above (if they exist).</i>	Make sure these chimneys are up to code; take maintenance steps as this specialist advises.	Mason		
<i>Minor efflorescence at upper brick work (3rd floor)</i>	This is a onetime repair.	Specialist: mason	This is visually inspected from street level each time the connected inspector visits. It is inspected bi-annually from the roof level.	
<i>"Connected as agent" signage</i>	Installed on the first inspection, re-inspected thereafter. If at any time residents notice this placard has come away from the building, please notify your Connected Account Representative immediately.	Connected inspector	Notice of Agent 13-12-030 ...having residential units designed or used for two or more family units or...for more than ten persons...affixed to the bldg...the name address and telephone number of the owner or agent.	

SECTION 1.11: FOUNDATION / FOOTINGS



Poured as well as concrete block footings last a lifetime, assuming they were properly built.

In your case, the foundation is brick – probably supported by fieldstone.

Should be inspected by a foundation specialist scheduled in the spring, then as recommended by this specialist.

PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Foundation is cracking at the sidewalk at east face entrances, creating a potential to take on water</i>	One time repair	Specialist: foundation expert.	This is inspected on a monthly basis	

SECTION 1.12: SLIP, TRIP & FALL HAZARDS

Will be sought out by connected inspector monthly, however please bring any noted unsafe conditions to our attention immediately.

PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
None				

SECTION 2: BUILDING INTERIOR

This section of the maintenance plan covers items specifically or largely related to the interior of the building.

SECTION 2.1: FOYERS

Wood floorings are expected to last 100 years or more. Marble, slate and granite can also last 100 years,



but both cases need maintenance. Vinyl up to 50. Linoleum 25 years.				
In your case, the lobby entrances are ceramic tile.				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
Install trash cans for nuisance mail, or ask post office not to deliver	Ongoing maintenance issue	Contracted cleaning company	Will be inspected by connected agent	
Install pneumatic closers on doors	One time repair; should be considered as a priority, before the cold weather sets in.	Handyman	Will be inspected ongoing by the Connected inspector	

SECTION 2.2: COMMON AREA WALLS				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Touch up paint at light fixtures – incomplete.</i>	Ongoing. A good schedule for this would be every two years as the ornamental iron work is painted, or on an as needed basis, depending on wear.	Handyman	inspected each visit	
<i>Finish drywall work at third floor interior hall and install outlet cover on 2nd floor interior.</i>	One time repair. Check condition and covers as above.	Handyman	will be inspected each visit	
<i>Finish drywall work throughout rear of building</i>	One time repair. Check condition as above.	Handyman	inspected for defects on each visit by connected Handyman	
<i>Finish painting</i>	One time repair,	Handyman	inspected for defects on	



<i>south west stairwell and touch up all drywall and mud work</i>	every two years or as above.		each visit	
<i>Install corner guards throughout</i>	One time repair, check condition every two years or as needed.	Handyman	inspected each visit for defects	
<i>At 3756 please touch up paint in halls and install corner guards</i>	One time repair, check condition every two years or as needed.	Handyman	inspected each visit	

SECTION 2.3: STAIRS AND INTERIOR HANDRAILS

Carpeting can be expected to last between 8 and 10 years (with proper maintenance).

The stairs are carpeted and should be cleaned annually, or as determined they are needed.

PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Have carpeting cleaned in common halls every spring</i>	Annually in the spring	carpet cleaner	Will be inspected ongoing by connected inspector	

SECTION 2.4: MAILBOXES

Please notify Connected if issues arise.

PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>None</i>				



SECTION 2.5: LAUNDRY ROOM				
Not applicable for this property				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
None				

SECTION 2.6: ELEVATOR				
Not applicable for this property				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
None				

SECTION 2.7: STORAGE				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Change temporary builder lamp in rear storage to something more permanent</i>	one time repair, low priority.	Handyman		
<i>Install smoke detectors in these areas.</i>	one time item, low priority.	Handyman		



SECTION 2.8: BASEMENT				
Not applicable for this property				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>None</i>				

SECTION 2.9: FITNESS AREA				
Not applicable for this property				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>None</i>				

SECTION 2.10: SMOKE DETECTORS, FIRE EXTINGUISHERS, EMERGENCY LIGHTING, EXIT SIGNS				
By code the following items are required. All items are the responsibility of the association to maintain.				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Smoke Detectors</i>	Batteries should be changed and detectors should be inspected bi-annually. An easy to remember	Handyman	Smoke Detectors 13-64-120 All Buildings, or residential or mixed occupancy shall be equipped with approved	



	schedule is at the same time you change your clocks forward or back one hour.		smoke detection. Not less than one shall be installed in every single family home and multiple dwelling unit. Not less than one per level, including basements.	
<i>Change 9v batters in smoke detectors every 6 months. Remove painter "socks" as necessary.</i>			Locations: 1 at both common fronts 3 rd floor. 2 in main rear hall at 1 st floor. 1 at west rear top of stairs. 3 at middle stairs, all landings 1 at east rear, top of stairs.	
<i>Fire Extinguishers</i>	Should be inspected annually. I would recommend doing this in the fall, just before winter heating systems are started up, to coincide with the swapping of batteries in the smoke detectors.	Handyman.	<i>As of now there are none installed.</i>	
<i>Emergency Lighting</i>	Should be inspected annually. I would recommend doing this in the fall, just before winter heating systems			



	are started up, to coincide with the swapping of batteries in the smoke detectors.			
<i>Exit Signs (Lighting)</i>	<p>These should be inspected on the same schedule as the smoke detectors...replace and burned out lamps at this time.</p> <p>In your building, <i>there are none at this time.</i></p>		<p>13-160-710</p> <p>Exit, stairway, fire escape and directional signs shall be installed to mark all ways of egress in the following: multiple dwellings of the corridor type - two stories or more in height (and others)</p> <p>13-160-700 +13-160-750</p>	

SECTION 2.11: STRUCTURAL PLUMBING				
PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>SILLCOCKS/HOSE CONNECTIONS: Hoses should be disconnected in the fall and reconnected in the spring. Ideally a shut off valve should be installed internally at each valve.</i>	Should be winterized along the same schedule as the batteries in the smoke detectors (at time change).	Handyman	You have one hose connection at the east facing front.	
<i>Main sewer line should be inspected</i>	Schedule 1st inspection and possible rodding	Professional Plumber		



<i>and rodded.</i>	for spring of '09. Then as directed by specialist.			
<i>Main water shut off should be identified and clearly labeled in the event of an emergency.</i>	One time item. Your water main is located in the middle storage area.	Handyman		
<i>Catch basins</i>	Schedule at the same time as the Main Sewer rod – have plumber inspect them and provide a detailed evaluation as to the condition and maintenance needed. Spring of '09.			
<i>Unused sump pump in boiler area – creating a possible pest situation, ideally seal exterior penetration</i>	One time item	Handyman	This has the potential to allow access to rodents or other pests.	

SECTION 2.12: HEATING & COOLING



PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>There has been a reported issue as to how the HVAC units are installed in the rear stairs space.</i>	One time estimate; have this inspected by an HVAC professional at the same time as the water heater chimney issue.	HVAC professional		

SECTION 2.13: COMMON AREA WATER HEATERS

Generally speaking the life expectancy of the average water heater is 10 years, this can vary by use and quality of unit installed.

In your case, you have a Teledyne Laars boiler installed on March 2nd of 2005.

And a Bradford White tank, model # M99120R5. 119 gallon capacity.

PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
<i>Routine Maintenance</i>	Semi- annually	HVAC Technician		

SECTION 2.14: UNIT KEYS

It is a good idea for the association to have access to all units in the case of emergency. Critical during periods of unit vacancy, owners traveling, rental units. We suggest a key strategy be put in place.

PROPERTY ITEM / AREA	SUGGESTED DATE(S) FOR COMPLETION	RECOMMENDED RESOURCE	COMMENTS	SCHEDULE? Y/N
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<i>Review Key Strategy</i>	Any board meeting	Board of directors		
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