

BUILDING MAINTENANCE INSPECTIONS

INTERIOR

1. GENERAL

1.01 This section outlines a plan for making and reporting periodic, scheduled inspections of building interiors. It also suggests procedures for administering the corrective measures indicated by the inspections.

1.02 Unsatisfactory conditions requiring painting or repairing are classified according to their urgency as follows:

- (a) Conditions requiring immediate repair attention with emphasis on those involving safety of personnel or property.
- (b) Conditions requiring painting or repairs that will be scheduled for completion prior to the next inspection.
- (c) Conditions of a deteriorated nature not requiring repairs before the next inspection but which should be given special attention on subsequent inspections.

1.03 It is intended that inspections will be made by personnel qualified to recognize and evaluate the physical condition of the buildings. The plan for inspection outlined herein does not supersede day-to-day supervisory observation and reporting of defective interior conditions.

2. SAFETY PRECAUTIONS

2.01 THE INSPECTOR SHALL AT NO TIME EXPOSE HIMSELF TO PERSONAL INJURY. Where circumstances require the examination of items in hazardous locations he should take necessary precautionary measures to insure his personal safety or a qualified contractor who has the proper equipment for making such examinations in a safe manner should be employed.

3. FREQUENCY OF INSPECTIONS

3.01 Inspections of building interiors are scheduled at such intervals as local conditions may require. These inspections may be made concurrently with the exterior and grounds inspection (B.S.P. Section H54.310). It is recommended, however, that all building interiors be inspected at least once each year. Special inspections may be scheduled at any time to deal with new problems or to follow up current projects.

4. CHECK LIST, FORM E-3928

4.01 For purposes of this inspection the maintenance of building interiors is divided into six categories, as follows:

Paint
Walls, Partitions and Ceilings
Doors and Windows
Floors and Floor Covering
Stairways
Electrical and Plumbing Fixtures

4.02 To assist in making the inspection a Check List, Form E-3928, is used. A copy of this form, filled out for a typical inspection is shown in Exhibit 1.

4.03 Form E-3928 includes two lists, one indicating items to be examined under each category and a second showing principal conditions to observe. Space is provided for adding items not specifically listed.

4.04 The principal conditions to observe are described in Part 5. These are intended to aid the inspector in recognizing defects commonly found in building interior inspections.

5. PRINCIPAL CONDITIONS TO OBSERVE

Paint

5.01 Painted surfaces are inspected for conditions indicating deterioration. Peeling, checking, chalking, spots worn thin by washing, stains and discolored areas are conditions indicating that painting is desirable. Surfaces that are soiled but sound otherwise and require washing only are noted.

5.02 Particular attention is given lower wall areas subject to damage by furniture and waste receptacles.

Walls, Partitions and Ceilings

5.03 Plastered surfaces are examined for cracks, loose segments and water penetration. The source of moisture or leaks resulting in spalling, efflorescence and staining should be located. Ceilings are thoroughly inspected for evidence of water penetration. Loose sections of acoustical tile should be reported.

SECTION H54.311

- 5.04 Inspect movable partitions for loose, cracked or broken panel sections.
- 5.05 Marble, tile, travertine and other masonry finishes are examined for cracks, loose sections or tiles and joints that require repointing. Inspect joints of tile walls and partitions for loose mortar.
- 5.06 Examine seals and adjoining wall areas around piping entering the building through basement walls, particularly gas lines below grade, for cracks and openings.

Doors and Windows

- 5.07 Doors, windows and frames are examined for deteriorated finish. Observe worn spots resulting from handling and washing.
- 5.08 Inspect venetian blind finish for peeling, checking, chalking and worn spots. Also examine for cracked, bent or broken slats and defective tapes, ropes and hardware.
- 5.09 Window shades are examined for tears, stains and defective roller operation. Examine drapes for fading, worn or torn areas and loose hangers.
- 5.10 Examine doors and windows for cracked, loose or broken glass and loose, defective or missing hardware. Inspect wind deflectors for cracks. Wind deflector support brackets should be examined for loose mounting screws. Spot check windows for ease of operation.

Floors and Floor Covering

- 5.11 Floors and floor covering are observed for indications of wear, damage and tripping hazards. Inspect masonry floors for cracks, open joints, spalling and raised or settled sections. Wood floors are examined for sagging, settling and rotting. Woodwork should also be inspected for evidence of termite damage in areas where these insects are prevalent.
- 5.12 Check for indentations of floor covering caused by chairs, desks, tables, lockers, file cabinets and ladders. Floor covering deteriorated by age and wear will be indicated by checks, cracks and dull areas that do not respond to normal waxing.

Stairways

- 5.13 Stairway safety treads and landings are examined for worn, loose or damaged sections.

- 5.14 Handrails, balustrades, newels and brackets are checked for loose connections and anchorages.
- 5.15 Open and close stair doors to observe self-closing features.
- 5.16 Check for adequate illumination and signs indicating the way of egress.

Electrical and Plumbing Fixtures

- 5.17 Inspect light fixtures for cracked or broken reflectors and deteriorated finish. Give special attention to fixtures not securely attached to ceiling or wall.
- 5.18 Observe wall, pedestal and floor fans for dripping oil, frayed or damaged electric cords and condition of safety guards. Pedestal fans should be set with the center line of the motor about 8'6" above the floor so that the clearance to the guard will be well over 6 feet.
- 5.19 Inspect switches and electrical outlets for loose, broken or missing cover plates and screws.
- 5.20 Inspect washbasins, service sinks, toilets and urinals for drainage and for chipped, cracked or broken porcelain. Observe condition of stoppers in washbasins and sinks. Examine faucets, soap dispensers and flush valves for leaks, improper operation, corrosion and necessity of replating or replacing.

6. INSPECTION PROCEDURE

- 6.01 The Check List, Form E-3928, is used as a guide in making the inspection and notes on the inspection are made on Form E-3923, Notes on Inspection. Notes are numbered on the latter form and may be numbered after the appropriate item on the Check List for identification. When the note concerns painting, the number is written in the column headed "Paint" even though the item in question may appear elsewhere on the Check List.
- 6.02 Unsatisfactory conditions found are described in adequate detail on Form E-3923 and recommendations for corrective action should be included. Space is provided for indicating the urgency and estimated cost of completing the work. Minor items need not be estimated but should be marked "Minor." Form E-3923 is shown in Exhibit 2 filled in for a typical inspection.

6.03 In making the inspections, the following procedure is suggested:

(a) Inspect the building interior with the supervisor in charge of the building and check deteriorated or damaged conditions known to him.

(b) The status of items reported as a result of previous building interior inspections and scheduled for completion prior to the current inspection should be checked. Special attention is given to those items reported as requiring attention at a future date.

(c) Check status of interior maintenance items reported in the most recent House Service Inspection Report (B.S.P. Section H54.201).

(d) Inspections may be started either on the uppermost floor or in the basement; however, one floor should be completely inspected before continuing to another. Reference to the Check List will assist in assuring that all items will be inspected.

(e) Special attention is given ceilings directly below the roof, washrooms, service rooms or kitchens for indications of water penetration and leaks. Examine interior surfaces of exterior walls for water penetration, particularly areas adjacent to windows and doors.

(f) Electrical and plumbing fixtures, including associated outlets and plumbing should be spot checked during the course of the inspection. While these items are normally repaired on a routine basis when required, this inspection provides a supervisory check and record of maintenance conditions.

(g) Fire protection equipment tests and inspections are made in accordance with the Bell System Practices covering those procedures and are therefore not included in this section; however, it may be desirable to schedule such tests and inspections to coincide with this inspection.

7. BUILDING MAINTENANCE INSPECTION REPORT, FORM E-3924

7.01 Recommendations for interior painting and maintenance work are made by reviewing notes taken during the inspection on Form E-3923 and summarizing them on the Building

Maintenance Inspection Report, Form E-3924. A copy of this form filled out for a typical inspection is shown in Exhibit 3.

7.02 Address the report in the space provided and forward to the building, district, division or area supervisor responsible for maintenance of building interiors as required by local practice. Copies of the report may be sent to other interested supervisors for their information.

7.03 Complete the heading of the form by filling in the name of the person making the inspection, date of inspection, city and building.

7.04 Describe briefly but adequately the condition of each item requiring attention and indicate the repairs required in the space headed "Recommendations." Items referring to the same type of work are grouped together. Consult with the appropriate supervisor before recommending painting or repairs to determine whether alterations, moves or other projects are scheduled for the quarters under review.

7.05 This report is prepared on the basis that the condition of each item inspected is satisfactory unless indicated otherwise.

7.06 The urgency for corrective action is indicated by the letter A, B or C entered in the column headed "Urgency." Classification is made according to the following:

A - Requires immediate repairs.

B - Repairs are required but will be scheduled for completion prior to the next inspection.

C - Condition is deteriorated but repairs are not required prior to the next inspection when the item is to be reexamined.

The interval between scheduled inspections should be considered when classifying conditions recognized as unsatisfactory but not requiring repairs before the next inspection.

7.07 Enter the estimated cost of making the repairs recommended for each item in the column headed "Est. Cost." Minor repairs need not be estimated but are marked "Minor" in the estimated cost column.

7.08 The data thus accumulated will assist in preparing a budget and schedule of interior maintenance for the following period.

7.09 The remainder of the Inspection Report form provides a means of checking the progress of recommended repairs. The supervisor whose signature appears in the lower right-hand corner of the form should indicate in the space provided the date desired to have the form returned to him for review. This date should be set sufficiently in the future to allow adequate time for completing the recommended repairs or to conform to scheduled completion dates.

7.10 On or before the return date indicated, the supervisor responsible for completing the repair work should indicate the action taken on each item and return a copy of the form to the originator.

7.11 Information of interest, i.e., order numbers, contract references, costs or other pertinent data should be included. Indicate the date of completion where applicable. The status of uncompleted items should be shown.

7.12 Arrangements to follow up uncompleted items should be made as necessary.

7.13 It is suggested that a folder be provided for each building for filing the periodic interior building inspection reports and the inspection reports on exterior and grounds (B.S.P. Section H54.310). Correspondence associated with recommendations resulting from the inspections may be included together with copies of routine orders, work requests, contractors' bills and major invoices for completed jobs.

Attached:

Exhibits 1 through 3,
inclusive.

E-3923
(1-52)

NOTES ON INSPECTION

INSPECTED BY A. JonesCITY AlphatownDATE 9-18-51BUILDING Alphatown C O

NO.	NOTES	URGENCY* EST. COST
①	Marble trim above public entrance in business office is cracked. Immediate replacement of cracked section recommended to remove accident hazard.	A 75.00
②	Linooleum along main frame is indented and cracked in same location.	C
③	Walls of equipment room will require painting when current installation job is completed about 12.15.51	B 450.00
④	Paint on walls in D B A operating room is faded and deteriorated with age and washing. Painting recommended.	B 150.00
⑤	Flush valves in women's washroom are beyond economical repair and should be replaced.	B 50.00
⑥	Venetian blinds pulled loose from window at south end of room 201. Reinstall	A Minor
⑦	Handrail of rear stairway between 1st. and 2nd. floor is pulled loose from wall. Should be remounted as soon as possible.	A Minor

* INDICATE URGENCY BY LETTER

A - REQUIRES IMMEDIATE REPAIR

B - REPAIRS TO BE SCHEDULED

C - RE-EXAMINE ON NEXT INSPECTION

* MINOR ITEMS NEED NOT BE

ESTIMATED - MARK "MINOR."

BUILDING MAINTENANCE INSPECTION REPORT

To H. Smith
Div. Supv. of Bldgs. & Suppls.

INSPECTED BY A. Jones
DATE 9-18-51

CITY Alphatown
BUILDING Alphatown, C.O.

TITLE

ITEM NO.	RECOMMENDATIONS	URGENCY*	ESTIMATED COST	ACTION TAKEN	DATE COMPLETED
1.	Replace cracked section of marble trim above public entrance, business office.	A	75.00	Replaced on W.O. #5827, contract with Acme Marble Co., Cost \$75.00	9-26-51
2.	Reinstall venetian blind pulled loose from window at south end of Room 201.	A	Minor	Completed by building mechanic.	9-24-51
3.	Remount handrail pulled loose between 1st and 2nd floor, rear stairway.	A	Minor	Completed by building mechanic.	9-24-51
4.	Paint walls, D.S.A. operating room.	E	150.00	Work approved on W.O. # 5960 now in progress. Contract with A.B. Smith Co. Scheduled for completion 12-14-51	
5.	Paint walls, 2nd floor equipment room.	B	450.00	See 4 above.	
6.	Replace flush valves, women's washroom.	B	50.00	Replaced valves on W.O. # 5928 completed by building mechanic. Cost \$46.00	11-21-51
7.	Linoleum along M.D.F. indented and cracked.	C	-	None at this time.	

RETURN ONE COPY OF THIS REPORT BY 12/18/51
SHOW ACTION TAKEN AND COMPLETION DATES.
INDICATE STATUS OF UNCOMPLETED ITEMS.

* INDICATE URGENCY BY LETTER
A - REQUIRES IMMEDIATE REPAIRS.
B - REPAIRS TO BE SCHEDULED.
C - RE-EXAMINE ON NEXT INSPECTION.

S. Brown
Supt. of Bldgs.
TITLE