

**APPENDIX X:
MAINTENANCE GUIDELINES**

EXHIBIT X:

Guidelines for:

The Maintenance of Historic Properties

Including Recommendations for the Long Term Care of Historic
Buildings and Landscapes

APPENDIX X:
FCPA RESIDENT CURATOR PROGRAM
DRAFT MAINTENANCE GUIDELINES

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FOREWORD AND ACKNOWLEDGMENTS

Fairfax County, through the Fairfax County Park Authority (FCPA), gratefully acknowledges and attributes the following document, *Guidelines for The Maintenance of Historic Properties*, to the Massachusetts Department of Conservation and Recreation (DCR), through the Office of Cultural Resources. *Guidelines for the Maintenance of Historic Properties*, is used by permission from the Resident Curator Program of the Massachusetts Department of Conservation and Recreation and has been adapted, with their permission, for use by the Resident Curator Program of the Fairfax County Park Authority (FCPA).

Guidelines for the Maintenance of Historic Properties was prepared as a means to aid Curators in the development of a long term maintenance plan for Resident Curator Program properties.

The purpose of these Maintenance Standards is to provide a means of evaluating the performance of the Curator as well as to insure a high level of care and protection for these valuable historic resources.

The guidelines contained herein are meant to provide a broad-based philosophy of maintenance, applicable to all historic properties. However, FCPA acknowledges that Curatorship properties vary in size and condition, with some properties requiring specialized attention to landscape and architectural details. Therefore, it is FCPA's goal to work with each Curator in setting annual priorities for individual properties in order to both preserve the character of the property and minimize future expenditures.

FCPA intends to work cooperatively with the Curator in overseeing the condition of the Curatorship property. The result of a well-developed maintenance plan will be the extended life of a historically significant property, lowered costs for the Curator and the public benefit of a well-maintained, attractive property. FCPA looks forward to working with Curator towards the common goal of the preservation of the Commonwealth's historic properties.

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PART I – BACKGROUND

- A. Fairfax County Park Authority Mission Statement**

- B. The Resource Management Division Mission Statement**

- C. Resident Curatorship Program**

PART II – METHODOLOGY

A. Purpose

The purpose of this document is to describe the maintenance requirements of the Resident Curator Program and to provide the Curator with guidelines for the maintenance of historic properties in the Program.

The following guidelines are general maintenance standards required under a Curatorship lease. However, many Resident Curator Program properties include historic landscape elements which are character defining features of the property. In such cases, significant elements will be identified by FCPA, and specific maintenance treatments will be developed with the Curator.

B. Annual vs. Cyclical Property Maintenance

There are two categories of property maintenance: annual and cyclical. Since climate, weather conditions and other variables can affect the lifespan of materials, both annual and cyclical maintenance are essential to the proper upkeep of a historic building or landscape. Annual and cyclical maintenance can be defined as follows:

Annual maintenance is a regular, repeated action, usually performed every year and serves as a preventative measure. In a building, the cleaning of the roof gutters and downspouts would be examples of annual maintenance. In a landscape, mowing the lawn or raking leaves would be categorized as annual maintenance. A well-developed annual maintenance plan can extend the longevity of building materials, preventing costly future repairs.

Cyclical maintenance is a less frequent schedule of repair and replacement with a varied timetable, depending on the material in question. Installation of a new roof would be considered cyclical, since it occurs every 15 to 20 years. In a landscape, the rejuvenation of a plant bed or the resetting of stone steps is cyclical maintenance. Since cyclical maintenance can be more expensive than annual maintenance, Curators should anticipate cyclical needs and plan accordingly. Appendix X of these guidelines lists the average lifespans for some common building materials.

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c. Goals of Proper Maintenance

1. Benefits to the Curator :

- a. Cost savings - Annual and cyclic maintenance of a property can prevent more serious and costly deterioration.
- b. Visual Character - If a property is regularly maintained it will look well-kept and attractive and inviting.
- c. Energy Efficiency - Regular work on securing windows, doors and chimneys as well as placement of insulation insure tighter, more energy efficient buildings. Such efficiency results in annual cost savings for building heat as well as making the building more livable.
- d. Public Safety - Regular and cyclical maintenance insures that buildings are kept up to current building codes and less likely to encourage fires, plumbing leaks and structural failures. Built forms within the landscape also need to be attended to in order to avoid structural failures, earth movement or other problems.
- e. Environmental Protection - Failed septic systems, well contamination, underground fuel storage tank leaks, over use of pesticides and herbicides and other forms of environmental degradation can be avoided if tested, checked and/or inspected on a regular basis.

2. Benefits to the County:

- a. Compatibility with Public Open Space - Over the years FCPA has acquired land for public use and has maintained these properties to a high standard. A comprehensive maintenance plan for a Historic Curatorship property will enhance the appearance of the FCPA facility and promote the goals of the facility management plan.
- b. Preservation of Historically Significant Property -Almost all of the Historic Curatorship properties are eligible for nomination to the National Register of Historic Places. Each property - building and landscape - is a significant physical reminder of the past. With proper maintenance they will be preserved for many generations to come.
- c. Public benefit - Historic Curatorship properties will be open to the public at least twice each year, some more frequently. Regular maintenance of the property will add to the public enjoyment of the historic site.

PART III - MAINTENANCE STANDARDS

In order to keep the Resident Curator Program properties - both buildings and their settings - in good, operable condition, the following minimum standards shall apply:

A. Building Exteriors

Buildings shall be kept tight to the weather by installation of watertight roofing, protective paint coatings, proper drainage systems and other means by which water is prevented from penetrating into the building. Foundation plantings shall be pruned in

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order to prevent excessive moisture against the buildings.

B. Building Interior

Interiors shall be kept clean and dry. To the greatest extent possible, interior plaster and wood finishes shall be protected from insect infestation, condensation and water penetration.

C. Building Structure

Buildings shall be kept dry, structurally sound and in good repair. While under structural repair, buildings shall be stabilized and properly protected to prevent further damage to the building or to persons performing or observing the work in progress. All building repairs shall comply with all applicable state and/or local building codes. In the event repairs and/or restoration cannot occur immediately, the building shall be stabilized, in accordance with recognized preservation standards, in order to prevent further deterioration.

D. Building Systems

All building systems (plumbing, heating, air conditioning, electrical, smoke detector, fire suppression, security alarm systems and other building systems) shall be kept operable and in good repair and shall comply with applicable state and/or local building codes. The Curator shall take every measure to prevent water leaks and resultant damage, electrical shocks or failure, and other similar damage that may result from the failure of a building system.

E. Grounds

The Curator shall keep the grounds around the buildings in good condition. Grounds shall be free of litter or debris, clear of clutter and, generally, shall be kept neatly and attractively. The Resident Curator Program property shall be kept in accordance with the standards and goals established by the park management and/or Resident Curator Landscape Management plan, including mowing schedules and historic landscape management. Where applicable, the Curator shall maintain the landscaped areas of the property in accordance with recognized standards for maintenance of historically-significant landscapes. The Curator shall exercise every effort to protect, stabilize and maintain significant landscape features for interpretation and/or restoration. Missing or deteriorated landscape elements will be replaced, in kind.

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F. Environmental Hazards

All Resident Curator Program properties shall be kept free of environmental contaminants or hazards including, but not limited to, unregistered vehicles, unused/antiquated agricultural machinery or vehicles or parts thereof, automotive lubricants, hazardous and/or toxic materials, used tires, tree stumps, road salts and other potential contaminants to the ground.

The Curator shall keep all buildings free of destructive rodents and other animals or pests that may cause damage to the property. If applicable, the Curator shall maintain a septic system in compliance with the State of Virginia Sanitary Code and shall maintain a potable water supply in accordance with State and local standards.

G. Sanitation

Properties shall be kept clean and free of litter and debris. Trash and other wastes shall be removed on a regular basis. If the permitted uses of a property include the keeping of domestic or farm animals the Curator shall remove animal wastes on a regular basis. The composting of organic wastes shall comply with all local health and safety - regulations. -

Compost piles shall be located in areas approved by FCPA. -

H. Permitting

The Curator will be responsible for obtaining all necessary permits and approvals for work on the Curatorship property. Special resources such as wetlands and archaeological sites contained within the Curatorship property will be identified.

PART IV - REVIEW & INSPECTION

A. Review

Cyclical maintenance of the Curatorship property may involve major changes to the building or landscape. **Replacement of or significant repair to historic fabric, including landscape elements, will require formal and written approval from FCPA. -**

B. Inspection

Each year a FCPA representative will inspect the property with the Curator. Using the checklist found in [Appendix X](#), the inspector will evaluate the condition of the property and the performance of the Curator.

The Curator should inspect the property periodically to insure that the guidelines are being met prior to the annual inspection. From the ground, binoculars will make the inspection easier. The best time to observe the performance of the roof is during a moderate rain, when the drainage systems are in full use. The Quick Checks found in Appendix B will aid the Curator in identifying areas which need attention. The checklists provided address general maintenance issues and should be customized to include special features or circumstances associated with a specific property.

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PART V: APPENDICES

APPENDIX X: Annual Maintenance Inspection Checklist

Property Name:
Date of Inspection:
FCPA Representative(s) present:

yes	no	n/a	I. BUILDING EXTERIOR
			A. Roof Structure and Materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are there any missing, broken, or damaged roof slates or shingles?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are wooden shingles splitting and/or curling?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are slates cracked?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are there any signs of rusting?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are there any indications of standing water, water back-up or other water damage? (Example: damage from ice dams, damaged or missing gutters)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Does any part of the roof sag or look out of alignment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Is there any damage to the cornice, soffits or fascia boards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Are there loose, rotten or missing gutters?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Is the paint on the gutters peeling from the gutter?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Do the gutters need to be cleaned and oiled with linseed oil?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Do the downspouts need to be adjusted and connected with the gutter?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Does the water from the downspouts need to be directed away from the house?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Does the house need splash pads?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Does the water collect near the foundation?
			Comments:
			B. Chimneys (from roof line up)

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are the chimney flashings unsecured from either the roof or the chimney?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the masonry cracked or crumbling?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are bricks and/or chimney cap cracked or missing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Is the chimney leaning more than a few degrees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Is there bracing on the chimney?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are the chimneys in need of cleaning?
			Comments:
			C. Exterior Walls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are the walls warped or bulging?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are doors and windows misaligned with their frames or operating improperly?

yes	no	n/a	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. If wooden exterior walls, does the exterior siding undulate, buckle or curl?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. If brick or masonry walls, are mortar joints spalled, washed out or broken?
			Comments:
			D. Exterior Woodwork
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is the woodwork less than 6"-8" from the ground?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Do probes into the wood indicate more than a % penetration?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Is there any rotted or splitting wood?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are there any signs of dirt (in the form of termite mud tunnels) on foundations, steps and cellar walls?

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are there any signs of insect boring, such as holes, sawdust, wood penetration, or other indicators?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are vines and other vegetation located close to the house, thus keeping moisture close to the house and inviting insect damage and rot?
			Comments:
			E. Exterior Trim and Finishes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are there any clapboards or sheathing materials missing from the exterior?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are there any loose, cracked or damaged clapboards or sheathing materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are sheathing materials improperly attached to the wall?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. If aluminum, vinyl or asbestos siding is over the original sheathing, is artificial siding cracking, buckling or splitting, etc.? Does the siding prevent the building from breathing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Is decorative woodwork improperly secured to the house?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Do decorative features, windows, door frames and other areas need to be caulked and painted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Is paint peeling, flaking or blistering? (If so, check for moisture in the walls and presence of a vapor barrier)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Do any joint areas require caulking or flashing to prevent moisture penetration
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Does the surface contain mildew, chalking or other paint surface reaction?
			Comments:
			F. Doors and Windows
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are doors and windows improperly fitted in their openings?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the glass cracked, loose or improperly glazed or painted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Is there any rotted wood in the sills or lower rails?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Is weather stripping failing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are exterior storm windows and doors uninstalled?

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yes	no	n/a	
			Comments:
			G. Foundation and Masonry
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is water collecting at the foundation walls?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the foundation or masonry cracked or crumbling?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are bricks, stone and/or parging cracked or missing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Is the mortar eroding or loosening?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are there serious signs of building settlement (ie., more than hairline cracks in the masonry)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are there any signs (bulges, cracks, etc.) of separation of brick courses?
			Comments:
			II. BUILDING INTERIOR
			A. Cellar/Basement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is the basement inadequately ventilated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does the basement smell damp and moldy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Do sills or joists show signs of termite or insect damage? (Probe wood to determine extent of damage)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are there any signs of building sagging or deflection? (If so, check for weakened support posts, rotten beams, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are there any signs (wood dust, holes, active insects) of weakened or damaged floor joists or beams, flooring or other wooden members?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are there indications of leaking pipes — water pipes, pumps or wells, waste pipe failure, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Is there any flooding in the basement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Is the bulkhead unsecured or improperly flashed and caulked?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. If there is a crawl space, is it opening and allowing moisture to enter the house?

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Is the foundation mortar separating from the masonry foundation or cracking?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments:
			B. Finished Spaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are there any signs of damp plaster on ceilings, walls, around chimneys, under kitchen or bathrooms, or in other applicable locations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is there any vibration or "bounce" to the staircase or other floor area of the house, indicating potential structural problems?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Do floors sag or vibrate when there is a lot of foot traffic or jumping?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are there prominent cracks in walls, floors or near window or door casings which indicate settlement?
yes	no	n/a	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are these cracks old or recently created?
			Comments:
			C. Insulation and Ventilation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are the exterior walls uninsulated? If not, what insulating material is used, and was a vapor barrier installed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is attic insulation improperly installed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Does the attic insulation restrict adequate ventilation?
			Comments:
			D. Attic
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are there any signs of leaks (staining) on the attic rafters or sheathing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the attic improperly ventilated, causing moisture and mildew to collect on the underside of the roof?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are there any sagging rafters, broken collar ties or other structural deficiencies?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are the chimney bricks in the attic loose or in bad condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are there any holes in the chimney or indication that there is a failure of the present chimney flue to contain the heat generated from the heating system and/or fireplaces?

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Is there any evidence of insect infestation (sawdust, borings, etc.) in wooden members (rafters, purlins or sheathing)?
			Comments:
			III. BUILDING SYSTEMS
			A. Water Systems and Plumbing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is water pressure inadequate?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. If a private well, is the pump malfunctioning?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. If a private well are there any issues with the drinking water quality?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are there any leaks in the water lines?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are the kitchen and bathroom fixtures improperly installed, causing leaks, "sweating", or other water damage?
			Comments:
			B. HVAC System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is the HVAC system malfunctioning?
			2. Are filters clean and installed properly?
			C. Sewage/Septic Systems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are there odors emanating from the septic tank/field or sewage line area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. If a septic system, are there any depressions or "wet spots" in the ground area adjacent to or within the septic field?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Does the septic tank need pumping?
			Comments:
yes	no	n/a	
			D. Natural Gas Systems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are there any natural gas/propane odors emanating from the system?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. If a propane tank is located on the property, is it improperly secured?

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			Comments:
			E. Electrical Systems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are overhead electrical lines coming into the property disconnected or uncovered?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are poles supporting the wires too close to tree limbs and other encumbrances?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Have any major electrical appliances been added to the system within the last year?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Do any lights or electrical utilities fail when turned on?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are bathroom, laundry room and kitchen ground fault outlets working properly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Beyond regional electric systems failures, have there been any electrical failures, "black outs", or other problems within the last year?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Are any electrical lines located close to water sources?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Are any outside electrical plugs and lights exposed to weather damage?
			Comments:
			F. Telephone/Cable System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are the overhead telephone lines coming into the property loose or disconnected?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are poles supporting the wires too close to tree limbs or other encumbrances?
			Comments:
			G. Fire/Security Systems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. If there is a fire suppression system, is it due for an annual check up?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. If there is a home security system, is it due for an annual check up?
			Comments:
			IV. WALKWAY AND DRIVEWAY MAINTENANCE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are the walks and driveway surfaces in bad condition, with any uneven or cracked surfaces?

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. If gravel, stone or brick paths, are any materials missing and is infill material needed to supplement existing way?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. If an asphalt material, does surface need a seal coat?
			Comments:
yes	no	n/a	
			V. MISCELLANEOUS PROVISIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are there any systems and/or property features that warrant special maintenance considerations and/or unique treatment? If so, what are they and what special provisions need to be made?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are trash containers securely covered to prevent animals from getting in?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are trash containers left in the street after trash pickup?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Where waste collection is not available, is no more than two weeks' worth of waste collected located on the site?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are recycling materials uncovered?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Is more than a month's worth of recycled materials located on the site?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Are ladders, building materials and other construction-related equipment properly secured to limit theft and insurance liability?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Are boats, mobile homes, trailers, recreational vehicles, etc., in plain view?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Is the yard littered with children's toys, bicycles, plant pots, garden tools, barbecue grill and other items?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Is the outside laundry line screened in plain view?

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			Comments:
			VI. COMPLIANCE AND COMPATIBILITY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Has the Curator failed to comply with the reporting requirements of the lease agreement?
			Comments:
			VII. REMINDERS
yes	no	n/a	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are there any unpaid taxes on the property?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the insurance coverage inadequate or out of date?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Do we need a copy for the file?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are any utility services out of date?
			Comments:

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APPENDIX X: ANNUAL BUILDING AND LANDSCAPE QUICK CHECKS

3 MONTH INSPECTION

- Inspect yard to see that it is properly maintained/picked up
- Check foundation plantings for moisture retention
- Check roof for debris
- Clean downspouts and gutters. Oil gutters
- Check fuse box for proper operation and amperage of fuses
- Inspection of yard
- Mow lawn regularly (April-November)
- Weed/water lawn and planting beds (April-November)
- Mulch (seasonal)
- Check irrigation systems

6 MONTH INSPECTION

- Inspect foundation for movement, spalling or other damage
- Inspect and treat for insect damage and/or nests
- Check for any structural deficiencies in wooden members
- Inspect joint areas for caulking and flashing
- Check condition of exterior paint
- Check condition and energy efficiency of doors, windows and bulkhead
- Check gas/propane system for leaks and proper connection to structure
- Inspect electrical lines to determine if they are free of obstructions
- Inspect interior electrical systems for proper operation
- Test fire suppression system for proper operation
- Test security alarm system for proper operation
- Apply fertilizers, and lime to lawns and plants (as needed)
- Apply soil nutrients (as needed)
- Rake leaves, general yard clean up (seasonal)
- Aerate Lawn
- Replace plant materials (spring and fall for trees and shrubs)
- Prune trees and shrubs (spring and fall)
- Clear paths and trails
- Mow meadow (once per year or as needed)
- Inspect fruit trees
- Divide perennials

9 MONTH INSPECTION

- Check exterior walls for bulges, settlement, and curling clapboards
- Check condition of exterior woodwork (trim, cornerboards, posts, ballustrades)
- Review plumbing system for leaks, "sweating" and general operation
- Protect garden furnishings (paint as needed)
- Inspect driveway and drainage systems

APPENDIX X:
FCPA RESIDENT CURATOR PROGRAM
DRAFT MAINTENANCE GUIDELINES

12 MONTH INSPECTION

- Inspect roof for leaks, shingle/slate coverage, structural changes, and proper ventilation
- Clean heating system (ducts and vents)
- Inspect and clean chimney
- Check insulation materials and vapor barriers
- Inspect septic system for proper operation and/or pumping
- Inspect driveways and walkways
- Test private well water per State and Local regulations
- Test soils for Ph and other factors (add supplements as needed)
- Clean drainage structures
- Repoint masonry on garden structures (as needed)

DRAFT

APPENDIX X:
FCPA RESIDENT CURATOR PROGRAM
DRAFT MAINTENANCE GUIDELINES

CYCLICAL BUILDING AND LANDSCAPE MILESTONES

2-5 YEAR TASKS

- Apply fungicide treatment to wooden roof shingles.
- Check roof air circulation
- Repair windows and doors for damage and energy efficiency Check and clear property storm drainage system Install basement vapor barrier (as needed)
- Add insulation to walls, basement ceiling and attic (as needed)
- Check house for proper ventilation - basement, attic and living area
- Pump septic system (every two years or more as necessary)
- Replace/supplement path materials
- Drain and clean ornamental pool
- Remove invasive plant material from natural pond
- Stabilize stone walls
- Stabilize garden structures
- Replace lawnmower blades

5-10 YEAR TASKS

- Repoint chimneys and foundations, add related flashings (as needed)
- Paint interior walls, trim and ceilings
- Paint exterior siding, trim and windows
- Replace gas meter (every 7 years)
- Replace hot water tank (every 5-10 years)
- Rejuvenate plant beds (as needed)
- Replace/stabilize driveway materials

11-15 YEAR TASKS

- Replace linoleum and similar flooring materials
- Refinish wood floors (as needed)
- Repair or replace private well pump
- Replace gas dryer
- Replace propane tank
- Replace/repair garden water system
- Replace/Repair wooden fencing and posts

16-20 YEAR TASKS

- Replace roofing materials and wooden sheathing as necessary
- Replace synthetic (vinyl, aluminum, etc.) as needed
- Replant lawn area (as needed)

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21-30 YEAR TASKS

- Replace wooden clapboard, trim and/or decorative elements (as needed)
- Repoint masonry (as needed)
- Repair cracks from structural settlement (as needed)
- Replace gas boiler
- Replace gas or electric stove
- Replace water lines to property

Average Lifespan of Some Common Building Materials

BUILDING EXTERIOR

Roof

Asphalt Shingles	20-25 years
Slate/Tile	60-80 years
Wooden Shingle	20-30 years
Metal	20-30 years

Chimneys

Brick/Stone	10-15 years (repoint)
Clapboard or Metal cover	15-20 years
Clay Flue Liner	75 years

Masonry Foundation	10 years (repoint)
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Exterior Walls

Wooden Clapboard	25 years
Wooden Shingles	40 years
Paint	5-7 years
Brick, stone, concrete block	25 years (repoint)
Synthetic siding (aluminum, vinyl)	20-30 years

Exterior Woodwork	Indefinitely (with proper maintenance)
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BUILDING INTERIOR

Finishes

Paint, varnish and wallpaper	7-10 years
Wood Flooring	5-10 years (refinish)
Linoleum	10-15 years

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BUILDING SYSTEMS

Plumbing

Lead pipes	Replace immediately
Water Meter	7-10 years
Well pump	10-20 years
Fixtures	Varies
Septic	Pump every 5 years

Heating Systems

Gas meter	7 years
Boiler	15-20 years (repair @ 10 years)
Water Tank	5-10 years
Oil Tank	25-10 years (inspect @ 5 years)

Electrical System	50 years
Pull cords	5 years
Switch plates and outlets	15 years
Lighting fixtures	20 years
Electric heat pump	20-25 years (repair @ 10 years)
Baseboard wiring	2-5 years (repair)

Insulation (Check for settlement)	2 years
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Life Safety Systems

Smoke detectors	15 years
Home security system (repair)	10 years