Exhibit D

Maintenance Guidelines and Checklist

FAIRFAX COUNTY PARK AUTHORITY

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

Contents

Contents i
FOREWORD AND ACKNOWLEDMENTS 1
PART I – BACKGROUND 2
Fairfax County Park Authority Mission Statement 2
The Resource Management Division Mission Statement 2
Resident Curatorship Program 2
PART II – METHODOLOGY 2
Purpose 2
Annual vs. Cyclical Property Maintenance 3
Goals of Proper Maintenance 3
Benefits to the Curator: 3
Benefits to the County: 4
PART III - MAINTENANCE STANDARDS 4
Building Exteriors 4
Building Interior 4
Building Structure 4
Building Systems 5
Grounds 5
Environmental Hazards 5
Sanitation 5
Permitting 5
PART IV - REVIEW & INSPECTION 6
Review 6
Inspection 6
PART V: APPENDICES 7
Annual Maintenance Inspection Checklist 7
ANNUAL BUILDING AND LANDSCAPE QUICK CHECKS 17
3 MONTH INSPECTION 17
6 MONTH INSPECTION 17
9 MONTH INSPECTION 18
12 MONTH INSPECTION 18
CYCLICAL BUILDING AND LANDSCAPE MILESTONES 19

2-5 YEAR TASKS 19
5-10 YEAR TASKS 19
11-15 YEAR TASKS 19
16-20 YEAR TASKS 19
21-30 YEAR TASKS 20
Average Lifespan of Some Common Building Materials 20
BUILDING EXTERIOR 20
Roof 20
Chimneys 20
Exterior Walls 20
BUILDING INTERIOR 20
Finishes 20
BUILDING SYSTEMS 21
Plumbing 21
Heating Systems 21
Electrical System 21
Insulation 21
Life Safety Systems 21

Resident Curator Program
Maintenance Guidelines

FOREWORD AND ACKNOWLEDMENTS

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.

Resident Curator Program
Maintenance Guidelines

PART I – BACKGROUND

Fairfax County Park Authority Mission Statement
To set aside public spaces for and assist citizens in the protection and enhancement of environmental values, diversity of natural habitats and cultural heritage to guarantee that these resources will be available to both present and future generations. To create and sustain quality facilities and services which offer citizens opportunities for recreation, improvement of their physical and mental wellbeing, and enhancement of their quality of life.

The Resource Management Division Mission Statement
We interpret and preserve Fairfax County's natural and cultural resources for the enjoyment, health and inspiration of current and future generations

Resident Curatorship Program
The objective of a Fairfax County Resident Curator program is the preservation of historic buildings within the county…The end goal is to rehabilitate and maintain underutilized historic properties and provide periodic public access to appreciate the historical significance of the properties.

PART II – METHODOLOGY

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.

Resident Curator Program
Maintenance Guidelines

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, periodically performed, but at least once a 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. A list of the average lifespans for some common building materials is provided at the end of these guidelines.

Goals of Proper Maintenance

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.

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 listed in or eligible for listing in the Fairfax County Inventory of Historic Sites. 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:

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 order to prevent excessive moisture against the buildings.

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.

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.

Resident Curator Program
Maintenance Guidelines

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.

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.

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.

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.

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

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**.

Inspection

Each year a FCPA representative will inspect the property with the Curator. Using the checklist found in below, 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 starting on page 17 will aid the Curator in identifying areas which need attention. The checklists provided address general maintenance issues and should be customized to includespecial features or circumstances associated with a specific property.

Annual Maintenance Inspection Checklist

Property Name:
Date of Inspection:
FCPA Representative(s) present:
I. BUILDING EXTERIOR
A. Roof Structure and Materials
1. Are there any missing, broken, or damaged roof slates or shingles? Y/N Single-select: Slates, shingles Multi-select: Missing, broken, damaged Location? Comment Box Add Another Entry
2. Are there any signs of rusting? Y/N Location? Comment Box
3. Does any part of the roof sag or look out of alignment? Y/N Location? Comment Box
4. Is there any damage to the cornice, soffits or fascia boards? Y/N Multi-select: Cornice, soffits, fascia boards Location? Comment Box Add Another Entry

5. Are there any indications of standing water, water back-up or other water damage? (Example: damage from ice dams, damaged or missing gutters)

Y/N

Multi-select: Standing water, Water back-up, Water damage

Location?
Comment Box

Add Another Entry

6. Are there loose, rotten or missing gutters? Peeling paint? Gutters need to be cleaned and oiled with linseed oil?

Y/N

Multi-select: Loose, rotten, missing, peeling paint, need to be cleaned/oiled

Location?
Comment Box

Add Another Entry

7. Do the downspouts need to be adjusted and connected with the gutter or directed away from the house?

Y/N

Location?
Comment Box

Does the house need splash pads?

Y/N

Location?
Comment Box

Notes:
Comment Box

B. Chimneys (from roof line up)
1. Are the chimney flashings unsecured from either the roof or the chimney? Y/N Location? Comment Box Add Another Entry
2. Is the masonry cracked or crumbling? Y/N Location? Comment Box Add Another Entry
3. Are bricks and/or chimney cap cracked or missing? Y/N Location? Comment Box Add Another Entry
4. Is the chimney leaning more than a few degrees? Y/N How many degrees? Comment Box Add Another Entry
5. Is there bracing on the chimney? Y/N Location? Comment Box Add Another Entry
Notes: Comment Box

C. Exterior Walls
1. Are the walls warped, bulging, buckled, cracked, curled, or crumbled? Are the walls in need of cleaning? Y/N Multi-select: Warped, bulging, buckled, cracked, curled, crumbled, need to be cleaned Location? Comment Box Add Another Entry
2. Are doors misaligned with their frames, operating improperly, or showing signs of settlement? Y/N Multi-select: Misaligned with their frames, operating improperly, signs of settlement Location? Comment Box Add Another Entry
3. Are windows misaligned with their frames, operating improperly, or showing signs of settlement? Y/N Multi-select: Misaligned with their frames, operating improperly, signs of settlement Location? Comment Box Add Another Entry
4. Is the exterior siding placed on the building improperly? Y/N Location? Comment Box
5. If brick or masonry walls, are mortar joints spalled, washed out or broken? Y/N Multi-select: Spalled, washed out, broken Location? Comment Box Add Another Entry
Notes: Comment Box

D. Exterior Woodwork
1. Is the woodwork less than 6”-8” from the ground? Y/N How many inches? Comment Box
2. Do probes into the wood indicate more than a 14% penetration? Y/N What percentage? Comment Box
3. Is there any rotted or splitting wood? Y/N Multi-select: rotted, splitting Location? Comment Box Add Another Entry
5. Are there any signs of insect boring, such as holes, sawdust, wood penetration, or other indicators? Y/N Multi-select: Holes, Sawdust, Wood Penetration, Other Location? Comment Box Add Another Entry
6. Are vines and other vegetation located close to the house, thus keeping moisture close to the house and inviting insect damage and rot? Y/N Location? Comment Box

7. Does the exterior woodwork contain any paint surface reaction, such as peeling, flaking, blistering, mildew, or chalking? (If so, check for moisture.)

Y/N

Multi-select: Peeling, flaking, blistering, mildew, chalking

Comment Box

Add Another Entry

Notes:
Comment Box

E. Exterior Trim and Finishes

1. Are there any clapboards or sheathing materials missing, loose, cracked, damaged, or improperly attached?

Y/N

Multi-select: Clapboards, sheathing materials

Multi-select: Missing, loose, cracked, damaged, improperly attached

Location?
Comment Box

Add Another Entry

2. If aluminum, vinyl or asbestos siding is over the original sheathing, is artificial siding cracking, buckling or splitting, etc.?

Y/N

Multi-select: Cracking, buckling, splitting

Location?
Comment Box

Add Another Entry

3. Does the siding prevent the building from breathing?

Y/N

4. Is decorative woodwork improperly secured to the house?

Y/N

Location?
Comment Box

5. Do decorative features, windows, door frames and other areas need caulking, painting or flashing to prevent moisture penetration?

Y/N

Multi-select: Decorative features, windows, doors, other

Multi-select: Caulking, Painting, flashing

Location?
Comment Box

Add Another Entry

6. Does the surface contain any paint surface reaction, such as peeling, flaking, blistering, mildew, or chalking? (If so, check for moisture in the walls and presence of a vapor barrier.)

Y/N

Multi-select: Peeling, flaking, blistering, mildew, chalking

Comment Box

Add Another Entry

Notes:
Comment Box

F. Doors and Windows
1. Are doors and windows improperly fitted in their openings? Y/N Multi-select: Doors, Windows Location? Comment Box
2. Is the glass cracked, loose or improperly glazed or painted? Y/N Multi-select: Cracked, loose, improperly glazed, improperly painted Location? Comment Box
3. Is there any rotted wood in the sills or lower rails? Y/N Multi-select: Sills, lower rails Location? Comment Box
4. Is weather stripping failing? Y/N Location? Comment Box
5. Are exterior storm windows and doors uninstalled? Y/N Location? Comment Box
Notes: Comment Box

G. Foundation and Masonry
1. Is water collecting at the foundation walls? Y/N Location? Comment Box
2. Is the foundation (including masonry and parging) cracked, crumbling, or missing? Y/N Multi-select: Cracked, crumbling, missing Location? Comment Box
3. Are there any signs of dirt (in the form of termite mud tunnels) on foundations, steps and cellar walls? Y/N Multi-select: Foundation, Steps, Cellar Walls Location? Comment Box
4. Is the mortar eroding or loosening? Y/N Location? Multi-select: Eroding, loosening
5. Are there serious signs of building settlement (i.e., more than hairline cracks in the masonry)? Y/N Location? Comment Box

6. Are there any signs (bulges, cracks, etc.) of separation of brick courses? Y/N Location? Comment Box
Notes: Comment Box

II. BUILDING INTERIOR
A. Cellar/Basement
1. Is the basement inadequately ventilated? Y/N Comment Box
2. Does the basement smell damp and moldy? Y/N Comment Box
3. Do sills or joists show signs of termite or insect damage? (Probe wood to determine extent of damage) Y/N Multi-select: Sills, joints Location? Comment Box Add Another Entry
4. Are there any signs of building sagging or deflection? (If so, check for weakened support posts, rotten beams, etc.) Y/N Multi-select: Support post, beams, other Location? Comment Box Add Another Entry
5. Are there any signs (wood dust, holes, active insects) of weakened or damaged floor joists, floor beams, or flooring? Y/N Multi-select: Floor joists, floor beams, flooring Location? Comment Box Add Another Entry

6. Are there indications of leaking pipes — water pipes, pumps or wells, waste pipe failure, etc.?

Y/N

Location?
Comment Box

7. Is there any flooding in the basement?

Y/N

Location?
Comment Box

8. Is the bulkhead unsecured or improperly flashed and caulked?

Y/N

Multi-select: Unsecured, improperly flashed, improperly caulked

Location?
Comment Box

Add Another Entry

9. If there is a crawl space, is it opening and allowing moisture to enter the house?

Y/N

Location?
Comment Box

10. Is the foundation mortar/parging separating from the masonry foundation, cracking, or bulging?

Y/N

Multi-select: Separating, cracking

Location?
Comment Box

Add Another Entry

Notes:
Comment Box

B. Finished Spaces
1. Are there any signs of damp plaster on ceilings, walls, around chimneys, under kitchen or bathrooms, or in other applicable locations? Y/N Multi-select: Ceilings, walls, chimneys, under kitchen, under bathroom Location? Comment Box Add Another Entry
2. Is there any vibration or "bounce" to the staircase or other floor area of the house, indicating potential structural problems? Y/N Multi-select: Staircase, floor area Location? Comment Box Add Another Entry
3. Do floors sag or vibrate when there is a lot of foot traffic or jumping? Y/N Location? Comment Box
4. Are there prominent cracks in walls, floors or near window or door casings which indicate settlement? Y/N Multi-select: Walls, floors, near windows, near doors Are these cracks old or recently created? Multi-select: Old, recent Location? Comment Box Add Another Entry
5. Does the flooring show any sign of water damage? Y/N Location? Comment Box

6. Are the chimneys in need of cleaning? Y/N Location? Comment Box
Notes: Comment Box
C. Insulation and Ventilation
1. Are the exterior walls uninsulated? Y/N If not, what insulating material is used? Comment Box Was a vapor barrier installed? Y/N
2. Is attic insulation improperly installed? Y/N Comment Box
Notes: Comment Box

D. Attic
1. Are there any signs of leaks (staining) on the attic rafters or sheathing? Y/N Multi-select: Rafters, sheathing Location? Comment Box Add Another Entry
2. Is the attic improperly ventilated (insulation, etc.), causing moisture and mildew to collect on the underside of the roof? Y/N Location? Comment Box

3. Are there any sagging rafters, broken collar ties or other structural deficiencies?

Y/N

Multi-select: Sagging rafters, broken collar ties, other

Location?
Comment Box

Add Another Entry

4. Are the chimney bricks in the attic loose or in bad condition?

Y/N

Multi-select: Loose, bad condition

Location?
Comment Box

Add Another Entry

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?

Y/N

Multi-select: Holes in Chimney, Chimney Flue Failure

Location?
Comment Box

Add Another Entry

6. Is there any evidence of insect infestation (sawdust, borings, etc.) in wooden members (rafters, purlins or sheathing)?

Y/N

Multi-select: Rafters, purlins, sheathing

Location?
Comment Box

Add Another Entry

Notes:
Comment Box

III. BUILDING SYSTEMS – INTERIOR
A. Water Systems and Plumbing – Interior
1. Is water pressure inadequate? Y/N Comment Box
2. If a private well, is the pump malfunctioning? Y/N Comment Box
3. If a private well, are there any issues with the drinking water quality? Y/N Comment Box
4. Are there any leaks in the water lines? Y/N Location? Comment Box
5. Are the kitchen and bathroom fixtures improperly installed, causing leaks, "sweating", or other water damage? Y/N Multi-select: Kitchen, bathroom Multi-select: Improperly installed, Leaks, Sweating, Other Location? Comment Box
Notes: Comment Box

B. HVAC System – Interior
1. Is the HVAC system malfunctioning? Y/N Comment Box
2. Are filters clean and installed properly? Y/N Comment Box
Notes: Comment Box

C. Electrical System – Interior
1. Have any major electrical appliances been added to the system within the last year? Y/N Comment Box
2. Do any lights or electrical utilities fail when turned on? Y/N Location? Comment Box
3. Are bathroom, laundry room and kitchen ground fault outlets working improperly? Y/N Multiselect: Bathroom, Laundry Room, Kitchen Location? Comment Box Add Another Entry
4. Beyond regional electric systems failures, have there been any electrical failures, "black outs," or other problems within the last year? Y/N Comment Box

Notes: Comment Box

D. Fire/Security Systems – Interior
1. If there is a fire suppression system, is it due for an annual checkup? Y/N Comment Box
2. If there is a home security system, is it due for an annual checkup? Y/N Comment Box
Notes: Comment Box

IV. BUILDING SYSTEMS – EXTERIOR
A. Sewage/Septic Systems – Exterior
1. Are there odors emanating from the septic tank/field or sewage line area? Y/N Comment Box
2. If a septic system, are there any depressions or "wet spots" in the ground area adjacent to or within the septic field? Y/N Comment Box
3. Does the septic tank need pumping? Y/N

Comment Box
Notes: Comment Box

B. Natural Gas Systems – Exterior
1. Are there any natural gas/propane odors emanating from the system? Y/N Comment Box
2. If a propane tank is located on the property, is it improperly secured? Y/N Comment Box
Notes: Comment Box

C. Electrical Systems – Exterior
1. Are overhead electrical lines coming into the property disconnected or uncovered? Y/N Multi-select: Disconnected, uncovered Location? Comment Box
2. Are poles supporting the wires too close to tree limbs and other encumbrances? Y/N Location? Comment Box
3. Are any electrical lines located close to water sources? Y/N Location? Comment Box
4. Are any outside electrical plugs and lights exposed to weather damage? Y/N Location? Comment Box
Notes: Comment Box

D. Telephone/Cable System – Exterior
1. Are the overhead telephone lines coming into the property loose or disconnected? Y/N Multi-select: Loose, disconnected Location? Comment Box Add Another Entry
2. Are poles supporting the wires too close to tree limbs or other encumbrances? Y/N Location? Comment Box
Notes: Comment Box

IV. WALKWAY AND DRIVEWAY MAINTENANCE
1. Are the walks and driveway surfaces in bad condition, with any uneven or cracked surfaces? Y/N Multi-select: uneven, cracked Location? Comment Box Add Another Entry
2. If gravel, stone or brick paths, are any materials missing and is infill material needed to supplement existing way? Y/N Location? Comment Box
3. If an asphalt material, does surface need a seal coat? Y/N Comment Box
Notes: Comment Box

V. MISCELLANEOUS PROVISIONS
I. 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? Y/N Comment Box
2. Are trash and recycling containers uncovered? Y/N Comment Box
4. Is more than two weeks' worth of waste or one month's of recycled materials located on the site? Y/N Comment Box
7. Are ladders, building materials and other construction-related equipment improperly secured, causing risk of theft and insurance liability? Y/N Comment Box
8. Are recreational vehicles, laundry lines, barbecue grill or similar items, in plain view? Y/N Comment Box
9. Is the yard littered with yard supplies, toys or objects? Y/N Comment Box

Notes:
Comment Box

VI. COMPLIANCE AND COMPATIBILITY

1. Has the Curator failed to comply with the reporting requirements of the lease agreement?

Y/N

Comment Box

Notes:
Comment Box

VII. REMINDERS

1. Are there any unpaid taxes on the property?

Y/N

Comment Box

2. Is the insurance coverage inadequate or out of date?

Y/N

Comment Box

Do we need a copy for the file?

Y/N

4. Are any utility services out of date?

Y/N

Comment Box

Notes:
Comment Box

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, corner boards, posts, balustrades)
	Review plumbing system for leaks, "sweating" and general operation
	Protect garden furnishings (paint as needed)
	Inspect driveway and drainage system

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)

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)

Resident Curator Program
Maintenance Guidelines

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)

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)

BUILDING INTERIOR

Finishes

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

Resident Curator Program
Maintenance Guidelines

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)
Hater Water Tank	5-10 years
Oil Tank	25-10 years (inspect @ 5 years)

Electrical System

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

Insulation (Check for settlement)	2 years

Life Safety Systems

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