

# INSPECTION LIST AND LOG FOR MOISTURE CONTROL OF BUILDINGS

## General

Inspection is recommended at a minimum four times per year with additional inspection as seasonal conditions may dictate or following unusually strong storm or other weather events.

If areas of water damage are encountered such as standing water or stained/deteriorated building materials (e.g. ceiling tiles, sheetrock, plaster, wood, or other porous materials), inspect and eliminate the water source immediately and remove or dry damaged materials as necessary.

## Building Exterior

- Maintain proper grading away from structures and proper surface drainage to eliminate standing water near building
- Check and clean roof, gutters, downspouts, flashing, or other parts of the roofing structure to ensure the integrity of the roof structure and proper water runoff
- Landscaping should be maintained at an adequate distance away from the structure
- Confirm that any irrigation systems are properly operating and positioned adequately to prevent undue saturation of the building exterior
- Inspect all walls and openings in the walls such as windows, doors, pipe or utility cut-outs, electrical outlets or lights, or other openings to ensure proper sealing or caulking to prevent water entry
- Note any changes to structure or potential water entry points since the previous inspection

## Building Interior

- Inspect and maintain HVAC system – condensation must be properly managed during varying seasons and varying system operation
- Is HVAC system properly designed and sized for the building it is servicing
- Daily monitor of temperature and humidity in the building – humidity should be maintained at between 30 and 50 % to prevent mold growth
- Inspect and immediately repair or replace any leaking plumbing fixtures
- Inspect interior wall openings for tightness
- Inspect surfaces or fixtures subject to heating and cooling for condensation and management of the resulting condensation
- Attic spaces must be properly ventilated to current code
- Any basements or subsurface features of buildings must be thoroughly evaluated as follows:
  - (a) Have the subsurface areas experienced water damage in the past?
  - (b) Do the subsurface areas intersect the ground water table?
  - (c) If yes to either of the above, does the subsurface area have an adequate exterior French drain or other management system along with or in addition to an interior collection sump?
  - (d) Maintain a properly sized dehumidifier if high (above 50 %) humidity levels are present in the subsurface area
  - (e) Evaluate the type of building materials in the subsurface area – any porous material may serve to promote mold growth under moisture conditions

### **PLEASE NOTE:**

In order to ensure proper environmental impairment coverage for moisture conditions the Board of Education must agree to implement the above plan and maintain a log. By signing this document you have agreed to implement the moisture control plan. The plan is to inspect your facilities at least quarterly and to maintain the log for each scheduled site. A copy of your signature must be on file with the insurance company in order to have coverage.

Board of Education:

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Individual Name:

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Individual's Position:

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**Signature:**

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**Date:**

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	July to Sept	Oct to Dec	Jan to Mar	Apr to Jun	Other	Other
<b>BUILDING EXTERIOR</b>						
Grading						
Roof Area						
Landscaping						
Irrigation systems						
Walls, openings, utility						
Changes in Structure						
<b>BUILDING INTERIOR</b>						
HVAC systems						
HVAC Design issues						
Check Temp & Humidity						
Plumbing Fixtures						
Condensation						
Attic Spaces						
Basement areas						
<b>OTHER AREAS SPECIFIC TO SITE</b>						
<b>Initial of person who did the inspection:</b>						

Special Notes: