



2025



JANUARY

M	T	W	T	F	S	S
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MARCH

M	T	W	T	F	S	S
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MAY

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NOTES

After extreme weather, such as an ice storm, inspect building's exterior for damage and the interior for roof leaks (30 min)

Inspect interior of building for leaks during first heavy rain of the season (30 min)

Sweep debris from flat or low sloping roofs (30 min)

Make sure water can flow freely through the gutters and downspouts. Clean out if they are clogged (30 min)

Examine the flashing for a tight fit and proper water shed where any horizontal surface meets a vertical surface (chimney, parapet cap, and roof) (30 min)

Inspect for damage that might have occurred during freeze-thaw cycles (1 hour)

Inspect base of building for damage caused by salt (15 min)

Sweep debris from flat or low sloping roofs (30 min)

Clean out gutters and downspouts (30 min)

Check masonry for loose bricks and mortar (15 min)

Examine windows for broken glass or putty failure (15 min)

Remove any temporary caulk (from winter) and permanently fix the wood gaps with an epoxy or wood consolidant (1 hour plus set time)

Inspect any metal or cast-iron components for rust, scrape and paint with a rust inhibiting paint (1 hour)

Examine any painted surface for paint failure (cornice, windows, trim, and storefront) (30 min). Repaint if needed (2-3 hours)

Remove plants growing on or close to walls and foundation (30 min)

FEBRUARY

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APRIL

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JUNE

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2025



NOTES

After extreme weather, inspect building's exterior for damage and the interior for roof leaks (30 min)

Remove plants growing on or close to walls and foundation (30 min)

Check grading at foundation to make sure water will drain away from building and not pool (15 min)

Visually check for moss or lichen, especially around parapets, sills and downspouts (30 min)

Sweep debris from flat or low sloping roofs (30 min)

Clean out gutters and downspouts (30 min)

Inspect interior of building for leaks during first heavy rain of the season (30 min)

Inspect basement or crawl space for excessive water during wet weather (30 min)

Sweep debris from flat or low sloping roofs and examine roof slope to make sure water is not pooling at any areas on the roof (45 min)

Make sure water can flow freely through the gutters and downspouts. Clean out if they are clogged (30 min)

Disconnect hoses or turn off water supply to outdoor faucets (10 mins)

Check weather stripping around windows and doors. Install to prevent air infiltration (1 hour, depending on type)

If applicable install interior storm windows for winter (2 hours)

Caulk any gaps in wood for a temporary watertight seal (30 min)

Sweep debris from flat or low sloping roofs (30 min)

Clean out gutters and downspouts (30 min)

JULY

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SEPTEMBER

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NOVEMBER

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AUGUST

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OCTOBER

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DECEMBER

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