

Building Quality Standards

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Glossary

Adequate - Enough, sufficient, satisfactory, ample

Chipped - Splintered, fragmented, flaked

Considerable - Large in extent, sizable, substantial, extraordinary

Dents - Depressions, bruises

Discoloration - Stained, change in hue

Extensive - Far-reaching, broad

Frayed - Threadbare, worn, rubbed, threads separated

Gouged - Grooved, cut, scored

Musty Odor - Moldy, stale, damp, decayed

Oxidized - Rusted, tarnished

Peeling - Stripped, bared, uncovered

Residue - Remnant, leavings, tailings

Scratch - Lacerate, score, gash, wound

Slight - Scanty, meager, very little

Smudge - Soot, grime, dirt, blotch, smear, soiled

Some - At least a few, a number of, to a degree

Spalling - Loose or broken off chips or chunks

Stain - Tainted, tarnished, colored, dyed

Uniform - Not varying, always the same form, color, or appearance

Workmanlike Fashion - Craftsmanship, skilled technique, expertness, competence

Worn - Frayed, shabby, threadbare, used

Building Quality Standards (Interior):

Walls: Masonry

Cleanliness:

1. Walls have no dust, dirt, residue, stains, cobwebs, scuffs, fingerprints, smudges.
2. Walls have a slight amount of dust, dirt, residue, stains, cobwebs, scuffs, fingerprints, smudges.
3. Walls have some dust, dirt, residue, stains, cobwebs, scuffs, fingerprints, smudges.
4. Walls have considerable dust, dirt, residue, stains, cobwebs, scuffs, fingerprints, smudges.
5. Walls have extensive dust, dirt, residue, stains, cobwebs, scuffs, fingerprints, smudges.

Maintenance:

1. Walls have no chips, cracks, scratches or discoloration. Paint is not oxidized, peeling or chipped. All repairs are done in a workmanlike fashion.
2. Walls have slight chips or scratches with no cracks or discoloration. Paint is not oxidized or peeling it may be slightly chipped. All repairs are done in a workmanlike fashion.
3. Walls have some chips or scratches with no cracks or discoloration. Paint may be slightly oxidized with a small area peeling or chipped. All repairs are done in a workmanlike fashion.
4. Walls may have considerable chips or scratches with slight cracks or discoloration. Paint is oxidized, peeling or chipped. Some repairs are not done in a workmanlike fashion.
5. Walls have extensive chips or scratches with some cracks or discoloration. Paint is oxidized, peeling or chipped. Multiple repairs are not done in a workmanlike fashion

Building Quality Standards (Interior):

Walls: Wall Coverings

Cleanliness:

1. Wall coverings have no dust, dirt, residue, removable stains, cobwebs, scuffs, fingerprints, smudges.
2. Wall coverings have a slight amount of dust, dirt, residue, removable stains, cobwebs, scuffs, fingerprints, smudges.
3. Wall coverings have some dust, dirt, residue, removable stains, cobwebs, scuffs, fingerprints, smudges.
4. Wall coverings have considerable dust, dirt, residue, removable stains, cobwebs, scuffs, fingerprints, smudges.
5. Wall coverings have extensive dust, dirt, residue, removable stains, cobwebs, scuffs, fingerprints, smudges.

Maintenance:

1. Wall coverings are not torn or frayed. Seams are tight. Wall covering is not stained or discolored. All repairs are done in a workmanlike fashion.
2. Wall coverings have no tears. Material may be slightly frayed. Seams are tight. There is no discoloration or stains. All repairs are done in a workmanlike fashion.
3. Wall coverings may have a slight tear. There may be some fraying. Seams may have slight sections coming undone. No stains are present. There is no discoloration. All repairs are done in a workmanlike fashion.
4. Wall coverings may have some tears. There may be considerable fraying. Seams have sections coming undone. Some stains may be present with slight discoloration. Some repairs are not done in a workmanlike fashion.
5. Wall coverings have considerable tears. There is extensive fraying. Seams are coming undone. Considerable stains are present with some discoloration. Multiple repairs are not done in a workmanlike fashion.

Building Quality Standards (Interior):

Walls: Painted Sheetrock

Cleanliness:

1. Walls have no dust, dirt, residue, stains, cobwebs, scuffs, fingerprints, smudges.
2. Walls have a slight amount of dust, dirt, residue, stains, cobwebs, scuffs, fingerprints, smudges.
3. Walls have some dust, dirt, residue, stains, cobwebs, scuffs, fingerprints, smudges.
4. Walls have considerable dust, dirt, residue, stains, cobwebs, scuffs, fingerprints, smudges.
5. Walls have extensive dust, dirt, residue, stains, cobwebs, scuffs, fingerprints, smudges.

Maintenance:

1. Walls have no gouges, cracks, scratches or discoloration. Paint is not oxidized, peeling or chipped. All repairs are done in a workmanlike fashion.
2. Walls have slight gouges or scratches with no cracks or discoloration. Paint is not oxidized or peeling but may be slightly chipped. All repairs are done in a workmanlike fashion.
3. Walls have some gouges or scratches with no cracks or discoloration. Paint may be slightly oxidized with a small area peeling or chipped. All repairs are done in a workmanlike fashion.
4. Walls may have considerable gouges or scratches with some cracks or discoloration. Paint is oxidized, peeling or chipped. Some repairs are not done in a workmanlike fashion.
5. Walls have extensive gouges, cracks, scratches or discoloration. Paint is oxidized, peeling or chipped. Multiple repairs are not done in a workmanlike fashion.

Building Quality Standards (Interior):

Ceilings: Spray On

Cleanliness:

1. Ceilings have no cobwebs, dirt.
2. Ceilings have slight cobwebs, dirt.
3. Ceilings have some cobwebs, dirt.
4. Ceilings have considerable cobwebs, dirt.
5. Ceilings have extensive cobwebs, dirt.

Maintenance:

1. Spray-on surfaces are uniform in color and appearance. There are no cracks or pieces loose or missing. Repairs are done in a workmanlike manner.
2. Spray-on surfaces are uniform in color and appearance. There may be slight cracks with no pieces loose or missing. Repairs are done in a workmanlike manner.
3. Spray-on surfaces are uniform in color with a slight difference in appearance possible in small area. There may be some cracks with no pieces loose or missing. Repairs are done in a workmanlike manner.
4. Spray-on surfaces may vary slightly in color and appearance. There are considerable cracks with a small area with pieces loose but not missing. Most repairs are done in a workmanlike manner.
5. Spray-on surfaces are not uniform in color and appearance. There are extensive cracks with pieces loose or missing. Repairs are not done in a workmanlike manner.

Building Quality Standards (Interior):

Ceilings: Tile

Cleanliness:

1. Ceilings have no cobwebs, dirt.
2. Ceilings have slight cobwebs, dirt.
3. Ceilings have some cobwebs, dirt.
4. Ceilings have considerable cobwebs, dirt.
5. Ceilings have extensive cobwebs, dirt.

Maintenance:

1. Tile is uniform in color and appearance. There are no dented, cracked or broken tiles. There are no tiles missing. Repairs are done in a workmanlike manner. Tracks have no damaged or missing sections.
2. Tile is uniform in color and appearance. There may be a few indentations in tiles. There may be slightly cracked but no broken tiles. There are no tiles missing. Repairs are done in a workmanlike manner. Tracks have no damaged or missing sections.
3. Tile is uniform in color with a slight difference in appearance possible in a small area. There may be some tiles with indentations. There may be some cracked but no broken tiles. There are no tiles missing. Repairs are done in a workmanlike manner. Tracks may have slight damage but no missing sections.
4. Tile may vary slightly in color and appearance. There may be considerable number of tiles with indentations. There are considerable cracked or some broken tiles. There are no tiles missing. Most repairs are done in a workmanlike manner. Tracks have slight damaged but no missing sections.
5. Tile is not uniform in color and appearance. There may be and extensive number of tiles with indentations. There are extensive cracked or broken tiles. There may be tiles missing. Repairs are not done in a workmanlike manner. Tracks have damaged or missing sections.

Building Quality Standards (Interior):

Ceilings: Painted

Cleanliness:

1. Ceilings have no cobwebs, dirt.
2. Ceilings have slight cobwebs, dirt.
3. Ceilings have some cobwebs dirt.
4. Ceilings have considerable cobwebs, dirt.
5. Ceilings have extensive cobwebs, dirt.

Maintenance:

1. Painted hard surfaces are uniform in color and appearance. There are no cracks or holes present. The paint is not oxidized. Repairs are done in a workmanlike manner.
2. Painted hard surfaces are uniform in color and appearance. There may be slight cracks with no holes present. The paint is not oxidized. Repairs are done in a workmanlike manner.
3. Painted hard surfaces are uniform in color with a slight difference in appearance possible in a small area. There may be some cracks with no holes present. The paint is not oxidized. Repairs are done in a workmanlike manner.
4. Painted hard surfaces may vary slightly in color and appearance. There are considerable cracks with no holes present. The paint may be slightly oxidized. Most repairs are done in a workmanlike manner.
5. Painted hard surfaces are not uniform in color and appearance. There are extensive cracks or holes present. The paint is oxidized. Repairs are not done in a workmanlike manner.

Building Quality Standards (Interior):

Floors: Resilient / Vinyl tile

Cleanliness:

1. Floors have no dust, scuffs, debris, dirt, residue or removable stains.
2. Floor has slight dust, scuffs, debris, dirt, residue or removable stains.
3. Floor has some dust, scuffs, debris, dirt, residue or removable stains.
4. Floor has considerable dust, scuffs, debris, dirt, residue or removable stains.
5. Floor has extensive dust, scuffs, debris, dirt, residue or removable stains.

Maintenance:

1. Floor surface has no scratches, gouges, discoloration or finish build-up. There are no broken, loose or missing portions. Floor has adequate finish in all areas.
2. Floor surface has slight scratches, no gouges, discoloration or finish build-up. There are no loose, broken or missing portions. Finish is slightly worn in high traffic areas only.
3. Floor surface has some scratches or slight gouges. There is no discoloration or finish build-up. There are no loose, broken or missing portions. Finish shows some wear throughout.
4. Floor surface has considerable scratches or some gouging is present. There may be slight discoloration or finish build-up. There are no loose, broken or missing portions. Finish shows considerable wear throughout.
5. Floor surface has extensive scratching or a considerable number of gouges are present. There is obvious discoloration or finish build-up. There may be some loose, broken or missing portions. Finish show extensive wear throughout.

Building Quality Standards (Interior):

Floors: Hardwood

Cleanliness:

1. Floors have no dust, scuffs, debris, dirt, residue or spills.
2. Floor has slight dust, scuffs, debris, dirt, residue or spills.
3. Floor has some dust, scuffs, debris, dirt, residue or spills.
4. Floor has considerable dust, scuffs, debris, dirt, residue or spills.
5. Floor has extensive dust, scuffs, debris, dirt, residue or spills.

Maintenance:

1. Floor has no scratches, gouges, discoloration, finish build-up. There is no chipping or peeling of the finish. There are no broken, loose or missing portions. Floor has adequate finish in all areas.
2. Floor has slight scratches, no gouges, discoloration or finish build-up. There is no chipping or peeling of the finish. There are no loose, broken or missing portions. Finish is slightly worn in high traffic areas only.
3. Floor has some scratches or slight gouges. There is no discoloration or finish build-up. There may be slight chipping but no peeling of the finish. There are no loose, broken or missing portions. Finish shows some wear throughout.
4. Floor has considerable scratches or some gouging is present. There may be slight discoloration or finish build-up. There may be some chipping with slight peeling of the finish. There are no loose, broken or missing portions. Finish shows considerable wear throughout.
5. Floor has extensive scratching or a considerable number of gouges are present. There is obvious discoloration or finish build-up. There may be considerable chipping and some peeling of the finish. There may be some loose, broken or missing portions. Finish show extensive wear throughout.

Building Quality Standards (Interior):

Floors: Tile

Cleanliness:

1. Floors have no dust, scuffs, debris, dirt, residue or spills.
2. Floor has slight dust, scuffs, debris, dirt, residue or spills.
3. Floor has some dust, scuffs, debris, dirt, residue or spills.
4. Floor has considerable dust, scuffs, debris, dirt, residue or spills.
5. Floor has extensive dust, scuffs, debris, dirt, residue or spills.

Maintenance:

1. Floor has no discoloration or finish. There are no chipped, cracked or broken tiles. There are no loose or missing portions. Grout is uniform in color and appearance.
2. Floor has no discoloration or finish. There may be slight cracks with no chipped or broken tiles. There are no loose or missing portions. Grout is uniform in color and appearance.
3. Floor has no discoloration or finish. There may be slight cracks or chips with no broken tiles. There are no loose or missing portions. Grout may show slight variation in color or appearance.
4. Floor has slight discoloration or finish present. There may be some cracks or chips with no broken tiles. There are no loose, broken or missing portions. Grout may show some variation in color and appearance. A small amount of grout is loose or missing.
5. Floor has some discoloration and finish present. There are cracks or chips present with some tiles broken. There are some loose, broken or missing portions. Grout shows obvious variation in color and appearance. Some grout is loose or missing.

Building Quality Standards (Interior):

Floors: Carpeted

Cleanliness:

1. Floor has no dust, debris, dirt or removable stains present.
2. Floor has slight dust, debris or dirt present. There are no removable stains present.
3. Floor has some dust, debris or dirt present. There may be slightly noticeable removable stains present.
4. Floor has considerable dust, debris or dirt present. There are some removable stains present.
5. Floor has extensive dust, debris or dirt present. There are considerable removable stains present.

Maintenance:

1. Carpet has no fraying, snags, separated seams, tears and is securely attached as per type of installation. Repairs are done in a workmanlike manner.
2. Carpet has slight fraying or snags, no separated seams or tears and is securely attached as per type of installation. Repairs are done in a workmanlike manner.
3. Carpet has some fraying or snags, seams may show slight raveling, however, none are separated. There are no tears. Carpet is securely attached as per type of installation. Repairs are done in a workmanlike manner.
4. Carpet has considerable fraying, seams may show some raveling and may be separated in a small section. There are no tears. There may be small areas where carpet is coming loose or is stretched causing ripples. Repairs are done in a workmanlike manner.
5. Carpet has extensive fraying, seams show raveling and are separated in some areas. The carpet is torn. There are areas where the carpet is coming loose in considerable areas or is stretched causing ripples. Repairs are not done in a workmanlike manner.

Building Quality Standards (Interior):

Floors: Cement

Cleanliness:

1. Floors have no dust, scuffs, debris, dirt, residue or spills.
2. Floor has slight dust, scuffs, debris, dirt, residue or spills.
3. Floor has some dust, scuffs, debris, dirt, residue or spills.
4. Floor has considerable dust, scuffs, debris, dirt, residue or spills.
5. Floor has extensive dust, scuffs, debris, dirt, residue or spills.

Maintenance:

1. Floor has no discoloration, chips or cracks. There are no loose or missing portions. There is no oxidation, peeling or chipping to paint or coating. All repairs are done in a workmanlike fashion.
2. Floor has slight discoloration, chips or cracks. There are no loose or missing portions. There is slight oxidation, peeling or chipping to paint or coating. All repairs are done in a workmanlike fashion.
3. Floor has some discoloration, several cracks, minor chips or spalling. There are some loose or missing portions. There is some oxidation, peeling or chipping to paint or coating. All repairs are done in a workmanlike fashion.
4. Floor has considerable discoloration or stains. There are considerable cracks, large chips missing, or spalling. There is considerable oxidation, peeling or chipping to paint or coating. Some repairs are not done in a workmanlike fashion.
5. Floor has extensive discoloration or stains. There is extensive cracking, large chips missing and extensive spalling. There are extensive areas of oxidation, peeling or chipping to paint or coating. Multiple repairs are not done in a workmanlike fashion.

Building Quality Standards (Interior):

Furnishings

Cleanliness:

1. Furnishings have no dust, lint, debris or removable stains.
2. Furnishings have slight lint with no dust, debris or removable stains.
3. Furnishings have some lint with slight dust, debris or removable stains.
4. Furnishings have considerable lint with some dust, debris or removable stains.
5. Furnishings have excessive lint with considerable dust, debris or removable stains.

Maintenance:

1. Furnishings have no loose parts, material has no snags, fraying or rips. Seams are tight. Wood or metal surfaces have no scratches or chips and finish is uniform.
2. Furnishings have no loose parts, material has no snags, fraying or rips. Seams are tight. Wood or metal surfaces have slight scratches or chips and finish is uniform.
3. Furnishings may have slightly loose parts, material may have slight snags, fraying with no rips. Wood and metal surfaces have some scratches or chips and finish is uniform.
4. Furnishings may have loose parts, material may have some noticeable snags, fraying and a slight rip. Wood or metal surfaces have considerable scratches or chips and finish may not be uniform. Repairs are not done in a workmanlike manner.
5. Furnishings have loose or broken parts. Material has excessive snags, fraying and rips. Wood or metal surfaces have excessive scratches or chips. Finish is not uniform. Repairs are not done in a workman like manner.

Building Quality Standards (Interior):

Windows

Cleanliness:

1. Glass and window frames have no dust, dirt, water spots, residue, stains, fingerprints, smudges.
2. Glass and window frames have slight amounts of dust, dirt, water spots, residue, stains, fingerprints, smudges.
3. Glass and window frames have some dust, dirt, water spots, residue, stains, fingerprints, smudges.
4. Glass and window frames have considerable dust, dirt, water spots, residue, stains, fingerprints, smudges.
5. Glass and window frames have extensive dust, dirt, water spots, residue, stains, fingerprints, smudges.

Maintenance:

1. Glass, window frames and mechanisms have no cracks, chips, missing, loose or broken parts. Mechanisms operate and do not grind, rub or squeak.
2. Glass, window frames and mechanisms have slightly loose parts with no chips, cracks or missing parts. Mechanisms operate and may have a slight grind, rub or squeak.
3. Glass, window frames and mechanisms have some loose parts and may have slight chips with no cracks, broken or missing parts. Mechanisms operate and may have some grinding, rubbing or squeaking.
4. Glass, window frames and mechanisms have slight cracks, some chips, loose or broken parts with no parts missing. Mechanisms operate with considerable grinding, rubbing or squeaking
5. Glass, window frames and mechanisms have some cracks, chips, missing, loose or broken parts. Mechanisms may or may not operate and may have extensive grinding, rubbing or squeaking.

Building Quality Standards (Interior):

Draperies

Cleanliness:

1. Draperies have no dust, cobwebs, stains, sun-rot or musty odor present.
2. Draperies slightly dusty with no cobwebs, stains, sun-rot or musty odor present.
3. Draperies have some dust, with no cobwebs, stains or sun-rot. A slight musty odor may be present.
4. Draperies have considerable dust, some cobwebs and slight stains or sun-rot. A musty odor may be present.
5. Draperies have extensive dust, considerable cobwebs and some stains or sun-rot present. Draperies have considerable musty odor present.

Maintenance:

1. Draperies have no loose threads. Hems are secure and seams tight, if liners are present stitching is tight. There are no tears. Hardware functions smoothly and has no broken or missing parts. Repairs are done in a workmanlike manner.
2. Draperies have a slight amount of loose threads. Hems are secure and seams tight, if liners are present stitching is tight. There are no tears. Hardware functions smoothly and has no broken or missing parts. Repairs are done in a workmanlike manner.
3. Draperies have some loose threads. Hems are secure and seams tight, if liners are present stitching is tight. There are no tears. Hardware functions smoothly and has no broken or missing parts. Repairs are done in a workmanlike manner.
4. Draperies have considerable loose threads. Hems or seams are coming un-sewn or are loose. Liners may be coming unstitched. There are no tears. Hardware does not function smoothly but has no broken or missing parts. Repairs are done in a workmanlike manner.
5. Draperies have extensive loose threads. Hems or seams are coming un-sewn. Liners may be hanging loose. There may be tears. Hardware does not function and may have broken or missing parts. Repairs are not done in a workmanlike manner.

Building Quality Standards (Interior):

Doors and Hardware

Cleanliness:

1. Doors and hardware have no dust, dirt, residue, scuffs, fingerprints or cobwebs present.
2. Doors and hardware have a slight amount of dust, dirt, residue, scuffs, fingerprints or cobwebs present.
3. Doors and hardware have some dust, dirt, residue, scuffs, fingerprints or cobwebs present.
4. Doors and hardware have considerable dust, dirt, residue, scuffs, fingerprints or cobwebs present.
5. Doors and hardware have extensive dust, dirt, residue, scuffs, fingerprints or cobwebs present.

Maintenance:

1. Door has no scratches, chips or dents. Hardware has no loose, broken or missing parts. Door swings smoothly and closes quietly. Latch catches smoothly, handle or crash bar is tight and functions smoothly. Hold open feature functions properly. Any repairs are done in a workmanlike manner.
2. Door has slight scratches with no chips or dents. Hardware has no loose, broken or missing parts. Door swings smoothly and closes quietly. Latch catches smoothly, handle or crash bar is tight and functions smoothly. Hold open feature functions properly. Any repairs are done in a workmanlike manner.
3. Door has some scratches, with slight chips and no dents. Hardware may have slightly loose parts with none broken or missing. Door swings smoothly and closes quietly. Latch catches smoothly, handle or crash bar is tight and functions smoothly. Hold open feature functions properly. Any repairs are done in a workmanlike manner.
4. Door has considerable scratches, with some chips and slight dents. Hardware may have some parts loose or broken with none missing. Door does not swing smoothly and does not latch smoothly. Handle or crash bar may have some loose parts but does function. Hold open feature does not function as intended. Repairs are done in a workmanlike manner.
5. Door has extensive scratches, with considerable chips and some dents. Hardware has loose and broken parts. Some parts may be missing. Door does not swing smoothly and does not latch. Handle or crash bar are loose and may not function. Hold open feature does not function. Repairs are not done in a workmanlike manner.

Building Quality Standards (Interior):

Light Fixtures, Switches, Plugs, Cover Plates (chapel, classrooms, offices, corridors)

Cleanliness:

1. Light fixtures, switches, plugs and Cover plates have no dirt, smudges, fingerprints, debris, cobwebs or stains present.
2. Light fixtures, switches, plugs and Cover plates have a slight amount of fingerprints with no dirt or smudges. There is no debris, cobwebs or stains present.
3. Light fixtures, switches, plugs and Cover plates have some fingerprints with slight dirt or smudges. There is no debris, cobwebs or stains present.
4. Light fixtures, switches, plugs and Cover plates have considerable fingerprints, some dirt or smudges. There is a slight amount of debris, cobwebs or stains present.
5. Light fixtures, switches, plugs and Cover plates have extensive dirt, smudges, fingerprints. There is considerable debris, cobwebs or stains present.

Maintenance:

1. Light fixtures, switches, plugs and Cover plates have no discolored, cracked, chipped, broken or missing parts. All parts function smoothly. There is no humming or buzzing. There are no flickering or burned out lights.
2. Light fixtures, switches, plugs and Cover plates have no cracked, chipped, broken or missing parts. There may be slight discoloration. All parts function smoothly. There is no humming or buzzing. There are no flickering or burned out lights.
3. Light fixtures, switches, plugs and Cover plates may have slight discoloration or chips. They may have slight cracks, with no broken or missing parts. All parts function smoothly. There may be a slight humming or buzzing. There may be one flickering or burned out light.
4. Light fixtures, switches, plugs and Cover plates have some discolored or chipped parts. There may be some small cracks. There are no broken or missing parts. All parts function. There may be some humming or buzzing. There may be two flickering or burned out lights.
5. Light fixtures, switches, plugs and Cover plates have some discolored, cracked or chipped parts. Some parts may also be broken or missing. Parts may not function. There may be considerable humming or buzzing. There are more than two flickering or burned out lights.

Building Quality Standards (Interior):

Light Fixtures, Switches, Plugs, Cover Plates (cultural hall only)

Cleanliness:

1. Light fixtures, switches, plugs and Cover plates have no dirt, smudges, fingerprints, debris, cobwebs or stains present.
2. Light fixtures, switches, plugs and Cover plates have a slight amount of fingerprints with no dirt or smudges. There is no debris, cobwebs or stains present.
3. Light fixtures, switches, plugs and Cover plates have some fingerprints with slight dirt or smudges. There is no debris, cobwebs or stains present.
4. Light fixtures, switches, plugs and Cover plates have considerable fingerprints, some dirt or smudges. There is a slight amount of debris, cobwebs or stains present.
5. Light fixtures, switches, plugs and Cover plates have extensive dirt, smudges, and fingerprints. There is considerable debris, cobwebs or stains present.

Maintenance:

1. Light fixtures, switches, plugs and Cover plates have no discolored, cracked, chipped, broken or missing parts. All parts function smoothly. There is no humming or buzzing. There are no flickering or burned out lights.
2. Light fixtures, switches, plugs and Cover plates have no cracked, chipped, broken or missing parts. There may be slight discoloration. All parts function smoothly. There is no humming or buzzing. There may be a couple flickering or burned out lights.
3. Light fixtures, switches, plugs and Cover plates may have slight discoloration or chips. They may have slight cracks, with no broken or missing parts. All parts function smoothly. There may be a slight humming or buzzing. There may be a few flickering or burned out lights.
4. Light fixtures, switches, plugs and Cover plates have some discolored or chipped parts. There may be some small cracks. There are no broken or missing parts. All parts function. There may be some humming or buzzing. There may be some flickering or burned out lights.
5. Light fixtures, switches, plugs and cover plates have some discolored, cracked or chipped parts. Some parts may also be broken or missing. Parts may not function. There may be considerable humming or buzzing. There are several flickering or burned out lights.

Building Quality Standards (Interior):

Plumbing Fixtures (to include pipes under fixtures)

Cleanliness:

1. Plumbing fixtures have no water spots, residue, deposits, stains or odor.
2. Plumbing fixtures have slight water spots with no residue, deposits, stains or odor.
3. Plumbing fixtures have some water spots with slight residue and no deposits, stains or odor.
4. Plumbing fixtures have considerable water spots with some residue. Slight deposits, stains or odor may be present.
5. Plumbing fixtures have extensive water spots, with considerable residue build-up. Some deposits, stains and a strong odor are present.

Maintenance:

1. Plumbing fixtures are not cracked, chipped or missing. Chrome or plastic parts have no pitting or yellowing. Fixtures are tight to floor or wall and all parts operate smoothly. Fixtures do not drip or leak and the drains flow freely.
2. Plumbing fixtures are not cracked, chipped or missing. Chrome or plastic parts may be slightly pitted or yellowed but still shine. Fixtures are tight to floor or wall and all parts operate smoothly. No caulking is missing around fixture. Fixtures do not drip or leak and the drains flow freely.
3. Plumbing fixtures are not cracked, chipped or missing. Chrome or plastic parts may have some pitting or yellowing but still shine. Fixtures are tight to floor or wall. A slight amount of caulking around fixture may be missing. All parts operate, some may not operate smoothly. Fixtures do not drip or leak and the drains flow freely.
4. Plumbing fixtures may be slightly cracked or chipped but not missing. Chrome or plastic parts may have considerable pitting or yellowing. Some caulking may be missing. Fixtures are slightly loose to floor or wall and some parts do not operate smoothly. Fixtures may slightly drip or leak and the drains flow slowly.
5. Plumbing fixtures are cracked, chipped or missing. Chrome or plastic parts have extensive pitting, yellowing or cracks. Considerable caulking is missing. Fixtures are not tight to floor or wall and some parts may not operate. Fixtures drip or leak and the drains may not flow.

Building Quality Standards (Interior):

Member Closet

Refer to Cleanliness and Maintenance Standards for each individual item (i.e. walls, floors, ceilings, lighting, plumbing fixtures etc.) and score it in the corresponding slot on the inspection form.

Cleanliness:

*Score custodial equipment as follows - record score in “furnishings” slot

1. Equipment has no dirt, grime, or odor present.
2. Equipment has slight dirt or grime with no odor present.
3. Equipment has some dirt or grime with slight odor present.
4. Equipment has considerable dirt or grime with some odor present.
5. Equipment has excessive dirt or grime with considerable odor present.

Maintenance:

*Score custodial equipment as follows - record score in “furnishings” slot.

1. Supplies and equipment are fully stocked and organized. Equipment (vacuums, sweepers) have no missing or broken parts and function well. Equipment looks clean and like new. Vacuum bags have adequate capacity.
2. Supplies and equipment are fully stocked and organized. Equipment (vacuums, sweepers) have no missing or broken parts and function well. Equipment looks slightly used but is clean and well-maintained. Vacuum bags have adequate capacity.
3. Supplies and equipment may not be fully stocked and organized. Equipment (vacuums, sweepers) have no missing or broken parts and function well. Equipment looks somewhat used. Vacuum bags have adequate capacity.
4. Supplies and equipment may not be adequately stocked and organized. Equipment (vacuums, sweepers) have no missing or broken parts and function well. Equipment looks considerably used with worn, cracked or noisy parts. Vacuum bags have adequate capacity.
5. Supplies and equipment are not adequately stocked and organized. Equipment (vacuums, sweepers) have missing or broken parts and may not function well. Equipment looks extensively used with worn out, cracked or noisy parts. Vacuum bags do not have adequate capacity.

Building Quality Standards (Interior):

Sound System

Maintenance:

1. Motorized pulpit raises and lowers with no rubbing, squeaking or shaking. Microphone is securely attached and holds its position when adjusted. Stool, attached or free, is solid in construction. Sound system functions with no crackling, humming or without cutting out. Sacrament microphone pulls out smoothly, functions with no crackling, humming or without cutting out. Controls for operation of pulpit and sound are secure and function properly.
2. Motorized pulpit raises and lowers with slight rubbing, squeaking or shaking. Microphone is securely attached and holds its position when adjusted. Stool, attached or free, is solid in construction. Sound system functions with no crackling, humming or without cutting out. Sacrament microphone pulls out smoothly, functions with no crackling, humming or without cutting out. Controls for operation of pulpit and sound are secure and function properly.
3. Motorized pulpit raises and lowers with some rubbing, squeaking or shaking. Microphone is securely attached and holds its position when adjusted. Stool, attached or free, is solid in construction. Sound system functions without crackling, humming or cutting out. Sacrament microphone pulls out with some rubbing or dragging, functions with no crackling, humming or without cutting out. Controls for operation of pulpit and sound are secure and function adequately.
3. Motorized pulpit raises and lowers with considerable rubbing, squeaking or shaking. Microphone is attached and may not hold its position when adjusted. Stool, attached or free, is solid in construction. Sound system functions with no crackling, humming or without cutting out. Sacrament microphone pulls out adequately and functions with some crackling, humming or cutting out. Controls for operation of pulpit and sound are not secure nor function properly.
5. Motorized pulpit raises and lowers with excessive rubbing, squeaking or shaking. Microphone may not be securely attached nor holds its position when adjusted. Stool, attached or free, is not solid in construction. Sound system functions with crackling, humming or cutting out. Sacrament microphone does not pull out smoothly, crackles, hums or cuts out. Controls for operation of pulpit and sound are not secure nor function properly.

Building Quality Standards:

Exterior Walls

Cleanliness:

1. Walls have no deposits, dirt, debris or uncleaned graffiti present.
2. Walls have slight deposits, dirt or debris present, with no uncleaned graffiti.
3. Walls have some deposits, dirt or debris present, with no uncleaned graffiti.
4. Walls have considerable deposits, dirt or debris present with no uncleaned graffiti.
5. Walls have extensive deposits, dirt or debris present. There is uncleaned graffiti present.

Maintenance:

1. Walls have no holes or noticeable open cracks present. All penetrations are sealed. There is no mortar missing. Siding is installed tight with no cracks or missing sections. Painted surfaces are uniform in appearance, paint is not chipped or peeling.
2. Walls have slight holes or noticeable open cracks present. All penetrations are sealed. There is no mortar missing. Siding is installed tight with no cracks or missing sections. Painted surfaces are fairly uniform in appearance, paint may have slight chips with no peeling.
3. Walls have some small holes or noticeable open cracks present. Most penetrations are sealed. There may be a few small sections of mortar missing. Siding is installed tight with no cracks or missing sections. Painted surfaces are fairly uniform in appearance, paint may be chipped with limited peeling.
4. Walls have some fairly large holes or open cracks present. Multiple penetrations are not sealed. There may be multiple sections with mortar missing. Siding not installed tight, there may be slight cracks and no missing sections. Painted surfaces are not uniform in appearance, paint may be chipped with limited peeling.
5. Walls have some fairly large holes or open cracks present. Multiple penetrations are not sealed. There may be extensive sections with mortar missing. Siding not installed tight, there may be large cracks and or missing sections. Painted surfaces are not uniform in appearance, paint may be chipped with excessive peeling.

Building Quality Standards (Exterior):

Exterior Windows

Cleanliness:

1. Glass and window frames have no dust, dirt, water spots, residue, stains, fingerprints, smudges.
2. Glass and window frames have slight amounts of dust, dirt, water spots, residue, stains, fingerprints, smudges.
3. Glass and window frames have some dust, dirt, water spots, residue, stains, fingerprints, smudges.
4. Glass and window frames have considerable dust, dirt, water spots, residue, stains, fingerprints, smudges.
5. Glass and window frames have extensive dust, dirt, water spots, residue, stains, fingerprints, smudges.

Maintenance:

1. Glass, window frames and mechanisms have no cracks, chips, missing, loose or broken parts. Mechanisms operate and do not grind, rub or squeak.
2. Glass, window frames and mechanisms have slightly loose parts with no chips, cracks or missing parts. Mechanisms operate and may have a slight grind, rub or squeak.
3. Glass, window frames and mechanisms have some loose parts and may have slight chips with no cracks, broken or missing parts. Mechanisms operate and may have some grinding, rubbing or squeaking.
4. Glass, window frames and mechanisms have slight cracks, some chips, loose or broken parts with no parts missing. Mechanisms operate with considerable grinding, rubbing or squeaking.
5. Glass, window frames and mechanisms have some cracks, chips, missing, loose or broken parts. Mechanisms may or may not operate and may have extensive grinding, rubbing or squeaking.

Building Quality Standards (Exterior):

Doors

Cleanliness:

1. Doors, panels and frames have no dust, water spots, dirt, debris or grease present.
2. Doors, panels and frames have slight dust, water spots, dirt or debris present with no grease present.
3. Doors, panels and frames have some dust, water spots, dirt or debris present with no grease present.
4. Doors, panels and frames have considerable dust, water spots, dirt or debris present. There may be a slight amount of grease around hinge areas.
5. Doors, panels and frames have extensive dust, water spots, dirt or debris present. There may be considerable grease around hinge areas.

Maintenance:

1. Metal surfaces have no dents, scratches or holes present. Doors swing and latches catch smoothly. All hardware is tight. There are no cracks, chips or holes in glass. Painted surfaces are not oxidized.
2. Metal surfaces have no dents, or holes present. There may be slight scratches. Doors swing and latches catch smoothly. All hardware is tight. There are no cracks, chips or holes in glass. Painted surfaces are slightly oxidized.
3. Metal surfaces may have slight dents. There may be some scratches. There are no holes present. Doors swing and latches catch smoothly. All hardware is tight. There are no cracks, chips or holes in glass. Painted surfaces may have some oxidation.
4. Metal surfaces may have some dents. There may be considerable scratches. There may be some small holes present. Doors may not swing or latch smoothly. Some hardware may not be tight. There are no cracks, chips or holes in glass. Painted surfaces may have considerable oxidation.
5. Metal surfaces may have considerable dents. There may be extensive scratches. There may be holes present. Doors may drag or rub and not swing or latch smoothly. Door hardware is not tight. There may be cracks, chips or holes in glass. Painted surfaces may have extensive oxidation.

Building Quality Standards (Exterior):

Exterior Lighting

Cleanliness:

1. All lights function properly (turn on and off as controlled). No lights are burned out. Fixtures are clean with no debris in covers.
2. All lights function properly (turn on and off as controlled). No lights are burned out. Fixtures are clean with a slight amount of debris in covers.
3. All lights function properly (turn on and off as controlled). No lights are burned out. Fixtures are slightly dirty with some debris in covers.
4. All lights function properly (turn on and off as controlled). No lights are burned out. Fixtures are dirty with considerable debris in covers.
5. Some lights may not function properly (turn on and off as controlled). Fixtures are dirty with debris in covers.

Maintenance:

1. Fixtures are securely attached. Covers are not cracked, broken or missing. Light poles and fixtures are uniform in appearance.
2. Fixtures are securely attached. Covers are not cracked, broken or missing. Light poles and fixtures are uniform in appearance.
3. Fixtures are securely attached. Covers are not cracked, broken or missing. Light poles and fixtures are uniform in appearance.
4. Fixtures may be slightly loose. Covers may be cracked, but not broken or missing. Light poles and fixtures are fairly uniform in appearance.
5. Fixtures may be loose. Covers are cracked, broken or missing. Light poles and fixtures are not uniform in appearance.

Building Quality Standards (Exterior):

Lawn Areas

Cleaning: (Growing season only)

1. Lawn areas are healthy green in color. Lawn areas have no dry spots. Lawn areas are mowed at a uniform height and appearance. Lawn edges are trimmed back to sidewalk edge. Lawn around tree base is cut back leaving bare soil around all trees.
2. Lawn areas are healthy green in color. Lawn areas have no dry spots. Lawn areas are mowed at a uniform height and appearance. Lawn edges are trimmed back to sidewalk edge. Lawn around tree base is cut back leaving bare soil around most trees.
3. Lawn areas are healthy green in color. Lawn areas have a few slight dry spots. Lawn areas are mowed at a fairly uniform height and appearance. Most lawn edges are trimmed back to sidewalk edge. Lawn around tree base is cut back leaving bare soil around some of the trees.
4. Lawn areas are slightly faded or pale green in color. Lawn areas have a few dry spots. Lawn areas are mowed without a uniform height and appearance. Lawn edges are not trimmed back to sidewalk edge. Lawn around tree base is cut back leaving bare soil around a few trees.
5. Lawn areas are quite faded or pale green in color. Lawn areas have considerable dry spots. Lawn areas are not mowed at a uniform height and appearance. Lawn edges are not trimmed back to sidewalk edge. Lawn around tree base is not cut back leaving bare soil.

Maintenance:

1. There are no weeds present. Sprinkler heads are at or below turf level. Turf is of uniform makeup.
2. There are no weeds present. Sprinkler heads are at or below turf level. Turf is mostly uniform in makeup.
3. There are a few weeds present. Most sprinkler heads are at or below turf level. Turf has some varying types of grass present
4. There are weeds present. Most sprinkler heads are at or below turf level. Turf considerable variation in amounts or types of grasses.
5. There are several weeds present. Sprinkler heads are not at or below turf level. Turf is not of uniform makeup.

Building Quality Standards (Exterior):

Planter Areas

Cleanliness:

1. Areas have no weeds, litter or plant debris present.
2. Areas have no weeds or litter. There may be slight plant debris present.
3. Areas have a few small weeds with no litter. There may be some plant debris present.
4. Areas have some weeds or litter. There may be considerable plant debris present.
5. Areas have extensive weeds, litter and/or plant debris present.

Maintenance:

1. There are no untrimmed dead branches. There are no dead plants. Plants do not exceed the intended size and/or shape. Soil is not compacted. If bark or other landscape material is present it is uniform in depth and coverage. Sprinkler components are the appropriate type and size and in good repair.
2. There are no untrimmed dead branches. There are no dead plants. Plants do not exceed the intended size and/or shape. Soil is slightly compacted. If bark or other landscape material is present it is uniform in depth and coverage. Sprinkler components are the appropriate type and size and in good repair.
3. There are no untrimmed dead branches. There are no dead plants. Recent growth on plants may exceed the intended size and/or shape. Soil is slightly compacted. Bark or other landscape material is fairly uniform in depth and coverage. Sprinkler components are the appropriate type and size and in good repair.
4. There may be untrimmed dead branches. There are no dead plants. Plants exceed the intended size and/or shape. Soil is slightly compacted. Bark or other landscape material is not uniform in depth and coverage, bare spots exist. Sprinkler components may not all be the appropriate type and size. Sprinklers may not be in good repair.
5. There may be several untrimmed dead branches. There are dead plants. Plants exceed the intended size and or shape. Soil is compacted. Bark or other landscape material is not uniform in depth and coverage, multiple bare spots exist.

Building Quality Standards (Exterior):

Parking Areas

Cleaning:

1. Hard surface areas are free of loose debris and live vegetation.
2. Hard surface areas may have a slight amount of loose debris with no live vegetation present.
3. Hard surface areas may have some loose debris and slight live vegetation present.
4. Hard surface areas have considerable loose debris and some live vegetation present.
5. Hard surface areas have extensive loose debris and considerable live vegetation present.

Maintenance:

1. There are no potholes. All longitudinal and block cracks are sealed. No pieces are missing in alligatored areas. All markings are clearly distinguishable and visible. There is no raveling or spalling present.
2. There are no potholes. Most longitudinal and block cracking is sealed. No pieces are missing in alligatored areas. All markings are clearly distinguishable and visible. There may be a slight amount of raveling present with no spalling.
3. There are no potholes. Most longitudinal and block cracks are sealed. No pieces are missing in alligatored areas. All markings are clearly distinguishable and visible. There may be some raveling with slight spalling.
4. There are no potholes. Some longitudinal and block cracks are sealed. Some small pieces may be missing in alligatored areas. Markings are visible, yet faded. There may be considerable raveling and some spalling.
5. There may be potholes. Longitudinal and block cracks are not sealed. Alligatored area has pieces missing. Markings are not clearly visible. There may be extensive raveling and considerable spalling.

Building Quality Standards (Exterior):

Site Drainage

Cleanliness:

1. Parking lot and landscape area drain covers are free from debris and overgrown plant materials. Inside of box is free from dirt, silt or debris.
2. Parking lot and landscape area drain covers are free from debris and overgrown plant materials. Inside of box may have a slight amount of dirt, silt or debris.
3. Parking lot and landscape area drain covers may have a slight amount of debris or overgrown plant materials obstructing them. Inside of box may have some dirt, silt or debris present.
4. Parking lot and landscape area drain covers may have some debris or overgrown plant materials obstructing them. Inside of box may have considerable dirt, silt or debris.
5. Parking lot and landscape area drain covers may have considerable debris or overgrown plant materials obstructing them. Inside of box has excessive dirt, silt or debris.

Maintenance:

1. Drain covers are present and are not broken. Drain box has no cracks and is level or slightly recessed with surrounding surfaces. If in asphalt area joint between box and asphalt is tight or is crack sealed. Drain flows freely.
2. Drain covers are present and are not broken. Drain box may have slight chips or cracks and is level or slightly recessed with surrounding surfaces. If in asphalt area joint between box and asphalt is tight or is crack sealed. Drain flows freely.
3. Drain covers are present and are not broken. Drain box has some chips or cracks and is level or slightly recessed with surrounding surfaces. If in asphalt area joint between box and asphalt is tight or is crack sealed. Drain flows freely.
4. Drain covers are present but may be cracked or broken with no portions missing. Drain box has considerable chips or cracks and may not be level or slightly recessed with surrounding surfaces. If in asphalt area joint between box and asphalt is not tight and may not be crack sealed. Drain flows but is obstructed.
5. Drain covers are present but may be cracked or broken with some portions missing. Drain box has considerable chips or cracks and may not be level or slightly recessed with surrounding surfaces. If in asphalt area joint between box and asphalt is not tight and may not be crack sealed. Drain does not flow.

Building Quality Standards (Exterior):

Walkways and Gutters

Cleanliness:

1. Walkways and gutters are free from loose debris. There is no live vegetation growing in joints.
2. Walkways and gutters may have a slight amount of loose debris present. There is no live vegetation growing in joints.
3. Walkways and gutters have some loose debris present. There is a slight amount of live vegetation growing in joints.
4. Walkways and gutters have considerable loose debris present. There is some live vegetation growing in joints.
5. Walkways and gutters have extensive loose debris present. There may be considerable live vegetation growing in joints.

Maintenance:

1. Walkways and gutters are free from cracks, spalling and chips. There are no trip hazards present. Repairs are done in a workmanlike manner.
2. Walkways and gutters have no cracks, spalling Slight chips may be present. There are no trip hazards. Repairs are done in a workmanlike manner.
3. Walkways and gutters have slight cracks, spalling or some chips. There are no trip hazards. Repairs are done in a workmanlike manner.
4. Walkways and gutters have some cracks, spalling or chips. There may be slight trip hazards present. Most repairs are done in a workmanlike manner.
5. Walkways and gutters have considerable cracks, spalling or chips. There are trip hazards present. Most repairs are not done in a workmanlike manner.

Building Quality Standards (Exterior):

Fencing, Masonry Walls, Retaining Walls

Maintenance:

1. There is no damage to fence materials. There are no sections missing. There are no slats or other components damaged or missing. Gates function smoothly. There are no cracks or missing chunks in masonry. There is no graffiti present.
2. There may be slight damage to fence materials. There are no sections missing. There are no slats or other components missing. Some may have slight damage. Gates function smoothly. There may be slight cracks or missing chunks in masonry. There is no graffiti present.
3. There may be some damage to fence materials. There are no sections missing. There may be a few slats with considerable damage but none are missing. Gates function smoothly. There may be some cracks or missing chunks in masonry. There is no graffiti present.
4. There may be considerable damage to fence materials. There are no sections missing. There may be a several slats with considerable damage a few may be missing. Gates are stiff to operate. There may be some cracks or missing chunks in masonry. There is no graffiti present.
5. There may be extensive damage to fence materials. There may be sections missing. There may be a several slats with considerable damage some are missing. Gates may not operate. There may be considerable cracks or missing chunks in masonry. There is graffiti present.

Building Quality Standards (Exterior):

Roofs

Cleanliness:

1. Roof has no debris on flat areas, in gutters or valleys.
2. Roof has slight debris on flat areas, in gutters or valleys.
3. Roof has some debris on flat areas, in gutters or valleys.
4. Roof has considerable debris on flat areas, in gutters or valleys.
5. Roof has excessive debris on flat areas, in gutters or valleys.

Maintenance:

1. Gutters are secure and do not leak at joints. Down spouts are secure and unobstructed. Flashings are in excellent repair and completely sealed. No shingles are torn or missing. There are no broken or missing tiles. All seams are sealed tight. Gravel areas have no bare spots. All repairs are done in a workmanlike manner.
2. Gutters are secure and do not leak at joints. Down spouts are secure and unobstructed. Flashings are in good repair and sealed tight around most areas. No shingles are missing a few may have splits or corners missing. There are no missing tiles there may be a couple with chips or cracks with no pieces missing. All seams are sealed tight. Gravel areas have no bare spots. All repairs are done in a workmanlike manner.
3. Most gutters are secure and do not leak at joints. Most down spouts are secure and unobstructed. Flashings are in satisfactory repair but may need to be sealed tight in some areas. No shingles are missing a few may have splits or corners missing. There are no missing tiles there may be a few with chips or cracks with no pieces missing. All seams are sealed tight. Gravel areas have no bare spots. All repairs are done in a workmanlike manner.
4. Multiple gutters are not secure and may leak slightly at joints. Most down spouts are secure and may be slightly obstructed. Flashings are in satisfactory repair but may need to be sealed tight in many areas. A couple shingles may be missing, a few may have splits or corners missing. There are no missing tiles. There may be a few tiles with chips or cracks with some pieces missing. All seams are not sealed tight. Gravel areas have some bare spots. Repairs may not be done in a workmanlike manner.
5. Multiple gutters are not secure or are missing. They may leak at joints. Multiple down spouts are not secure or are obstructed. Flashings are not in satisfactory repair and may need to be replaced. They need to be sealed tight in many areas. Excessive shingles may be missing, some may have splits or corners missing. There may be missing tiles. There may be tiles with chips or cracks with some pieces missing. All seams are not sealed tight. Gravel areas have multiple bare spots. Repairs may not be done in a workmanlike manner.