

EXTERIOR INSPECTION REPORT

Building _____ Address _____

Owner _____

Age of Building _____ Maintenance Priority: A B C No. of Stores _____

Rental Rates: Office Area _____ Store Area _____ Basement Area _____

Report Submitted By _____ Date _____

Items	Character and Condition	Needs	Estimated Expense Involved
Roofs			
1. Type			
2. Flashing			
3. Surface (Valleys)			
4. Drainage			
5. Vents			
6. Chimney			
7. Misc. Machinery			
8. Misc. Machinery			
9. Misc. Machinery			
10. Other Roof Structures			
Walls—North			
11. Type			
12. Base			
13. Top			
14. Tuck Pointing			
15. Cracks/Gaps			
16. Join of Wall/Frames			
17. Buckling			
18. Stone Sills			
19. Terra Cotta			
20. Metal Trim			
21. Projections			
22. Coping			
23. Glass			
24. Paint			
25. Parapet Walls			
26. Other			
Walls—East			
27. Type			
28. Base			
29. Top			
30. Tuck Pointing			
31. Cracks/Gaps			
32. Join of Wall/Frames			
33. Buckling			
34. Stone Sills			
35. Terra Cotta			
36. Metal Trim			
37. Projections			

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Items	Character and Condition	Needs	Estimated Expense Involved
Walls—East (cont'd)			
38. Coping			
39. Glass			
40. Paint			
41. Parapet Walls			
42. Other			
Walls—South			
43. Type			
44. Base			
45. Top			
46. Tuck Pointing			
47. Cracks/Gaps			
48. Join of Wall/Frames			
49. Buckling			
50. Stone Sills			
51. Terra Cotta			
52. Metal Trim			
53. Projections			
54. Coping			
55. Glass			
56. Paint			
57. Parapet Walls			
58. Other			
Walls—West			
59. Type			
60. Base			
61. Top			
62. Tuck Pointing			
63. Cracks/Gaps			
64. Join of Wall/Frames			
65. Buckling			
66. Stone Sills			
67. Terra Cotta			
68. Metal Trim			
69. Projections			
70. Coping			
71. Glass			
72. Paint			
73. Parapet Walls			
74. Other			
Light Wells or Court			
75. Skylight			
76. Walls			
77.			
78.			
Exterior			
79. Landscaping			
80. Curbs			
81. Sidewalks/Stairs			
82. Railings			
83. Handicapped Access			
84. Signage			
85. Portico/Awning			
Items	Character and Condition	Needs	Estimated Expense Involved
Exterior (cont'd)			

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86. Trash Containers			
87. Light Fixtures			
88. Light Bulbs			
89. Light Switches/Timers			
90. Adequacy of Lighting			
Entrance			
91. Doors			
92. Hinges			
93. Locks			
94. Checks			
95. Transoms			
96. Signal Button			
97. Building Name			
98. Street Numbers			
Windows—Office			
99. Type			
100. Frames			
101. Stops			
102. Sash			
103. Sills			
104. Lintels			
105. Anchor Bolts			
106. Glass			
107. Glazing			
108. Caulking			
109. Weather Strip			
110. Screens			
111. Locks			
Windows—Store			
112. Frames			
113. Transom			
114. Sash			
115. Glass			
116. Caulking			
117. Glazing			
118. Screens			
119. Hinges			
120. Sash			
121. Locks			
Loading Dock			
122. Cleanliness			
123. Fire Safety			
124. Fire Equip./Alarms			
125. Surfaces Clear/Dry			
126. Overhead Doors			
127. Locks			
128. Signal Bell			
129. Stairs/Railings			
130. Lighting			
131. Signage			
132. Painted Surfaces			

