



Walker Row Maintenance Manual

“Expect, what you inspect.”

- UNKNOWN

Foundation Inspection

- No standing water is within 10' of the foundation
- No visible cracks, greater than ¼" are visible
- No organic material is within 6" of the top of foundation
- Brick veneer weep holes are not covered by organic material (mulch / pine straw)
- No pests are visibly gathering or nesting next to foundation (ants)
- Top of the slab isn't visible at outer wall (flashing or weather-boarding)
- Door thresholds are caulked and sealed on exterior

Exterior Cladding Inspection

- Brick veneer is caulked at penetrations; windows, doors, and moldings
- Brick veneer weep-holes are free of any organic materials or clogs
- Brick rowlocks and soldier courses are caulked and flashed
- Siding is firmly attached and flashing is in place at penetrations; windows and doors
- No visible sign of damaged siding or cracking
- No excessive UV damage; Southern exposures are more prone to fading
- No pests are nesting or living on exterior cladding and soffits
- Caulk is NOT broken down or decaying

Roofing & Membrane Inspection

- Shingles are not visibly damaged or have organic debris on them
- Shingle overhang is visible on roof rakes and fascia boards
- No exterior penetrations have been made on roofing membrane or shingles
- No modifications to balconies or mechanical areas have been made
- No exterior penetrations have been made by the homeowner
- Coping and flashing are in place and secure from the initial construction process
- No furnishings in excess of structural limitations have been placed on balcony
- No personal items are being stored in HVAC decking area by the homeowner

Mechanical Inspections

- Ensure HVAC rooftop condensing units are not blocked or impeded by stored items
- Ensure HVAC components have not been altered by the homeowner at rooftop
- Ensure exterior hose bibs are not connected to hoses during winter months
- All residents are shutting off water main to unit during prolong absence(s) (2 or more days)

Fire Life Safety Inspection

- Annual Fire Life Safety Inspection
- Requirement – Once Annually
- Inspecting Party – Teleco, Inc
- Contact Information:
 - 1-800-800-6159
 - 430 Woodruff Road, Suite 300, Greenville, SC 29607
 - Bobby Reiter

Annual Exterior Maintenance

- Power-wash exterior cladding annually (be careful at door thresholds for water intrusion)
- Apply new caulking as needed at: penetrations, windows, doors, and mouldings
- Ensure landscape maintenance company does NOT cover veneer weepholes when mulching
- Inspect and ensure conductor heads and gutters are functioning properly
- No organic materials or modifications have been made by the homeowner
- No modifications have been made to grade or swales
- No personal affects have been attached to the dwelling by the homeowner
- All condensation lines are free of blockage and are functioning properly

General Site Maintenance

- Grounds maintenance is occurring at a reasonable frequency
- Grass, mulch, plants and weed maintenance is occurring at a reasonable frequency
- No damage is being caused to plantings, trees, and sodded areas by pets
- No material is being placed in, or blocking street inlets
- No damage is being caused by residents to sidewalks or roadways
- No swales are visibly holding water 48 hours after a rain event
- Termite inspections are conducted annually
- Stormwater devices are inspected annually; and maintained per the O&M Guidelines