



**Guidance Document:
How to Conduct your Annual Historic Resource Inspection**

1. Prepare for the Inspection

- a. Select a day and date appropriate for the site visit.
 - i. Unheated buildings may be best inspected before the weather gets too cold – for your own comfort!
 - ii. If possible, schedule monitoring before there is snow cover, so that roofs, foundations, and other parts of the building are visible.
- b. Plan to take notes during the site visit.
 - i. Bring a clipboard/paper/pen or tablet to jot down notes about the condition of various parts of the resource.
 - ii. Bring a camera to capture current conditions as you see them.

2. Conducting the Inspection

- a. Walk completely around and through the building – inside and out.
- b. Refer to the checklist below to note the condition of the resource. This is not a comprehensive list, and building elements specific to the resource should be addressed as applicable.

Roof	Check downspouts, flashing, gutters, valleys. Look for broken, cracked, loose, missing, rusting, sagging, or warping materials, biological growth
Exterior Wood	Check eaves, cornices, siding, trim. Look for flaking paint, rot/deterioration, leaning walls, staining, biological growth, or mildew
Exterior/Interior Masonry	Check chimneys/caps, parapets, stairs, walls, basements. Look for efflorescence, damaged brick/stones, spalling, missing mortar, vertical cracks, or sagging
Exterior/Interior Foundation	Look for moisture penetration, cracks, spalling, loose mortar, bowing, shifting stones, rain backsplash
Grounds	Check drainage, lawn sprinklers, vegetation, stone/retaining walls, fences, outbuildings. Look for puddling, vegetation near structures, working hardware, shifting posts, rodent damage
Decks, Porches, Balconies, Entries	Check floors, piers, roofs, railings, stairs. Look for loose/deteriorated components, porch slope/settling, insecure railings/stairs, rotted thresholds, backsplash
Windows, Doors, Vents	Check frame, glass, sill, sash, putty, seals) Look for water/air seepage, condensation, cracked panes, rotted sashes, working sash/cords/hardware, sticking doors
Attic/Basement	Check chimneys, eaves, foundation, floors) Look for water staining/standing, vermin/insect infiltration, bowing rafters, poor insulation, venting, or vapor barrier, mold odor
Paint	Look for flaking, blistering, weathering
Interior Walls and Ceiling	Check areas around windows/doors) Look for cracks, chips, stains, dampness/mold, loose paint/wallpaper, sagging/leaning
Interior Floors	Look for warping, damage, sagging/bouncing, excessive wear
Systems	Check sinks/toilets, plumbing, heating, electrical, switches, outlets, thermostats, smoke detectors) Look for leaking, blocked registers/filters, fraying wires, working fire extinguishers

3. Complete the Annual Monitoring Report form

- a. Log into LCHIP's [online grants management system](#) to complete and submit the report.