

**BUILDING**

**MAINTENANCE  
STANDARDS**

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**NATIONAL PARK SERVICE**

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## BUILDINGS

### FOUNDATIONS

#### Level I

Maintenance is considered the method of retaining a facility in as near to its original condition as practical and does not take into consideration any improvements or betterments over original design, except those costing less than \$3,000.

Reference to inspections (daily, weekly, monthly, etc.) connotes the potential or frequency that a supervisor should have the opportunity to be exposed to possible deficiencies as a routine and does not necessarily refer to formal inspections.

Buildings are properly maintained when the standards outlined herein are achieved.

1. No termites or insect infestations.
2. Concrete free of spalling, leaks, cracks, and exposed reinforcing.
3. No warping, checking, splitting, broken and damp wooden members.
4. Exposed masonry units have no cracked or open joints; leaks; cracked or spalling elements.
5. Bolts and fasteners in place and secure.
6. Vents free from rust and corrosion, holes or rotten fabric, clogged or blocked openings, loose or missing hardware and securely attached.
7. Ground surface free of debris and trash and graded.
8. Quarterly inspection to insure conformance.

## FOUNDATIONS

### Level II

1. No termites or insect infestations.
2. Concrete and masonry free of leaks and cracks.
3. No broken or damp wood members.
4. Bolt and fasteners secure.
5. Vents free from rust; holes; loose hardware.
6. Ground surface free of debris and trash.
7. Semi-annual inspection to insure conformance.

## FOUNDATIONS

### Level III

1. No termites or insect infestations.
2. Concrete, masonry and wooden units free of leaks and dampness.
3. Bolts and fasteners secure.
4. Vents free from holes.
5. Annual inspection to insure conformance.

## EXTERIOR WALLS

### Level I

1. Masonry units free of cracks and spalling, eroded or sandy joints, cracked units, stains, leaks.
2. Wood have no warping and cracking, rot and termites, stains, loose and missing fastenings, leaks.
3. Metal free of rust and pittings, loose missing or broken fastenings, holes and punctures. Repaint when film is less than 3 mils in thickness.
4. Repainting scheduled on a three-to-five year cyclic basis or as required by climatic conditions.
5. Quarterly inspection to insure conformance.

## EXTERIOR WALLS

### Level II

1. Masonry units free of cracks, stains and leaks.
2. Wood free of leaks, termites and insect infestations, missing fastenings.
3. Metal have no rust and pitting. Repaint when film is less than 2 mils in thickness. Replace missing or broken fastenings.
4. Repainting scheduled on a five-to-seven year cyclic basis.
5. Semi-annual inspection to insure conformance.

## EXTERIOR WALLS

### Level III

1. Masonry units free from leaks.
2. No termites and insects.
3. Metal painted for protection.
4. Repainting scheduled on a seven-to-ten year cyclic basis.
5. Annual inspection to insure conformance.

## INTERIOR WALLS AND CEILINGS

### Level I

1. Free from leaks, cracks, decay and insect infestations, stains and scuff marks, loose fastenings.
2. Paints and coverings free from abrasions, punctures, tears, fading and stains, and adhesive failures.
3. Repainting on a one-to-three year cyclic basis.
4. Metal surfaces polished.
5. Horizontal and vertical surfaces dust and grime free.
6. Quarterly inspection to insure conformance.

## INTERIOR WALLS AND CEILINGS

### Level II

1. Free from leaks, decay and insect infestations, stains.
2. Paints and coverings free from abrasions, punctures and tears.
3. Repainting on a two-to-four year cyclic basis.
4. Surfaces dust free.
5. Semi-annual inspection to insure conformance.

## INTERIOR WALLS AND CEILINGS

### Level III

1. No leaks, termites and insect infestations.
2. Repaint on a three-to-five year cyclic basis.
3. Annual inspection to insure conformance.

## DOORS AND WINDOWS

### Level I

1. Wood sash, doors and trim have no splits, rot, cracks, loose or tight fits.
2. Metal sash and doors free from rust and corrosion, warping, and loose or tight fits.
3. Screens free from loose, broken or missing hardware; no rust or corrosion; no holes in fabric or wire; no wood rot, stain or cracks and breaks.
4. No loose, broken or missing hardware. Free from rust and corrosion. Movement free and unhampered.
5. Glass clean and free of broken or cracked elements. Glazing compound secure, none missing.
6. Venetian blinds, drapes, etc., clean; free of spots and tears; no broken or loose fastenings; cords free of frays or broken strands.
7. Daily inspection to insure conformance.

## DOORS AND WINDOWS

### Level II

1. No cracks, rust or corrosion in wood and metal elements.
2. No holes in screens; no broken or missing hardware; loose or tight fits.
3. Hardware secure; no broken or missing elements.
4. Glass clean and no more than 10% broken elements.
5. Venetian blinds, drapes, etc., clean and no tears or broken fastenings.
6. Bi-weekly inspection to insure conformance.

## DOORS AND WINDOWS

### Level III

1. No cracks in wood and metal sash, doors and trim.
2. Screens free of holes and hardware secure.
3. No more than 20% broken glass.
4. Venetian blinds, drapes, etc. clean.
5. Quarterly inspection.

## FLOORS

### Level I

1. Carpet and rugs free of ravelling, cuts and tears, fading and discoloration, loose anchorage, insect damage; vacuumed free of dust and dirt.
2. Resilient floors show no evidence of cracking, chipping, breaking, scratches, tears, uneven and loose bonding; free of moisture; waxed and buffed.
3. Wood free from sagging, splintering, loose, warped, rotten or scratched elements, stains, discoloration and moisture; waxed and buffed. No termites or insect infestations.
4. All areas free of loose, damaged or missing bases, binding strips and thresholds, projecting nails, bolts or screws, slippery surfaces, loose or missing nosings or treads.
5. Daily inspection to insure conformance.

## FLOORS

### Level II

1. Carpets and rugs free of cuts and tears, loose anchorage, insects, dust and dirt.
2. Resilient floors show no evidence of cracking, chipping, breaking, scratches, tears, uneven and loose bonding; free of moisture; buffed.
3. Wood free from sagging, splintering, loose, warped, rotten, or scratched elements, stains, discoloration and moisture; waxed and buffed. No termites or insect infestations.
4. All areas free of loose, damaged or missing bases, binding strips and thresholds, projecting nails, bolts or screws, slippery surfaces, loose or missing nosings or treads.
5. Semi-weekly inspection to insure conformance.

## FLOORS

### Level III

1. Carpets and rugs free of cuts and tears, loose anchorage, dirt and dust.
2. Resilient floors free of uneven and loose bonding; no moisture; buffed.
3. Wood free from rotten and loose elements, moisture, termites. No dirt and dust; buffed.
4. No loose base strips, projecting nails or fastenings, loose nosings or treads.
5. Weekly inspection to insure conformance.

## GUTTERS, DOWNSPOUTS AND ROOF DRAINS

### Level I

1. Free of rust and corrosion, breaks or leaks.
2. Aligned and fastened.
3. Open and clear of leaves and dust, dirt accumulation.
4. Wire guards provided and in place.
5. Splash blocks in place, connection to storm sewer secure.
6. Repainting scheduled on a three-to-five year cyclic basis.
7. Quarterly inspection to insure conformance.

## GUTTERS, DOWNSPOUTS AND ROOF DRAINS

### Level II

1. Free of rust and corrosion, breaks or leaks.
2. Securely fastened.
3. Clear of obstructions.
4. Splash blocks in place.
5. Repainted on a five-to-seven year cyclic basis.
6. Semi-annual inspection to insure conformance.

## GUTTERS, DOWNSPOUTS AND ROOF DRAINS

### Level III

1. Free of breaks and leaks.
2. Securely fastened.
3. Clear of obstructions.
4. Repainted on a seven-to-ten year cyclic basis.
5. Annual inspection to insure conformance.

## ROOFS

### Level I

1. Metal free of broken seams, rust or corrosion, holes and open joints, loose, broken or missing fastenings.
2. Wood shingles, tile or slate free from warped, broken, split, curled and loose or missing elements.
3. Built-up roofs free from cracks, exposed coatings, blistered, curled or buckled felts.
4. Watertight and free of water ponding.
5. Flashing free from rust, corrosion, open joints, loose and missing fastenings.
6. Quarterly inspection for conformance.

## ROOFS

### Level II

1. Metal free of broken seams, rust or corrosion, holes and open joints, loose, broken or missing fastenings.
2. Wood shingles, tile or slate free from warped, broken, split, curled and loose or missing elements.
3. Built-up roofs free from cracks, exposed coatings, blistered, curled or buckled felts.
4. Watertight and free of water ponding.
5. Flashing free from rust, corrosion, open joints, loose and missing fastenings.
6. Semi-annual inspection to insure conformance.

## ROOFS

### Level III

1. Metal free of broken seams, rust or corrosion, holes and open joints, loose, broken or missing fastenings.
2. Wood shingles, tile or slate free from warped, broken, split, curled and loose or missing elements.
3. Built-up roofs free from cracks, exposed coatings, blistered, curled or buckled felts.
4. Watertight and free of water ponding.
5. Flashing free from rust, corrosion, open joints, loose and missing fastenings.
6. Annual inspection to insure conformance.

# HEATING, VENTILATING AND AIR CONDITIONING

## Level II

1. Air filter clear of dust, grease and lint deposits, Bi-monthly inspection.

2. System mechanical elements free of dust, dirt, soot, grease deposits, lubricant drippings, rust and corrosion, chemical fumes, and loose, broken or missing parts.

3. Wiring and electrical free of loose connections, frayed or worn braid, improperly sized or defective fuses.

4. Exposed piping have no clogged, rusted, or corroded, leaking parts. Valves, traps, and strainers clear of scale and leaks.

5. Ducts free from soot, dirt, grease, loose connections, joints and seams.

6. Boiler standards according to Heating, Ventilating and Air Conditioning Guide, American Society of Heating and Ventilating Engineers. Annual inspections made by state inspector.

7. Semi-annual inspection to insure conformance, except for Item #1.

## HEATING, VENTILATING AND AIR CONDITIONING

### Level III

1. Air filter clear of dust, grease and lint deposits. Bi-monthly inspection.
2. System mechanical elements free of dust, dirt, soot, grease deposits, lubricant drippings, rust and corrosion, chemical fumes and loose, broken or missing parts.
3. Wiring and electrical free of loose connections, frayed or worn braid, improperly sized or defective fuses.
4. Exposed piping have no clogged, rusted or corroded, leaking parts. Valves, traps and strainers clear of scale and leaks.
5. Ducts free from soot, dirt, grease, loose connections, joints and seams.
6. Boiler standards according to Heating, Ventilating and Air Conditioning Guide, American Society of Heating and Ventilating Engineers. Annual inspection made by state inspector.
7. Annual inspection to insure conformance, except for Item #1.

## INTERIOR PLUMBING

### Level I

1. Free of leaks, breaks, corrosion, stoppages, odors and gases.
2. Insulation sealed and free of moisture.
3. Valves, checks, traps operational, free of leaks, corrosion, incrustation and obstructions.
4. Fixtures free of cracks in china, chips in porcelain, odors, stains.
5. Daily inspection to insure conformance.

## INTERIOR PLUMBING

### Level II

1. Free of leaks, breaks, corrosion, stoppages, odors and gases.
2. Insulation free of moisture.
3. Valves, checks, traps operational, free of leaks, corrosion, incrustation and obstructions.
4. Fixtures free of cracks in china, chips in porcelain, odors, stains.
5. Semi-weekly inspection to insure conformance.

## INTERIOR PLUMBING

### Level III

1. Free of leaks, breaks, corrosion, stoppages, odors and gases.
2. Valves, checks, traps operational, free of leaks, corrosion, incrustation and obstructions.
3. Fixtures free of cracks in china, chips in porcelain, odors, stains.
4. Weekly inspection to insure conformance.

## INTERIOR ELECTRICAL

### Level I

1. According to National Electrical Code 1965, NFPA No. 70, ASA C1-1965 as adopted by the National Park Service.
2. Quarterly inspection to insure conformance.
3. Breaker boxes and fuse panels labeled and identified by circuit.

## INTERIOR ELECTRICAL

### Level II

1. According to National Electrical Code 1965, NFPA No. 70, ASA C1-1965 as adopted by the National Park Service.
2. Semi-annual inspection to insure conformance.
3. Breaker boxes and fuse panels labeled and identified by circuit.

## INTERIOR ELECTRICAL

### Level III

1. According to National Electrical Code 1965, NFPA No. 70, ASA C1-1965 as adopted by the National Park Service.
2. Annual inspection to insure conformance.
3. Breaker boxes and fuse panels labeled and identified by circuit.

## LIGHTING

### Level I

1. Illumination units free of dirt and dust and secure. No cracked or broken luminaries and fixture parts, exposed wiring, broken or missing pullcords, loose socket connections.
2. Fluorescent units free of flickering and loud humming lamps.
3. No burned out lamps.
4. Daily inspection to insure conformance.

## LIGHTING

### Level II

1. Illumination units free of dirt and dust and secure. No cracked or broken luminaries and fixture parts, exposed wiring, broken or missing pullcords, loose socket connections.
2. Fluorescent units free of flickering and loud humming lamps.
3. No burned out lamps.
4. Semi-weekly inspection to insure conformance.

## LIGHTING

### Level III

1. Illumination units free of exposed wiring, loose socket connections; no broken luminaries or fixture parts.
2. No burned out lamps.
3. Weekly inspection to insure conformance.

## HOUSEKEEPING

### Level I

1. Furnishings, tools and equipment located not to hamper circulation and as per design.
2. Free from protrusions from cabinets, desks, racks, bins, benches, aisles and work areas. Free of boxes, baskets and clutter. Boxes, containers, supplies, materials in storage bins, shelves.
3. Wastebaskets empty and ash trays clean. Radiators, desks, cabinets, louvers, exhibit cases, panels and displays clean and dusted.
4. Metal surfaces polished.
5. Restroom and washroom areas free of odors and clean. Soap, paper and towel racks filled. Mirrors clear of fingerprints and shelves clean, polished and free of debris.
6. No clothing, boxes, packages hung or laying on benches, desks, tables, counters, machines.
7. Drinking fountains clean and clear of debris and leaks. Trash receptacles when paper cups provided. Free of spots and water marks. Fully operational.

## HOUSEKEEPING

### Level I

8. Stock storage areas clean and cleaning equipment near and in place.
9. Washbasins, toilet bowls and procelain clean and bright, free of spots and smears.
10. Daily inspection to insure conformance.

## HOUSEKEEPING

### Level II

1. Furnishings, tools and equipment located not to hamper circulation and as per design.
2. Free from protrusions from cabinets, desks, racks, bins, benches, aisles and work areas. Free of boxes, baskets and clutter. Boxes, containers, supplies, materials in storage bins, shelves.
3. Wastebaskets and ash trays empty and clean. Exhibit cases, panels and displays dusted.
4. Metal surfaces clean.
5. Restroom and washroom areas free of odors and clean. Soap, paper and towel racks filled. Mirrors clear of fingerprints and shelves clean, polished and free of debris.
6. No clothing, boxes, packages hung or laying on benches, desks, tables, counters, machines.
7. Drinking fountains clean, clear of debris and leaks. Fully operational.
8. Stock storage areas clean.
9. Washbasins, toilet bowls and porcelain clean and bright, free of spots and smears.
10. Semi-weekly inspection to insure conformance.

## HOUSEKEEPING

### Level III

1. Furnishings, tools and equipment arranged neatly.
2. Free from protrusions from cabinets, desks, racks, bins, benches, aisles and work areas. Free of boxes, baskets and clutter. Boxes, containers, supplies, materials in storage bins, shelves.
3. Wastebaskets and ash trays empty and clean.
4. Metal surfaces clean.
5. Restrooms and washrooms clean and supplies furnished.
6. No clothing, boxes, packages hung or laying on benches, desks, tables, counters, machines.
7. Drinking fountains clear of debris and leaks.
8. Washbasins, toilet bowls and porcelain free of spots and smears.
9. Weekly inspection to insure conformance.

