



Grand Lodge of Free & Accepted Masons of the State of New York  
**Committee on Lodges and Buildings**

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**Real Estate Evaluation Sub-Committee Co-Chairmen**

## **EVALUATION GUIDE FOR MASONIC BUILDINGS**

The attached Facilities Inspection/Evaluation Checklist is provided as a guide to assist you in determining your building's structural and mechanical condition. It is recommended that this format be utilized when conducting an inspection and evaluation of your building. This form is meant to be an abbreviated guide for use by a qualified individual who is familiar with building components and is capable of determining their condition. It contains a checklist of numerous building components, some of which may or may not be part of your particular facility; for example the list includes Boilers and Unit Heaters; your building may have both or only Boilers.

If the members of a Lodge feel that to conduct this rigorous and complete inspection will require the services of more qualified staff than is available from their membership, expertise is available through the Grand Lodge Committee on Lodges and Buildings.

In order to perform a complete and accurate assessment of your Lodge building it is highly recommended that a record keeping system be initiated and maintained. It should be updated at least every two years and in addition to the results of the above inspection, it should include:

- Copies of all utility bills for at least the previous 12 months
- All records and documents pertaining to periodic inspection reports for such items as fire alarm systems, sprinkler systems and fire extinguishers.
- The records of any maintenance or service performed on any equipment in the previous 12 months.
- Copies of service contracts for maintenance of heating systems fire protection systems, etc.
- Copies of any and all correspondence from your local building inspection office in regards to the building's condition or maintenance that may be required.

- Copies of any estimates for anticipated work efforts.
- Copy of the Form "Specific Information for Insurance Purposes" (copy attached for your ready use.)

It is noted that the necessary information compiled through the above procedure is to be used to perform a complete and accurate assessment of your Lodge building and used to evaluate it's condition and provide recommendations for repairs and updates.

It is recommended that each Lodge make provision to initiate proper facilities inspections without delay.

Knowledge of the true condition of your Lodge's building is very important when making those tough decisions about how best to maintain or when making the decision to retain your facility.

Assistance is available from Grand Lodge Committee on Lodges and Buildings by contacting your District Deputy Grand Master. We look forward to working with you as we continue the Grand Master's program of **MASONS = HELP**.

# FACILITIES INSPECTION/EVALUATION CHECKLIST

**NOTE:** This form is meant to be an abbreviated outline guide for use by a qualified individual who is familiar with building components and is capable of determining their condition.

**FACILITY NAME** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_

**Date** \_\_\_\_\_  
**Inspector(s)** \_\_\_\_\_

**LEGEND:** "CK" column if item was inspected and was satisfactory  
 "ND" column identifies a deficient item and is always accompanied by comment  
 "N/A" = Not Applicable

**A. SITE AND GROUNDS (outside excluding facility)**

	Item	N/A	CK	ND	comments
1	Driveway(s)				
2	Parking Areas				
3	Walkways				
4	Ramps				
5	Steps				
6	Curbs and Guardrails				
7	Handrails				
8	Fences/gates				
9	Retaining Walls				
10	Grounds- Lawns, Plantings, etc.				
11	Trees @ Bldg, Limbs & Wires				
12	Posts, Signs & Flagpole(s)				
13	Fire Hydrants: distance from building				
14	Underground Tanks				
15	Above Ground Tanks				
16					

**B. UTILITIES**

	Item	N/A	CK	ND	comments
1	Water Supply: copper, plastic, iron				
2	Water Valve Location: Pressure Reducer				
3	Piping: copper, steel, plastic				
4	Hot Water Heater				
5	Faucets & Traps				
6	Sinks & Basins & Tubs				
7	Toilet & Urinals				
8	Sump Pump				
9	Sanitary Sewer: Cast Iron with clean out				

# FACILITIES INSPECTION/EVALUATION CHECKLIST

FACILITY NAME \_\_\_\_\_

DATE \_\_\_\_\_

**B. UTILITIES (continued)**

Item	Item	N/A	CK	ND	comments
10	Septic System				
11	Boilers: name, age, size, etc.				
12	Hot Water/Steam: 1 or 2 pipe				
13	Fuel: Gas/Oil: Supplier 's Name				
14	Fuel oil :#2 or #6: Heated or unheated				
15	Location of Storage Tank				
16	Radiators & Controls				
17	Unit Heaters: name, age, size, etc.				
18	Unit Heater Filters				
19	Furnace: name, age, size, etc.				
20	Furnace Filters				
21	Heat Pump: name, age, size, etc.				
22	Central Air Conditioning name,age,size,etc.				
23	Window Air Conditioners: name, age, etc.				
24	Wall Mntd Air Conditioners: name, age, etc.				
25	Building air handling fan systems				
26	Washroom Exhaust Fans				
27	Security System				
28	Fire Alarm System				
29	Fire Extinguishers: kinds & locations				
30	Fire Hose Cabinets				
31	Sprinkler System				
32	Exit Lights				
33	Emergency Lights				
34	Electrical Service: age, volts, amps				
35	Electric Panel Box(s): breakers, fuses & sizes				
36	Wiring: BX, Romex, 2/3 wired, knob & tube				
37	Electrical Receptacles & Switches				
38	Ground Fault Interrupters				
39					

# FACILITIES INSPECTION/EVALUATION CHECKLIST

FACILITY NAME \_\_\_\_\_

DATE \_\_\_\_\_

## C. FACILITY EXTERIOR

	Item	N/A	CK	ND	comments
1	Foundation: Concrete Block, Concrete, Stone				
2	Structural Walls: Brick, Stone, Concrete, Wood /Steel Frame, etc.				
3	Wall Openings: lintels & sills				
4	Wall Openings: flashing & caulking				
5	Window Frames, Glass & Glazing, Hardware				
6	Storm Windows				
7	Window Mounted Units				
8	Door Framing, Hardware				
9	Door Panels, Glass & Glazing				
10	Storm Windows				
11	Roofing: Materials, Penetrations, Flashing, Caulking				
12	Roof Pitch, Drainage: scuppers, gutters & downspouts				
13	Vents & Stacks				
14	Chimney				
15	Skylights				
16	Soffits & Fascia				
17	Parapets				
18	Mounted Equipment				
19	Ladders				
20	Stairways: wood, concrete, etc.				
21	Railings				
22	Loading Platforms				
23	Stairwells: open, covered				
24	Fire Escapes				
25	Security Lighting				
26					
27					
28					

# FACILITIES INSPECTION/EVALUATION CHECKLIST

FACILITY NAME \_\_\_\_\_

DATE \_\_\_\_\_

## D. FACILITY INTERIOR

	Item	N/A	CK	ND	comments
1	Stair Structure				
2	Stair Treads, Risers, Nosing				
3	Stair Railings				
4	Balustrade				
5	Elevator/ Lifts				
6	Escalators				
7	Floors				
8	Carpeting				
9	Baseboard & Trim				
10	Floor Expansion Joints				
11	Wall Finish				
12	Wall Structure				
13	Columns & Posts				
14	Ceiling Openings				
15	Ceiling Beams				
16	Roof Structure: trusses, rafters, etc.				
17	Beams				
18	Joists				
19	Trim Finishes				
20	Insulation				
21	Windows & Frames, Sash, Sills, Hardware				
22	Door Framing & Trim, Panels				
23	Door Closures & Hardware				
24	Door & Window Glass				
25	Basement- Walls: Materials, dry/wet, cracked				
	- Floor: dry/wet, cracked				
26	Htg/Ventilation: radiators, baseboard, grills, etc				
27					

**USE ADDITIONAL SHEETS FOR COMMENTS**