

Maintenance Plan

Quarterly

What to check and look for	Suggested Action
1. Slipped slates or tiles	Replace loose slates that were held by nails with 'tingles' – folded strips of lead or other metal – or proprietary clips. For pegged slates and tiles, gently slide the loose one back into position, ensuring that the peg is hooked over the batten. Replace perished oak pegs. If many slates or tiles are missing consider re-roofing
2. Damaged or missing ridge or hip tiles	Re-bed and point butt-jointed tiles using hydraulic lime mortar.
3. Missing mortar fillets at the hips or abutments	Repair using hydraulic lime mortar or replace with lead.
4. Corroded, slipped, lifting or punctured leadwork	Dress raised leadwork back into place and replace missing flashings. Small holes or splits can be patch repaired, but avoid mastics and repair tapes. If the lead is badly damaged or corroded, it will need to be replaced by a lead roof specialist
5. Ponding on flat roofs	Clear gutters and outlets. If the problem persists, the roof is likely to need replacement in the longer term.
6. Moisture staining on roof timbers and ceilings; soft or decaying timbers	Ensure that roofs are watertight. Water may not be entering immediately above a damp patch, so look around. Timbers in contact with damp walls are particularly susceptible to decay; test with the tip of a penknife. If decay, fungal growth or beetle infestations are found, consult an independent timber surveyor, rather than a timber treatment company.
7. Debris, bird nests, mouse or rat droppings in roof spaces and other areas	Ensure that mesh is securely fitted over louvres and other openings to prevent birds from getting in. Block entry points used by vermin, treat infestations and arrange for chewed cables to be replaced immediately by a qualified electrician. Remove debris, but avoid disturbing nesting birds. Seek advice before undertaking any work when protected species, including bats and owls, are present.
8. Vegetation in walls	Remove vegetation before it takes hold. Invasive growth that cannot be removed by hand without damaging masonry or pointing should be treated with a systemic weed killer and left in place to die and fall away.
9. Loose stones; open joints; damaged render	Re-bed isolated loose stones and replace small areas of pointing or render using hydraulic lime mortar. If the problem is more serious consult an architect or surveyor.

10. Cracks or bulges in walls	Monitor closely and consult an architect, structural engineer or surveyor if cracks have recently formed or are increasing in width.
11. Overflowing gutters and hopper heads; leaking downpipes; damp walls	Clear gutters of leaves and debris, especially during autumn and winter. Repair or replace the system as necessary. When renewing or re-fixing downpipes install wooden spacers behind the brackets to improve ventilation and access for redecoration.
12. Blocked drains and gullies	Clear all leaves and debris, and ensure that grilles and mesh covers are in place. Rod drains if necessary.
13. Damp walls at low level inside the building	Remove vegetation growing against external walls and ensure that soil does not build up at the base of walls or above the level of underfloor ventilation grilles or air bricks. Check drainage channels and gullies for cracks and open joints, and seal if necessary. Avoid storing materials outside the building close to the walls.
14. Check smoke and carbon monoxide detectors	Test batteries monthly if possible and replace as necessary. Install detectors if they are not already present.

Annually

What to check and look for	Suggested Actions
15. Check fire extinguishers	Ensure the building is equipped with the correct types of extinguisher. Arrange for fire extinguishers to be serviced annually or replace them as they approach their expiry date
16. Damage to windows, doors and other joinery	Replace decayed sections of timber and fill cracks and open joints. Replace broken panes of glass and defective putty. Ease sticking windows and doors, and replace broken sash cords, reusing the original weights.
17. Weathered limewash; peeling paintwork; rusting ironwork	Apply limewash annually. Redecorate painted joinery and metalwork every 3 to 4 years using an oil paint. Make sure that all rust is removed from metalwork before redecorating. For painted, rather than limewashed, walls, redecorate every 3 to 4 years using a microporous paint that will allow the building to 'breathe'.
18. Check chimneys	Sweep chimneys in use annually and ensure that birds cannot get in. Cap disused flues, ensuring that sufficient ventilation is provided and retain any pots in position.

19. Check water pipes and heating systems	Check that flues are not damaged. Check that pipes are not leaking and ensure that they are properly lagged. Clear traps and outlets periodically
20. Check gas appliances	Have gas appliances serviced annually by an installer registered on the Gas Safe Register www.gassaferegister.co.uk Arrange sooner if soot or stains are seen or if pilot lights frequently blow out. Keep air vents and flues clear. Ring the gas company immediately if you smell gas.
21. Check electrical equipment	Inspect wiring, installations and portable equipment for damaged or loose cables and plugs, signs of overheating or use in inappropriate places, such as damp or dusty environments. The Institution of Engineering and Technology www.theiet.org recommends that portable electrical equipment be tested by a competent person on a cyclical basis of between 3 months and 4 years, depending on the type of equipment. Arrange for wiring to be tested at least once every 5 years.
22. Check insurance cover	Make sure that the amount of cover is sufficient and increase if necessary.