**Faith in Maintenance**

Regular checks are a vital part of building maintenance. Check as frequently as you can, but preferably no less often than is suggested below. The best time to check gutters and rainwater goods is during or just after rain as this will help you to spot any leaking sections. Further information and guidance can be found in the **Faith in Maintenance** handbook.

### Safe in Maintenance

- Ensure you maintain your building safely. Ladders, lofts and roofs present particular hazards. It is best not to work alone, but think of the safety of helpers and others beneath if working above ground level.
- Safety equipment is needed for some jobs, including gloves for the clearance of drains or removal of pigeon droppings from gutters.
- Do not touch gas or electrical supplies unless you are qualified.
- If in any doubt about safe access, particularly on roofs and in attics, use a reputable, professional builder for inspection or work. Binoculars can be a useful tool to help you inspect roofs and other high level items.
- For further advice contact the Health and Safety Executive – [www.hse.gov.uk](http://www.hse.gov.uk)

### Checklist

<table>
<thead>
<tr>
<th>Month</th>
<th>Things to do:</th>
<th>Things to look for:</th>
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</table>
| **JANUARY**| - Smoke alarms should be regularly tested and cleaned. Remember to replace the batteries too!  
- Have the electrical systems checked by a qualified person at least once every five years.  
- Parapet and valley gutters need to be cleared of snow to prevent melt water rising above them and causing damp internally. Extra caution is needed in icy conditions. | - Check the condition of any ladders in the tower and ask the tower captain to ensure that the ladders and balconies are in good order.  
- Clear leaves and debris from gutters and rainwater pipes regularly.  
- Items to be checked include cracks and leaks in rainwater goods and note damaged sections.  
- Check that eaves gutters and downpipes have not been damaged by frost. Look for cracks and leaks in rainwater goods and note damaged sections. | - Clear any dirt from condensation drainage channels and holes at the base of windows.  
- Items to be checked include cracks and leaks in rainwater goods and note damaged sections.  
- Check for splits and cracks in areas of flat or sloping sheet roofing.  
- Inspect lead flashings and mortar fillets at chimneys for signs of decay. Problems will include holes or splits in leadwork and erosion of mortar fillets. |
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- Lubricate door and window ironmongery and check security of locks.  
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**Calendar**

Tick the boxes as you complete each task. You can also use this chart to identify any points of concern that need to be addressed.
Faith in Maintenance Calendar

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Name and contact details for architect or surveyor

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