

Faith in Maintenance Calendar

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



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.



JANUARY

Things to do:

- Have the electrical systems checked by a qualified person at least once every five years.

CHECKED ACTION NEEDED

- Smoke alarms should be regularly tested and cleaned. Remember to replace the batteries too!

CHECKED ACTION NEEDED

- 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.

CHECKED ACTION NEEDED

FEBRUARY

Things to do:

- 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.

CHECKED ACTION NEEDED

- Make sure that the lower mull and windows are lock-proof before sealing starts. Do not disturb locks.

CHECKED ACTION NEEDED

- Check the condition of any letters in the street and on the lower regions to ensure that the bells and bellows are in good order.

CHECKED ACTION NEEDED

MARCH

Things to look for:

- Check that some gutters had downpipes have not been damaged by frost. Look for cracks and leaks in rainwater goods and into damaged sections.

CHECKED ACTION NEEDED

Things to do:

- 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.

CHECKED ACTION NEEDED

APRIL

Things to look for:

- Check the mull for frost, snow and wind damage. Dribble to the ground from broken down and the increase this there may be a problem.

CHECKED ACTION NEEDED

- Check for splits and cracks in areas of the or slapping these mull.

CHECKED ACTION NEEDED

- Inspect lead flashings and mortar fills at chimneys for signs of decay. Problems will include holes or splits in leadwork and erosion of mortar fills.

CHECKED ACTION NEEDED

Things to do:

- Clear leaves and debris from gutters and rainwater pipes regularly. Frequent attention may be needed if the building is surrounded by trees, or perched on a pipeline. Can area gutters may also require repainting.

CHECKED ACTION NEEDED

MAY

Things to do:

- Gullies beneath rainwater pipes should be cleared out regularly and drains should be rolled out if they overflow during wet weather. Remove all soil debris and ensure water discharges freely.

CHECKED ACTION NEEDED

- Make sure that windows and ventilators are operable so that the building can be ventilated on dry days during the summer months. Lubricate door and window mechanisms and check security of locks.

CHECKED ACTION NEEDED

- Shut down the heating system and have the boiler serviced. Bleed radiators if you have them and ensure that the frost thermostat is operational.

CHECKED ACTION NEEDED

- Clear away any plant growth from around the base of the wall and in particular from the drainage channel.

CHECKED ACTION NEEDED

JUNE

Things to look for:

- Inspect all windows. Check the glazing puts, lead joints and work test for signs of damage.

CHECKED ACTION NEEDED

- Check eaveswork for signs of rot including less accessible areas such as floor and roof work, under eaves and in cupboards.

CHECKED ACTION NEEDED

Things to do:

- Clear any dirt from downpipes and drains. Check lead joints at the base of windows.

CHECKED ACTION NEEDED

- Remove any stems from floor soil and roof work.

CHECKED ACTION NEEDED



Safety

- Ensure you maintain your building safety. 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 droppings 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 areas.
- For further advice contact the Health and Safety Executive – www.hse.gov.uk

Name and contact details for architect or surveyor

37 Spital Square, London, E1 6DT

Tel: 0207 377 1644

Email: info@spabfm.org.uk

Website: www.spabfm.org.uk

A charitable company limited by guarantee registered in England and Wales. Company No. 0202051. Charities No. 111 2713 547. VAT No. 577 4276 02

Supported by The National Lottery® through the National Lottery Fund

Heritage Lottery Fund

