

Inspection cycles and common maintenance actions				
Element	Frequency			Possible action during inspection and other comments
	6 months	12 months	5 years	
Gutters & downpipes				Remove debris and ensure water can flow freely; Check for cracks in cast ironwork
Valley gutters				Remove debris and check for wear or punctures in the lead lining Check overflows; Check stability timber below
Parapet gutters				Remove debris and check for wear or punctures; check overflow
Roof coverings				Remove any debris and plant growths; check for slipped slate/tiles
Below ground drainage				Check drainage and ensure that water is being taken clear of the building
External paintwork				Check for cracking or flaking paint, especially on south-facing and exposed elevations; re-paint normally every five years.
Sub-floor vents				Keep vents clear of debris and flaking paint or rust; Check ground levels
Limewash/painted masonry surfaces				Check for flaking or blistering - this may indicate increased moisture levels in fabric especially at ground level
Flat roofs				Remove debris and plant growth; clear any rainwater outlets
Flashings/secret gutters				Check pointing and mastic work to the flashing; repair slipped or damaged metal elements; check for punctures to lead
Windows & Doors				Check for areas of soft timber; check putty; check paint finish; check for distortion; oil hinges
Rooflights/cupolas				Remove debris and plant growths; clean glass
Parapets				Assess the condition of pointing and check for signs of movement/loose masonry
Chimneys (viewed from ground)				Assess condition of pointing and security of the chimney pots
Exposed masonry features				Check condition of pointing, especially thin ashlar joints
Masonry and pointing				Check for loss or damage to pointing, flaking stone, erosion or efflorescence
Vegetation				Check that vegetation is not close up against walls and that roots not choking drainage roots
Chimneys (close inspection)				Remove plant growth; check soundness of masonry and security of chimney pots
High-level timber, bargeboards and finials				Check for timber decay and condition of paintwork; check integrity of fastenings with the roof timbers
Wall Render				Check for areas of failure by surface tapping & visual observation
Ground levels				Make sure that garden or landscaping materials below any DPC/ not accumulating against walls