

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