

MAINTENANCE SCHEDULE

Location	Part of building	Check for	Primary maintenance tasks (in order of frequency required, from most frequent to least frequent)	Frequency
Roof	Roof cladding/flashings	<ul style="list-style-type: none"> • corrosion • moss/lichen growth • dirt/salts • lifted roofing/flashings • loose/missing fixings • water ponding (flat roofs) • faded paint • dented or damaged roofing • roof tearing at fixing points • gaps or cracks around roof penetrations • cracked, missing or dislodged roof tiles or shingles • roofing that ends short of a gutter • loss of stone chips on metal tile roofs. 	inspect and wash	yearly
			repair faults found	as required
			repaint/recoat	8–15 years depending on roof finish
			reroof	as required
Chimney/flues		<ul style="list-style-type: none"> • build up of soot • crumbling mortar (chimneys) • corrosion of flue/cowl/fixings • loose fixings 	have chimney/flue swept	yearly
			repair faults found	as required
			replace corroded flues/consider removing unsound brick chimneys down to the roofline	as required
Guttering/downpipes		<ul style="list-style-type: none"> • blocked gutters • broken or loose gutters or downpipes 	inspect and clean gutters. Remove overhanging tree branches	yearly or more frequently if necessary
			repair	as required
TV aerial/dish, PV panels, solar hot water panels		<ul style="list-style-type: none"> • loose fixings • corrosion • dirt/bird droppings/debris 	inspect and repair. Wash down PV/hot water panels	yearly
			replace	as required
Walls	Wall cladding	<ul style="list-style-type: none"> • dirt/salts/staining • cracked/flaking/chalking paint • moss/lichen • corrosion of flashings • corroded/missing fixings • split/cupped/rotten weatherboards • claddings touching/going into the ground • blocked vents at the base of brick walls • missing or loose sealant • loose-fitting cover boards, scribes or plugs 	inspect and wash walls	yearly, more frequently in geothermal/seaspray areas
			repair faults found	as required
			repaint	8–10 years
Doors/windows		<ul style="list-style-type: none"> • cracked/damaged putty • cracked/broken glass • cracked/flaking/chalking paint • corroded/raised/short flashings • corroded/stiff hinges/hardware • gaps around window seals or sashes • opened joints/mitres 	inspect and wash windows	yearly, more frequently in geothermal/seaspray areas
			repair faults found	as required
			replace hardware, sashes, window	as required
Decks/Balconies	Enclosed balconies/waterproof decks	<ul style="list-style-type: none"> • blocked outlets • evidence of water ingress • water ponding • decking membrane deterioration 	inspect and clear blockages	yearly
			repair faults found	as required
			replace	as required
			if a leak is suspected, call a building surveyor for advice	
Open timber decks		<ul style="list-style-type: none"> • moss build-up on decking • loose balustrades/posts • corroded/missing fixings/connectors • timber rot/splintering 	inspect and clean	yearly
			repair faults found	as required
			replace decking	as required
Car decks		<ul style="list-style-type: none"> • loose balustrades/posts • corroded/missing fixings/connectors • corroded steel frame • timber rot 	inspect and clean	yearly
			repair faults found	as required
			replace timber	as required

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Foundations/ subfloor	Foundation walls	<ul style="list-style-type: none"> • cracking/damage • ventilation openings blocked • garden/foundation boundary overgrown 	repair faults found	as required
			clear planting/growth	yearly
	Piles	<ul style="list-style-type: none"> • rotten timber • corroded/missing fixings 	replace	as required
	Subfloor	<ul style="list-style-type: none"> • damp ground • inadequate ventilation • loose wiring/pipes 	cover damp ground with plastic sheet	as required
			improve ventilation	as required
Concrete slab floor	<ul style="list-style-type: none"> • inadequate ground clearance 	repair faults found	as required	
			clear away growth	as required
			slope ground away from building	as required
Services	Plumbing/drainage	<ul style="list-style-type: none"> • leaking pipes • dripping taps • blocked drains/gulley traps/sinks 	repair faults found	as required
			clear blockages	as required
			relay drains	as required
	Water heating – electric storage cylinder	<ul style="list-style-type: none"> • corrosion in tank 	nudge the lever of the temperature/pressure relief valve to keep it moveable	every 6 to 12 months
			with glass-lined cylinders, ask a plumber to change the anode rod	every 5 years
			replace	10–15 years
	Water heating – solar heating panels	<ul style="list-style-type: none"> • leaks/ corrosion/wet insulation/dirty panels 	Wash dirty panels, cut back any shading tree branches	yearly
			repair/replace broken elements/broken glass	immediately
			specialist service	yearly
			replace	as required
	Water heating – instantaneous	<ul style="list-style-type: none"> • pipework • electronic ignition • gas supply 	specialist service	2 years or according to manufacturer
			replace	as required
	Electrical – pumps generally	<ul style="list-style-type: none"> • blocked strainer • pump • pipework 	specialist service	6–12 months
replace			as required	
Electrical – heat pumps and air conditioners	<ul style="list-style-type: none"> • blocked filters • dirt build-up • pumps • pipework 	remove and clean filter	monthly during heavy use	
		specialist service	1–2 years	
		replace	as required	
Septic tank/aerated wastewater treatment system	<ul style="list-style-type: none"> • pumps • soakage areas 	clean filters	6 monthly	
		specialist service	6 monthly or as according to local authority/supplier	
Mechanical systems – heating/ ventilation	<ul style="list-style-type: none"> • blocked filters • dirt build-up • pumps • pipework 	remove and clean filter	Monthly during heavy use	
		specialist service	according to manufacturer's instructions	
		replace	as required	
Solid fuel	<ul style="list-style-type: none"> • build up of soot in chimney/flue 	clean	yearly	
		replace flue/appliance	as required	

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Interior	Internal moisture levels	Indicated by: <ul style="list-style-type: none"> • mould/mildew • condensation • musty smell 	eliminate or control sources of internal moisture	ongoing	
	Borer/pests	<ul style="list-style-type: none"> • damage to timberwork 	specialist service	as required	
			replace timber	as required	
	Roof space	<ul style="list-style-type: none"> • moisture/leaks • displaced insulation 	repair faults found	yearly	
	Ceilings		<ul style="list-style-type: none"> • mould/mildew • water staining 	clean/redecorate	as required
				reline	as required
	Walls/windows		<ul style="list-style-type: none"> • mould/mildew • water staining • condensation • damaged wall linings 	clean/redecorate	as required
				improve ventilation	
				reline	as required
	Floors		<ul style="list-style-type: none"> • damp • springy • deterioration 	as for Subfloor	as required
repair faults found				as required	
Floor finishes		<ul style="list-style-type: none"> • damage • deterioration 	repair faults found	as required	
			replace	as required	
Kitchens/bathrooms		<ul style="list-style-type: none"> • damaged/ • cracked sealing around fittings • mould/mildew • damage to fixtures/ fittings/ joinery 	repair faults found	as required	
			install rangehood/exhaust ventilator to remove steam to the outside		
			replace fixtures/ fittings/ joinery	as required	