

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 tower, roofs and windows are bird-proof before nesting starts. **Do not disturb bats.**

CHECKED ACTION NEEDED

- Check the condition of any ladders in the tower and ask the tower captain to ensure that the bells and bellframe are in good order.

CHECKED ACTION NEEDED



MARCH

Things to look for:

- Check that eaves gutters and downpipes have not been damaged by frost. Look for cracks and leaks in rainwater goods and note 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 roofs for frost, snow and wind damage. Debris on the ground from broken slates and tiles indicates that there may be a problem.

CHECKED ACTION NEEDED

- Check for splits and cracks in areas of flat or sloping sheet roofing.

CHECKED ACTION NEEDED

- 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.

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 by pigeons. Cast iron gutters may also require repainting.

CHECKED ACTION NEEDED



MAY

Things to do:

- Gulleys beneath rainwater pipes should be cleaned out regularly and drains should be rodded out if they overflow during wet weather. Remove silt and 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 ironmongery 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 walls and in particular from the drainage channel.

CHECKED ACTION NEEDED



JUNE

Things to look for:

- Inspect all windows. Check the glazing, putty, lead cames and wire ties for signs of damage.

CHECKED ACTION NEEDED

- Check timberwork for signs of rot including less accessible areas such as floor and roof voids, under stairs and in cupboards.

CHECKED ACTION NEEDED

Things to do:

- Clear any dirt from condensation drainage channels and holes at the base of windows.

CHECKED ACTION NEEDED

- Remove any vermin from floor and roof voids.

CHECKED ACTION NEEDED



Safety

- 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



Name and contact details for architect or surveyor

37 Spital Square, London, E1 6DY

Tel: 0207 377 1644

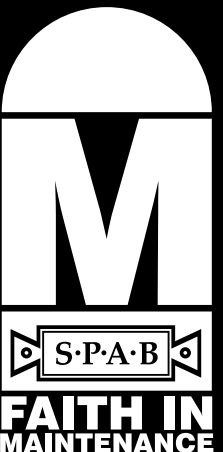
Email: info@spabfim.org.uk

Website: www.spabfim.org.uk

A charitable company limited by guarantee registered in England and Wales. Company No. 5743962. Charity No. 111 3753. VAT No. 577 4276 02

Supported by **The National Lottery** through the Heritage Lottery Fund

Heritage Lottery Fund



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.



JULY

Things to look for:

- Look at timber windows, doors, fascias and bargeboards. Check for cracked and rotten wood. Redecoration may be required.

CHECKED ACTION NEEDED

Things to do:

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

CHECKED ACTION NEEDED

- Have the lightning conductor system serviced once every five years.

CHECKED ACTION NEEDED

- If your building has a steeple consider having it inspected by a steeplejack once every five years.

CHECKED ACTION NEEDED



AUGUST

Things to do:

Take a break!



SEPTEMBER

Things to look for:

- If your roof space has safe access and is boarded, check whether there is evidence of leaks or damage to the roof covering during heavy rain, especially below gutters.

CHECKED ACTION NEEDED

Things to do:

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

CHECKED ACTION NEEDED

- Make sure that water tanks and exposed water and heating pipes are protected from frost. Any leaks should be repaired.

CHECKED ACTION NEEDED

- Make sure that any airbricks or under floor ventilators are free from obstruction and clean if necessary.

CHECKED ACTION NEEDED



OCTOBER

Things to look for:

- Check masonry for signs of damage. Report any deeply eroded mortar joints or cracks or signs of movement.

CHECKED ACTION NEEDED

- Check that snowboards and access walkways are in a good state of repair.

CHECKED ACTION NEEDED

Things to do:

- Clear leaves and debris from gutters and rainwater pipes regularly and check for any storm damage. Frequent attention may be needed if the building is surrounded by trees, or perched on by pigeons.

CHECKED ACTION NEEDED



NOVEMBER

Things to look for:

- Check that the flagpole is secure.

CHECKED ACTION NEEDED

- Check the roofs for damage. Debris on the ground from broken or missing slates and tiles indicates that there may be a problem.

CHECKED ACTION NEEDED

Things to do:

- Clear leaves and debris from gutters and rainwater pipes regularly and check for any storm damage. Frequent attention may be needed if the building is surrounded by trees, or perched on by pigeons.

CHECKED ACTION NEEDED



DECEMBER

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

- Gulleys beneath rainwater pipes should be cleaned out regularly and drains should be rodded out if they overflow during wet weather. Remove silt and debris and ensure water discharges freely.

CHECKED ACTION NEEDED

- Make sure that fire safety equipment has been serviced.

CHECKED ACTION NEEDED

Well done! You've kept your building well maintained for another year.



Safety

- 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



Name and contact details for architect or surveyor

37 Spital Square, London, E1 6DY
Tel: 0207 377 1644
Email: info@spabfim.org.uk
Website: www.spabfim.org.uk

A charitable company limited by guarantee registered in England and Wales.
Company No. 5743962.
Charity No. 111 3753. VAT No. 577 4276 02

