

I. Checklist for Maintaining Your Building

Use this checklist to help you keep track of maintenance to your building

Maintenance Checklist	How Often	Date of Last Maintenance
Gutter cleaning	Annually	
Slated/tiled roof - inspection and repair	Annually	
Flat roof inspection	Annually	
Flashings on the roof and cupolas	Annually	
Render coatings (e.g. cement)	Annually	
Chimneys	Annually	
TV aerials and fixings	Annually	
Door entry system	2-5 yrs	
External paint work on doors, windows, gutters and down pipes	3-5yrs	
Mastic around windows	6-10yrs	
Stair painting	10yrs	
Pointing – mortar between stone/brick in walls	10-15yrs	