

**Annual Maintenance Checklist**

Date of inspection:

Name of person(s) inspecting:

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| **External** |
| **Roofs***Issues to consider:** *Are there any signs of damage to roof coverings?*
* *Are there any slipped or missing roof slates?*
* *Are there any splits within the roof covering material?*
* *Are there patches of moss?*
 | Issues: |
| Actions required: |
| **Gutters and downpipes***Issues to consider:** *Are the gutters clear of vegetation and debris?*
* *Are any gutters/downpipes missing?*
* *Is the paintwork corroding?*
* *Are there signs of any leaks?*
* *Are the hoppers overflowing?*
 | Issues: |
| Actions required: |
| **Gulleys and drains***Issues to consider:** *Are the gulleys clear of debris and vegetation?*
* *Are gulleys overflowing/ slow to clear?*
* *Are the drainage channels clear of debris and vegetation?*
* *Are there cracks in the drainage channels?*
* *Are the drains operating effectively?*
 | Issues: |
| Actions required: |

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| **External walls***Issues to consider:** *Are there any new cracks or bulges in the stonework?*
* *Are there any climbing plants on the wall?*
* *Are there any damp patches?*
* *Are air vents free from obstruction?*
 | Issues: |
| Actions required: |
| **Doors and Windows***Issues to consider:** *Do doors open and close easily?*
* *Are doors warped, or damaged?*
* *Are windows easy to open?*
* *Is there any damage to glass?*
* *Are the metal supports in windows corroding?*
 | Issues: |
| Actions required: |

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| **Internal** |
| **Roof space and ceiling***Issues to consider:** *Are there any new or unusual stains or damp patches?*
* *Are there any signs of damage or decay to the roof structure?*
 | Issues: |
| Actions required: |
| **Internal walls***Issues to consider:** *Are there any new or unusual stains or damp patches?*
* *Are there any new cracks in plaster or stonework?*
 | Issues: |
| Actions required: |
| **Floor***Issues to consider:** *Are timber floors showing signs of decay?*
* *Are any areas of stone floor particularly worn?*
* *Are there any trip hazards?*
 | Issues: |
| Actions required: |
| **Ventilation***Issues to consider:** *Are windows easy to open?*
* *How many opening windows are there?*
* *Are ventilation blocks/grilles clear?*
* *Are pew platforms ventilated?*
 | Issues: |
| Actions required: |

**If you have any questions regarding your building following this inspection,**

**please contact Jon Breckon, Historic Churches Support Officer:**

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