

## Introduction

Regular maintenance and inspection of your historic building can save you from greater damage and expense when works are delayed. It is important to carry out maintenance and inspections regularly to ensure that your building remains sound and in use for years to come.

For specific or difficult to reach tasks it is better to seek the help of a professional who specialises in historic buildings.

### Chimney

What to look for:

- Missing flashing
- Damaged/cracked/missing brickwork
- Damaged/cracked flaunching
- Damaged/cracked pot
- Chimney Cap present

### Doors, Windows & Shopfronts

What to look for:

- Damp patches internally/externally
- Flaked/peeling paint
- Soft/crumbling areas of wood
- Damaged glass
- Cracked lintels above doors and windows

### Roofs & Gutters

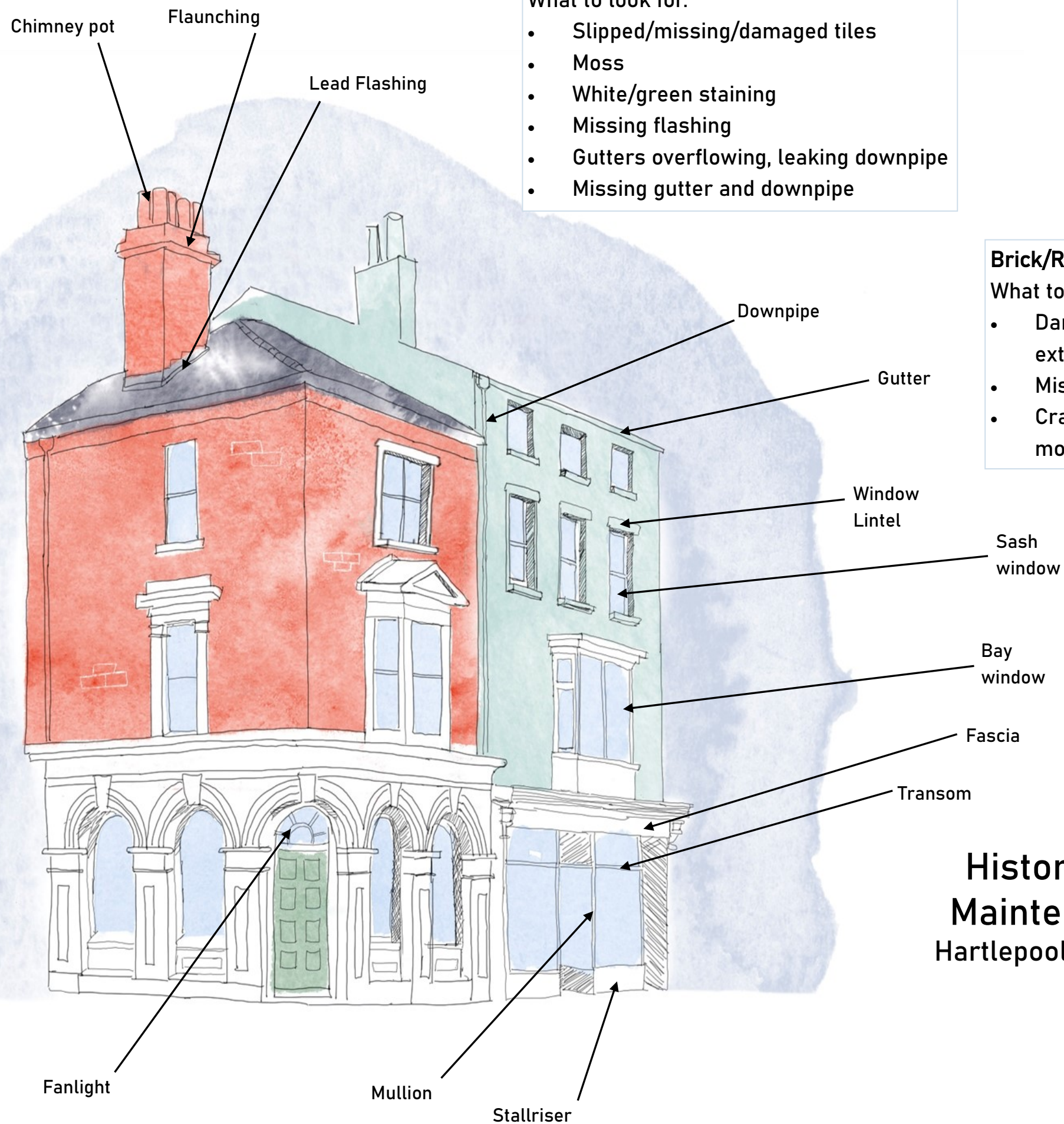
What to look for:

- Slipped/missing/damaged tiles
- Moss
- White/green staining
- Missing flashing
- Gutters overflowing, leaking downpipe
- Missing gutter and downpipe

### Brick/Render walls

What to look for:

- Damp patches internally/externally
- Missing mortar
- Cracks in bricks/render/mortar



**Historic Property  
Maintenance Guide**  
Hartlepool Borough Council

### Safety notes

Ensure that you carry out building maintenance safely. Ladders, lofts and roofs are particularly hazardous, do not undertake routine maintenance work at high level unless you are accompanied and have suitable equipment. If in any doubt about safe access, particularly on roofs and attics, use a reputable builder for inspection works. Binoculars, mirrors and selfie sticks can be useful tools to help in the inspection of high up parts of your property.

## January

- ❑ Get electricity system checked by a qualified electrician every 5-10 years
- ❑ Clear valley gutters of ice and snow

## February

- ❑ Clear valley gutters of ice and snow
- ❑ Check roofs and windows are bird-proof before nesting begins
- ❑ Check for cracks in façade render
- ❑ Check for missing lead flashing

## March

- ❑ Check gutters and downpipes to ensure no cracking has occurred due to frost
- ❑ If your attic space has safe access check whether there is evidence of leaks or damage to the roof covering during rain
- ❑ Look for holes or splits in lead flashing

## April

- ❑ Check roofs for frost, snow and wind damage. Debris on the ground from broken slates or tiles
- ❑ Clear leaves and debris from gutters and downpipes
- ❑ Repaint cast iron gutters
- ❑ Check for splits and cracks in areas of flat or sloping sheet roofing

## May

- ❑ If drains overflow in wet weather they should be rodded and cleaned out
- ❑ Check that windows can open, ventilate building on dry, warm days
- ❑ Lubricate window and door fittings
- ❑ Clear away vegetation from drains and the base of walls

## June

- ❑ Inspect window glazing putty
- ❑ Repaint external façade every 3 to 7 years
- ❑ Check timber for signs of rot including hard to access areas such as roof voids and under stairs
- ❑ Have boiler serviced and bleed air out radiators

## July & August

- ❑ Check timber windows, shopfronts and doors for cracked and rotten wood. Repair and redecorate. Windows and doors should be repainted every 5 to 8 years
- ❑ If the building has a lightening protection system ensure it is serviced every 5 years

## September

- ❑ If your attic space has safe access and is boarded check for evidence of leaks during heavy rain. Look for light shining through gaps in tiles
- ❑ Ensure that water tanks and exposed water pipes are protected from frost
- ❑ Ensure that any airbricks or under-floor ventilators are free from obstruction and clean

## October

- ❑ Check bricks for any signs of damage such as eroded mortar joints, cracks and signs of movement
- ❑ Check if the heating system is working properly
- ❑ Clear leaves and debris from gutters and rainwater pipes regularly

## November

- ❑ Check roofs for damage, this can be done from a ground level with a set of binoculars. Look for debris on the ground such as broken roof tiles

## December

- ❑ Gullies beneath rainwater pipes and drains should be cleaned out regularly. If drains overflow in wet weather they should be rodded and cleaned out
- ❑ Ensure that any fire safety equipment is up to date on its service record

## After High Wind

- ❑ Check roofs for damage, this can be done from a ground level with a set of binoculars. Look for debris on the ground such as broken roof tiles
- ❑ Check windows and frames for any breaks or damage