

Maintenance Schedule for Heritage Buildings

A **weekly** inspection and maintenance routine should check for general presentation and cleanliness, particularly for parts of the building adjacent to public spaces. In particular this should cover:

- Removal of graffiti
- Clearing of litter and vegetation
- Checking general cleanliness
- Ensuring that no locks or windows have been tampered with
- Replacing any broken windows

Monthly maintenance looks at areas that may be affected by wear-and-tear or that may be a risk to the occupants or public. During winter or severe weather, additional attention should be focussed on maintaining the building's weatherproofing. The monthly inspection schedule should include:

- Trip hazards from worn carpets, loose tiles or uneven paving slabs
- Security and fire detection equipment
- Emergency and external lighting
- Loose or missing roof tiles / shingles
- Blockage or damage to gutters and downpipes
- Evidence of activity by pests, especially termites
- Ensuring that awnings / canopies are secure
- Tidying of gardens and public spaces, particularly in unoccupied buildings

Annual maintenance should include overall checks for evidence of change to the building and setting up maintenance for the following year. Work should be carried out to:

- Renew pest control and buildings insurance
- Renew arrangements for security and fire prevention, especially for unoccupied buildings
- Assess changes to loose brickwork, stone lintels, pointing etc and plan remedial action
- Check for cracks in render – repair if necessary
- Check paintwork and refresh if required
- Check for signs of damp, assess causes and arrange remedial action
- Check roof space for damage and pests
- Monitor mechanical systems (air conditioning etc)
- Check for rust and damage to metalwork

For heritage places it is recommended that a **conservation plan** is developed and updated every five years. This will record the building's condition and advise on required repairs and maintenance. As a minimum, owners should take action where a conservation plan highlights urgent works, or repairs that will be required to prevent loss or damage to significant fabric.

Please keep this schedule for future reference