

**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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