Faith in Maintenance Calendar

Regular checks are a vital part of building maintenance. Check as frequently as you can, but preferably no less often than is suggested below. The best time to check gutters and rainwater goods is during or just after rain as this will help you to spot any leaking sections. Further information and guidance can be found in the Faith in Maintenance handbook.

**January Things to do:**
- Have the electrical systems checked by a qualified person at least once every five years.
- Smoke alarms should be regularly tested and cleaned. Remember to replace the batteries too.
- Parapet and valley gutters need to be cleared of snow to prevent melt water rising above them and causing damp internally. Extra caution is needed in icy weather.
- Make sure the tower, roof and windows are bird-proof before nesting starts. Do not disturb bats.
- Check the condition of any ledgers in the tower and ask the tower captain to ensure that the bolts and fixings are in good order.

**February Things to do:**
- Parapet and valley gutters need to be cleared of snow to prevent melt water rising above them and causing damp internally. Extra caution is needed in icy conditions.

**March Things to do:**
- Parapet and valley gutters need to be cleared of snow to prevent melt water rising above them and causing damp internally. Extra caution is needed in icy conditions.

**April Things to do:**
- Parapet and valley gutters need to be cleared of snow to prevent melt water rising above them and causing damp internally. Extra caution is needed in icy conditions.

**May Things to do:**
- Gutters beneath rainwater pipes should be cleaned out regularly and drains should be rodded out if they overflow during wet weather. Remove silt and debris and ensure water discharges freely.

**June Things to look for:**
- Inspect all windows. Check the glazing, putty, lead came and wire ties for signs of damage.

**Safety:**
- Ensure you maintain your building safely. Ladders, lofts and roofs present particular hazards. It is best not to work alone, but think of the safety of helpers and others beneath if working above ground level. Safety equipment is needed for some jobs, including gloves for the clearance of drains or removal of pigeon droppings from gutters.
- Do not touch gas or electrical supplies unless you are qualified.
- If in any doubt about safe access, particularly on roofs and in attics, use a reputable, professional builder for inspection or work. Binoculars can be a useful tool to help you inspect roofs and other high level items.
- For further advice contact the Health and Safety Executive – www.hse.gov.uk

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Name and contact details for architect or surveyor.
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JULY
Things to look for:
- Look at timber windows, doors, fascias and bargeboards. Check for cracked and rotten wood. Repointing may be required.

Things to do:
- Clear away any plant growth from around the base of the walls and in particular from the drainage channel.

AUGUST
Things to look for:
- Check the flags to see if they are damaged or missing.

Things to do:
- Take a break!

SEPTEMBER
Things to look for:
- Check the roofs for damage. Debris on the ground from broken or missing tiles often indicates that there may be a problem.

Things to do:
- Clear leaves and debris from gutters and rainwater pipes regularly and check for any storm damage. Frequent attention may be needed if the building is surrounded by trees or perched on by pigeons.

OCTOBER
Things to look for:
- Check that the flagpole is secure.

Things to do:
- Make sure that fire safety equipment has been serviced.

NOVEMBER
Things to look for:
- Make sure that fire safety equipment has been serviced.

Things to do:
- Check the roofing for damage. Debris on the ground from broken or missing tiles often indicates that there may be a problem.

DECEMBER
Things to look for:
- Parapet and valley gutters need to be cleared of snow to prevent meltwater rising above them and causing damp internally. Extra caution is needed in icy conditions.

Things to do:
- Clear away any plant growth from around the base of the walls and in particular from the drainage channel.

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