

(1.0) Building Maintenance Checklist (traditional existing & newbuild changing rooms/clubhouses)



WHAT TO CHECK	WHAT TO LOOK FOR	WHAT TO DO	WHEN TO CHECK	WHO CHECKS	NAME & ORGANISATION OF CHECKER	DATE CHECKED	LOG NOTES
Roofs							
Slate/ concrete tiles	Is there any sign of frost, snow or wind damage? Is there debris from broken slates and tiles on the ground? Are there any loose, slipped or missing slates or tiles? Are there any internal signs of dampness on ceilings that may indicate roof leaks?	Immediate repair or replacement by a roofing contractor.	At least twice a year or following particularly stormy weather	Club inspect from ground level.			
	Are there any large areas of moss on the roof covering?	Remove immediately by an appropriate contractor.	At least twice a year	Club inspect from ground level.			
Ridges and hips	Are there any missing ridge or hip tiles? Are there any areas where the pointing is missing?	Immediate repair by a roofing contractor.	At least twice a year or following particularly stormy weather	Club inspect from ground level.			
Sheet metal roofing	Are there any splits or cracks in areas of flat or sloping sheet roofing?	Immediate repair. Use mastic or repair tapes until a proper repair can be carried out by a roofing contractor.	At least twice a year	Club inspect from ground level.			
Asphalt, flat roofs	Are there any splits, cracks, blisters or bumps that are allowing water to penetrate the roof covering?	Immediate repair by a roofing contractor.	At least twice a year	Club Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations)			
Roof valleys and parapet gutters	Are plants, birds nests or other debris blocking the passage of water in valley, hidden gutters and parapet gutters?	Clear debris from roof valleys and parapet gutters. If possible clear away snow from parapet and valley gutters in the winter.	At least twice a year	Club Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations)			
Flashings	Are there any gaps, splits or displacement? Are flashings securely fixed? Is the mortar pointing in good condition?	Immediate repair or replacement by a roofing/ appropriate contractor.	At least twice a year	Club inspect from ground level.			
Access	Are duckboards, access platforms and handrails safe and in good condition?	Immediate repair and ensure free of debris by a roofing/ appropriate contractor.	At least twice a year	Club inspect from ground level.			
Chimneys	Are chimney stacks leaning? Is there any vegetation growth? Are there any cracks, loose or bulging masonry and badly eroded or open joints or loose render?	Take prompt action to arrange a closer inspection by a surveyor if any of these problems are noted.	At least twice a year	Club inspect from ground level.			

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Rainwater Goods							
Gutters and downpipes	Do the gutters fall correctly? Are the fixings secure? Are there any damaged sections?	Undertake immediate corrective work by an appropriate contractor.	Annually as a minimum.	Club inspect from ground level.			
	Is the rainwater carried away effectively? Are there any damp stains on the outer face of the wall suggesting blockages?	Clear away leaves and debris regularly. Consider fitting bird/leaf guards.	Annually as a minimum.	Club inspect from ground level.			
	Check the condition of fascia boards	Redecorate timber fascia's cyclically ever 3 - 5 years. Repair/ replace damaged and rotted sections by an appropriate contractor.	Annually as a minimum.	Club inspect from ground level.			
External Walls							
Structural/ Masonry issues	Have you noticed any unusual or progressive cracks, bumps or bulges? Have you observed any spalling of the edges and corners of blocks of masonry?	Take advice from a surveyor about whether monitoring is required and report immediately any significant changes to any cracks.	Annually	Initial check by Club then Surveyor			
	Are there any areas of masonry that have become deeply eroded? Is the pointing in good condition or are there areas where it is deeply recessed, crumbly, loose or missing?	Repoint/ repair immediately by an appropriate contractor.	Annually	Club inspect from ground level.			
Render	Are there any cracks in the render that could be allowing water to penetrate into the wall core?	Repair immediately by an appropriate contractor.	Annually	Club inspect from ground level.			
Timber/ external joinery	Are there any signs of timber decay or possible insect infestation?	Repair immediately by an appropriate contractor. Ensure that the integrity of paint finishes is maintained by redecorating external timberwork every 3 - 5 years.	Annually	Club inspect from ground level.			
Plants	Are there any plants or shrubs growing close to the wall and blocking air bricks or ventilation?	Clear away plant growth from around the building.	Bi-annually	Club			
Ground levels	Are there any signs that high ground levels are contributing to excessive damp in the building?	Improve ground levels as necessary.	Initial check	Club			
Air bricks and ventilators	Are air bricks or ventilation grilles in good condition and free of obstruction?	Clear air bricks or ventilators if necessary.	Bi-annually	Club			

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External Doors and Windows							
Doors	Is it possible to open and close doors easily without using any force? Are rubber seals, metal coverings and flashings intact? Check the security of any locks. Is the timber/ PVCu/ metal in good condition and free from damage or decay? Are paint finishes in good condition?	Immediate repair/ ease and/ or lubricate door ironmongery. Ensure that the integrity of paint finishes is maintained by redecorating external timberwork every 3 - 5 years.	Annually	Club			
Roller Shutters (see below for mechanical servicing)	Does the shutter open and close without any resistance or strange noises? Check the security of any locks. Is there a build up of dirt and debris to frames, running tracks and are components free of dust? Are you fully aware of all the operating and safety instructions supplied with your shutter?	<u>Ensure that the shutter is electrically isolated before undertaking maintenance works.</u> Hardware components should be oiled using a wet silicone spray. Any unusual operation identified now, can help to avoid costly repairs later. Inspect the motor and switch/ lock for correct operation on a regular basis. (See below section for servicing etc.) Any defects should be repaired immediately. Refer to the makers plate and obtain suitable contractor details. Clean thoroughly using a generic detergent solution and a sponge. Rinse thoroughly using water.	Monthly	Club			
Windows	Do windows 'stick' or are they difficult to open? Is the timber/ PVCu/ metal in good condition and free from defect? Are paint finishes in good condition?	Ensure that the integrity of paint finishes are maintained by redecorating external timberwork every 3 - 5 years. Make sure that windows can be opened easily so that the building can be ventilated. Lubricate window ironmongery. Check the security of any locks.	Annually	Club			
Door & window glazing	Are there any broken, cracked or missing panes of glass?	Immediate replacement by an appropriate contractor.	Annually	Club			
Glazing generally	As far as can be ascertained are all windows or other transparent or translucent surfaces present in walls, partitions, doors or gates (in safety critical locations) constructed of either safety materials, inherently robust materials, ordinary annealed glass of approved thickness, or alternatively protected by a suitable permanent barrier?	Check and improve/ remove hazard accordingly.	Initial check	Club/ surveyor			

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Drainage							
Drains	Are drainage channels blocked with leaves and debris?	Clear drainage channels including soak aways	Biannually	Club			
Gulleys	Do gulleys catch all the water from the downpipes? Are gulleys free from leaves and other debris? Does the water flow away effectively after rainfall?	Clean gulleys regularly and remove any silt and debris.	Biannually. Empty silt traps every three months.	Club			
Surface water drains	Does water satisfactorily fall away from the building?	Consider altering levels to fall away from the building.	Initial check	Club			
Foul and combined	Are accessible drains, manholes, inspection chambers and outlets clear and in good condition?	Include within regular maintenance regime.	Biannually	Club			
Soakaways	Does the water drain away quickly after rainfall?	Remove any silt deposits and debris.	Check for silting or contamination every few months or so.	Club			
Other							
Surrounding the building							
Trees	Are there any trees near to the building that cause concern?	Consult with specialist tree surveyor.	Annually	Club			
Approach roads and carparks	Check surfacing for safety hazards	Address any safety hazards immediately	Annually	Club			
Other							