Looking after your property

Falkirk Council

Maintenance Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref** | **Building Aspects** | **Frequency of checks**  **(Tick when check complete)** | **Repair or Maintenance Task** | **Date** |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Spring** | **Summer** | **Autumn** | **Winter** |  |  |
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| **1.0** | **Internal Checks** |  |  |  |  |  |  |
|  | Ground floor rooms |  |  |  |  |  |  |
|  | Top floor rooms |  |  |  |  |  |  |
|  | Cracks in walls and ceilings |  |  |  |  |  |  |
|  | Kitchen units and tiles |  |  |  |  |  |  |
|  | Bathroom/s suits and tiles |  |  |  |  |  |  |
|  | Staircases and rails |  |  |  |  |  |  |
|  | Floors - boards and joists |  |  |  |  |  |  |
|  | Windows - seals and locks |  |  |  |  |  |  |
|  | Skylights |  |  |  |  |  |  |
|  | Roof space - joists and trusses |  |  |  |  |  |  |
|  | Insulation |  |  |  |  |  |  |
|  | Water tank |  |  |  |  |  |  |
|  | Doors - seals and locks |  |  |  |  |  |  |
|  | Electrical |  |  |  |  |  |  |
|  | Plumbing |  |  |  |  |  |  |

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| **2.0** | **External Checks** |  |  |  |  |  |  |
|  | Roof - slates/tiles/felt |  |  |  |  |  |  |
|  | Chimney stacks/vents and flu’s |  |  |  |  |  |  |
|  | Flashings |  |  |  |  |  |  |
|  | Aerials and fittings |  |  |  |  |  |  |
|  | Gutters and downpipes |  |  |  |  |  |  |
|  | Drains and grates |  |  |  |  |  |  |

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| **2.0** | **Walls** |  |  |  |  |  |  |
|  | Pointing |  |  |  |  |  |  |
|  | Rendering and Roughcasting |  |  |  |  |  |  |
|  | Sills and Lintels |  |  |  |  |  |  |
|  | Drains and grating |  |  |  |  |  |  |
|  | External Woodwork |  |  |  |  |  |  |
|  | External Ironworks |  |  |  |  |  |  |
|  | Boundary Walls/ Fences |  |  |  |  |  |  |
|  | Outbuildings |  |  |  |  |  |  |
|  | External paintwork |  |  |  |  |  |  |

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| **3.0** | **Common Areas** |  |  |  |  |  |  |
|  | Door entry systems |  |  |  |  |  |  |
|  | Main entrance doors |  |  |  |  |  |  |
|  | Flooring |  |  |  |  |  |  |
|  | Windows |  |  |  |  |  |  |
|  | Cracks in ceiling and walls |  |  |  |  |  |  |
|  | Staircases |  |  |  |  |  |  |
|  | Lifts |  |  |  |  |  |  |
|  | Electrics |  |  |  |  |  |  |
|  | Boundary fences/walls |  |  |  |  |  |  |
|  | Bin Stores |  |  |  |  |  |  |

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| **4.0** | **Other** |  |  |  |  |  |  |
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