

# Maintenance Plan

Looking after your property



As an owner you are responsible for the repair and maintenance of your property. This includes, internal and external parts and any common areas.

Having a maintenance checklist in place can remind you to check different parts of your building at different times of the year. Regular inspections of your house can help you spot and fix minor repairs, reducing the chances of repairs going unnoticed, which may cost you more money in the long run to put right

Your property Title Deed will outline what common parts you are responsible for. If the Title Deed isn't clear, if there are gaps or anomalies, you should look at the Tenement (Scotland) Act 2004.

### **Common Repairs**

If your property has a common area; you and your co-owners are responsible for any maintenance and repairs.

Your title deeds will tell you who is responsible. Common areas can include internal stair lighting, door entry system, guttering, external paths and shared roof etc.

If you live in a tenement and your title deeds do not have the information you require. You can revert to the Tenements (Scotland) Act 2004 for guidance. The Tenements Act set out rules for making decisions about common repairs and maintenance. Under One Roof is a website that provides free and impartial advice to owners. details on contact page.

### **Maintenance Checklist**

Creating a maintenance checklist will allow you to manage the repairs and maintenance of your property. An example maintenance checklist and a blank one for you to use, can be found on the Private Sector Webpage – details on contact page

### **Carrying Out Inspections**

We recommend that you check your property regularly. If you are unsure or concerned about checking any part of your property, you should seek advice from the correct tradespeople.

For information on where to find suitable tradespeople see Buy with Confidence - details on contact page

### **Seasonal Checks**

It is good to check property at the beginning of each season to ensure that any weather related damage is repaired. This will avoid further damage, which may be expensive to fix.

#### **Spring & Summer Checks**

- signs of decay on exterior wood, fences, outbuildings etc
- exterior paintwork on property, windows, doors etc
- gutters and downpipes - are they clear or need repaired or replaced

#### **Autumn & Winter Checks**

- replace any damaged or missing tiles or slates from the roof
- all water pipes are correctly insulated
- all vents are clear - vents in the windows and walls

## Internal Checks

Living in your property means that you should notice when something isn't right, however it is recommended that you look out for the following;

### Check walls and ceilings for:

- Cracks - it could be natural movement but could also be a sign of structural issues
- Stains - could be a sign of a leak or water penetration from roof or water tank

### Check doors and windows for:

- Seals and ventilation
- Safety catches

### Check floors for:

- Squeaky floor boards or dips - could be a sign of an underlying problem

### Check Kitchen and Bathrooms for:

- Cracked tiles or flooring
- Cracked or broken Seals

Always check for signs of damp or wet patches throughout. For information on how to manage condensation or how to treat damp, contact Environmental Health or a suitable tradesperson details on contact page.

## External and Structural Checks

Different parts of your property have a different life span. The information below is a guide for you to consider when checking your property as a starting point. It is recommended that you contact a suitable tradesperson for advice.

<b>Every Year</b>	<b>Roof inspection</b> <ul style="list-style-type: none"><li>● Check flashings, roof tile/slates and any chimneys</li><li>● TV aerials and fixings</li></ul> <b>Walls</b> <ul style="list-style-type: none"><li>● Check any rendering or rough casting</li><li>● Exterior wood work - windows, doors and fascia boards</li></ul>
<b>1-5 years</b>	<b>Paint work</b> <ul style="list-style-type: none"><li>● Windows, doors and any external staircases</li></ul> <b>Gutters &amp; Down Pipes</b> <b>Door entry systems</b>
<b>5-10 years</b>	<b>Roof inspection</b> <ul style="list-style-type: none"><li>● Check any felt roofs</li></ul>
<b>10-15 years</b>	<b>Walls and chimneys</b> <ul style="list-style-type: none"><li>● Check and replace pointing</li><li>● Check and replace rendering</li></ul> <b>Windows - uPVC</b>
<b>20-50 years</b>	<b>Roof inspection</b> <ul style="list-style-type: none"><li>● Replace felt roof</li><li>● Replace tiles and slates</li></ul>
<b>50-100 years</b>	<b>Replacement</b> <ul style="list-style-type: none"><li>● Roof</li><li>● Cast Iron works</li><li>● External woodwork (painted and/or treated)</li><li>● Gutters and downpipes</li></ul>

## If you have a Factor

A Factor Service may include maintenance of common parts. If your property is managed by a factor and you are unsure what the service includes it would be best to contact them.

More information on Factors can be found on Under One Roof website - details below..

## Repairing Standard

For information on the Repairing Standard please refer to the First-tier Tribunal for Scotland (Housing and Property Chamber).

If a Landlord fails to meet the Repairing Standard, they can be reported to the First-tier Tribunal for Scotland (Housing and Property Chamber). The Housing and Property Chamber can issue a Repairing Standard Enforcement Order (RSEO) against the Landlord and will place this onto the property Title Deeds.

## Contacts

### Falkirk Council

#### Private Sector Team

[privatesector.housing@falkirk.gov.uk](mailto:privatesector.housing@falkirk.gov.uk)  
[www.falkirk.gov.uk/privatesector](http://www.falkirk.gov.uk/privatesector)  
01324 590797 (option 2)

### Environmental Health

[envhealth@falkirk.gov.uk](mailto:envhealth@falkirk.gov.uk)  
01324 504950

### Building Standards

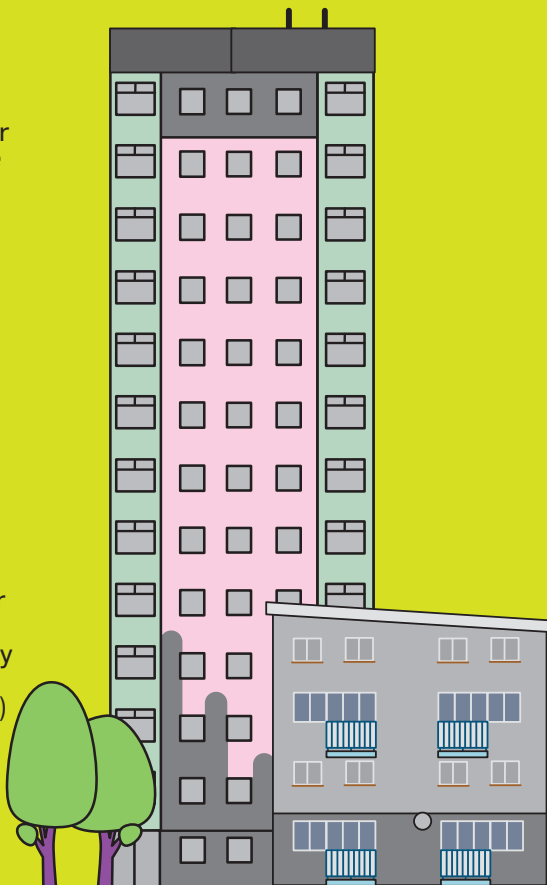
[buildingstandards@falkirk.gov.uk](mailto:buildingstandards@falkirk.gov.uk)  
01324 504950

### Trade

Buy with Confidence  
[www.buywithconfidence.gov.uk/](http://www.buywithconfidence.gov.uk/)

### Common Repairs

Under One Roof  
[www.underoneroof.scot/](http://www.underoneroof.scot/)



The Council must comply with Data Protection Legislation as defined by the Data Protection Act 2018. If you supply personal information to us you can find out how we handle personal data at [www.falkirk.gov.uk/privacy](http://www.falkirk.gov.uk/privacy)

If you would like this information in another language, Braille, large print or audio tape please contact the Private Sector Team.



**Falkirk Council**

**August 2019**