

RESPONSIBLE FOR A HISTORIC BUILDING?

Historic Maintenance Guide

BUILDING CHECKLIST

Checklist to be completed once a year

| | |
|---|--|
| • Roof Areas – Inspect roof areas and record any damage | |
| • External walls - Inspect and report any damage and signs of movement. | |
| • Windows - Clean glazing. Check operation of hinges, bolts and locks. | |
| • Doors - Inspect doors and frames and make essential repairs. Check hinges, bolts and locks | |
| • Rainwater goods – Inspect and report any damage. Clear debris and repair any damaged areas. | |
| • Internal spaces – Check for signs of structural movement, leaks, damp, fungal growth, pebble rot and beetle activity. | |
| • Below Ground Drainage - Open up inspection chambers. Check that all gullies and gratings are free from debris. | |
| • Vegetation – Remove and cut back. Remove invasive species. | |
| • Building services – Inspect all water and fire systems. Service boiler and test all electrical and gas installations. | |

FURTHER ADVICE



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RAINWATER GOODS

What should I do?

- Inspect rainwater goods from the ground and accessible high points and report any loss or damage
- Check for cracks and leaks & repair or replace any cracked sections. Adjust falls if necessary
- Open inspection chambers & check that gullies and gratings are clear. Rod and flush storm drains
- Retain or upgrade to cast iron or aluminium as these are most appropriate for historic buildings

PITCHED ROOFS

What should I do?

- Check roof for slipped or missing tiles and re-fix or replace to repair cracked or missing mortar fillets
- Check that flashing joints fixed into walls are in good condition
- Ensure flashings are dressed down and have not blown or moved away from the surface of walls
- Check for any gaps in ridge tiles and arrange for close inspection if necessary

VEGETATION

What should I do?

- Regularly cut back and clear vegetation from gutters to stop it damaging brick and stonework
- Species such as Buddleia which require a lot of water and will be a sign of significant water damage/ingress

CHIMNEYS

What should I do?

- Check for cracks, loose or bulging stones or brick, and badly eroded or open joints
- Arrange re-pointing in lime mortar as soon as open joints are discovered to minimise impact of damp

DOORS & WINDOWS

What should I do?

- Check for split or peeling paintwork on windows and doors. Treat and redecorate where required
- Free jammed casements or sashes from build up of over-painting. Prepare & redecorate previously painted areas
- Replace broken glazing or board over as a short-term measure. Retain historic glazing or, if essential, replace with heritage glass
- Lubricate pulleys and hinges, clean ironmongery and replace missing items
- Use a soft cloth to wipe surfaces with warm water and household detergent
- If windows are broken, prepare to guard them to protect from birds

EXTERNAL WALLS

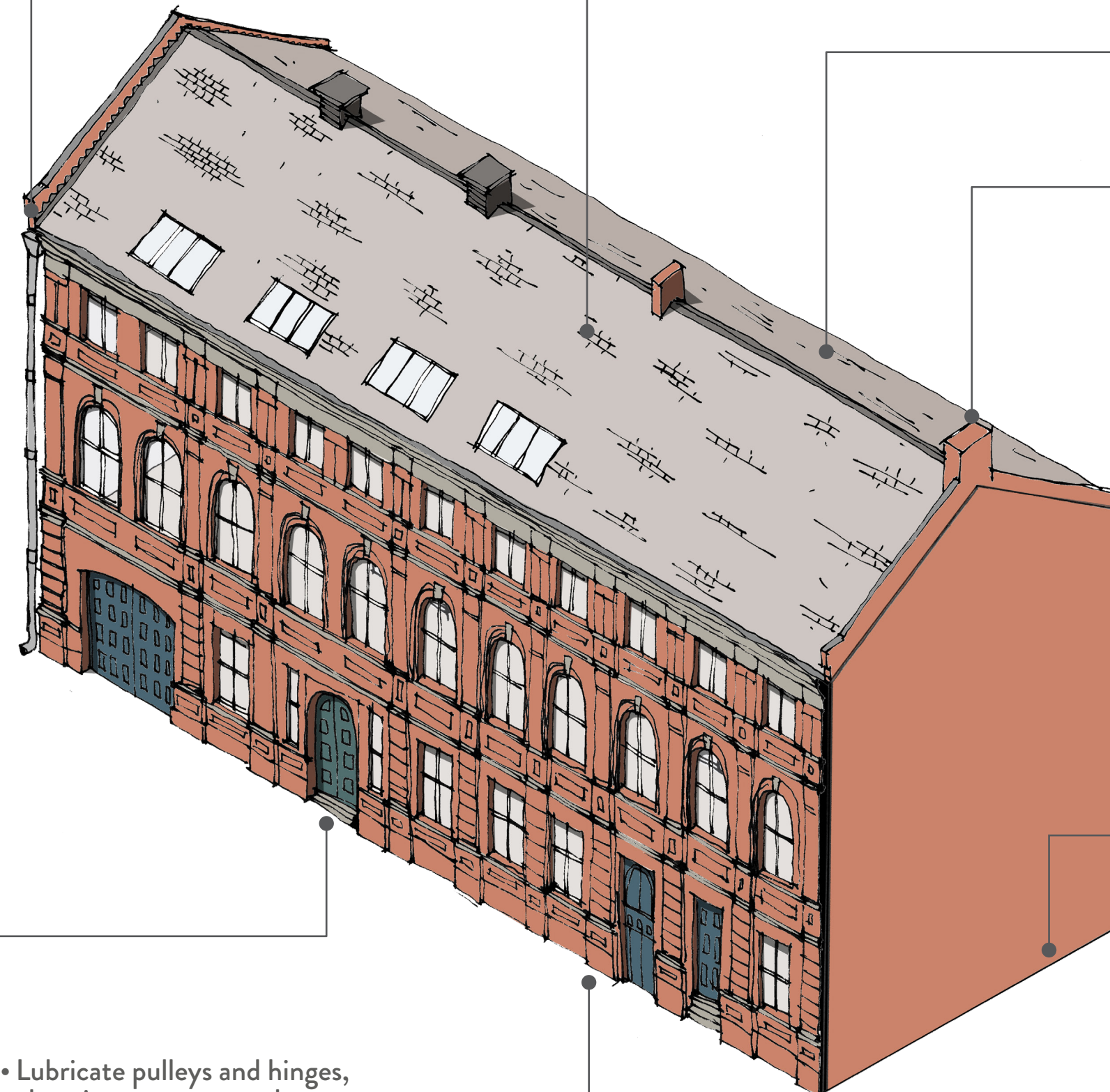
What should I do?

- Inspect external walls from the ground and report any damage or structural movement. Check for chipping, layer separation or signs of movement or staining
- Repoint in lime if any joints are open. Consider removing cementitious mortar & repoint in lime

WALL BASES

What should I do?

- Check that ground levels are at least 150mm below the level of any known damp-proof course or 150mm below internal floor levels
- Ensure that vents are not obstructed
- Remove plants and vegetation abutting and growing on the building



The Jewellery Quarter Townscape Heritage project is a heritage led regeneration scheme funded by the National Lottery Heritage Fund.



Designed by Buttress Architects



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BEFORE PLANNING WORK THINK ABOUT...

PLANNING PERMISSION :

Consult your Local Authority if you are conducting large scale works or if your repairs are more than 'like for like' repair. If in doubt have a conversation with your local conservation officer.

HEALTH & SAFETY :

Always consider health and safety when inspecting old buildings. Prepare a risk assessment before accessing a site and do not enter a room or building where risks can't be mitigated. Don't work alone and make others aware of your presence on site. Do not conduct high level work without appropriate equipment and accompanied by a professional. Use binoculars and other simple tools to avoid high level work. If in doubt always consult a professional.

ECOLOGY :

Works to old buildings may disrupt important protected habitats. If you are planning works to the roof of a listed building you will need an ecology report to demonstrate no bats or nesting birds are present. Consult early to avoid delays later on due to seasonal survey restrictions.

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FLOORS

What should I do?

- Identify and record the different areas of flooring in your building
- Remove surface dirt regularly
- Control moisture around historic floors to prevent warping, damp and surface dirt. Assess if you can improve ventilation
- Do not use aggressive chemicals, seals or coatings which will cause long term damage and ultimately increase the cost of repair and maintenance
- Regularly sweep & vacuum to remove dirt which may scratch surfaces. Remove impacted dirt with warm water.
- Only wash hardwood floors when absolutely necessary to avoid rot, decay and risk to ceilings below. Do not wash waxed floors but clean with liquid wax. Unpolished floors can be cleaned and then waxed with a turpentine polish

BUILDING SERVICES

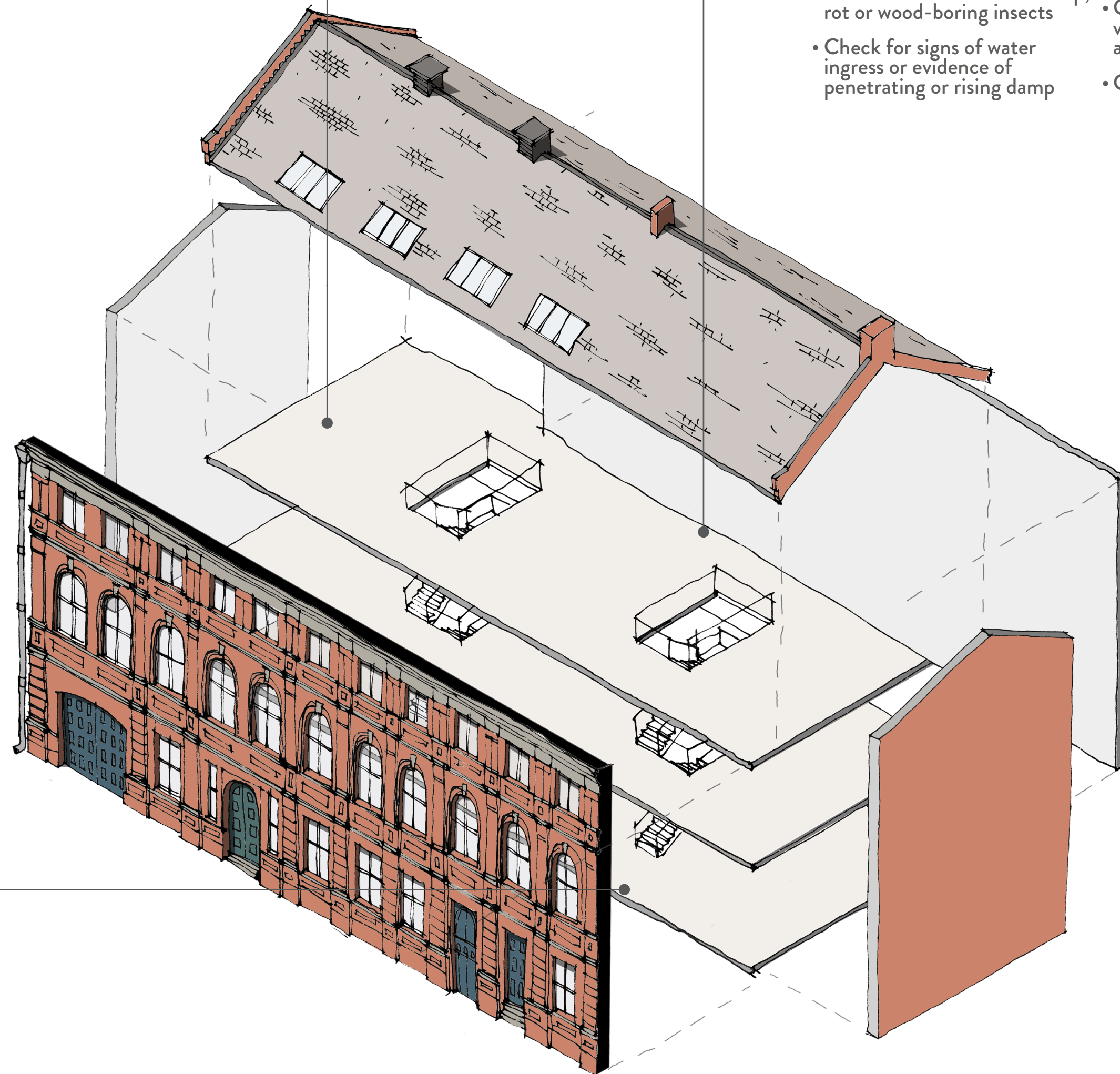
What should I do?

- Ensure that pipes are lagged
- Arrange for electrical and gas installations to be regularly inspected by certified experts
- Inspect chimney flues and ensure that they are clear from obstruction and do not leak

INTERNAL ENVIRONMENT

What should I do?

- Inspect internal structure and fabric & report any signs of structural movement or damp, rot or wood-boring insects
- Check for signs of water ingress or evidence of penetrating or rising damp
- Check basements and cellars are dry and free from debris
- Check roof spaces are well ventilated, free from debris and there are no missing tiles
- Check for signs of dry rot



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