

WINTER MAINTENANCE CHECKLIST

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CHECK	WHEN	NOTES / ACTION
Rainwater Goods		
☐ Clear gutters, hoppers and outlets of leaves, moss and silt	After leaf fall	
☐ Check valley and parapet gutters are clear and outlets free-running	After leaf fall	
☐ Inspect downpipes for cracks, splits and failed joints or brackets	Autumn	
☐ Look for staining or algae streaks on walls below gutters and pipes	Autumn	
☐ Check ground-level gullies are clear and coping with flow	Autumn / in rain	
Roofs and Chimneys		
☐ Binocular check for slipped, cracked or missing slates	Autumn / after storms	
☐ Check lead flashings, soakers and wedges	Autumn	
☐ Check ridge and hip mortar	Autumn	
☐ Check chimney stacks, pots, cans and flaunching	Autumn / after storms	
☐ Remove vegetation from stacks, skews and wallheads	Autumn	
☐ Inspect roof void for damp, daylight or staining	On a wet day	
Walls and Masonry		
☐ Look for open joints and eroded pointing	Autumn	
☐ Check harling for cracks or hollow areas	Autumn	
☐ Note any saturated areas around downpipes and wallheads	In wet weather	
☐ Confirm any repairs planned are specified in lime, not cement	Before work	
Windows and Doors		
☐ Check sills and bottom rails for soft timber	Autumn	
☐ Check putty and paintwork for cracks and flaking	Autumn	
☐ Check external doors and thresholds	Autumn	
Ground and Drainage		
☐ Check external ground levels are below internal floor level	Autumn	
☐ Clear sub-floor air vents	Autumn	
☐ Confirm surface water drains away from the building	In rain	
☐ Check field drains and soakaways are running	Autumn	
Services and Frost Protection		
☐ Lag exposed pipes and tanks in roof spaces, cellars and outbuildings	Before first frost	
☐ Service boiler and heating system	Before first frost	
☐ Locate and test the stopcock	Autumn	
☐ Set background heating and an inspection routine for empty areas	Before first frost	
Inside the Building		
☐ Check for new damp staining, condensation, mould or musty smells	Autumn / monthly	
☐ Check cellars and rarely used rooms	Monthly	
☐ Confirm vents and flues are open and unobstructed	Autumn	
Trees, Outbuildings and Estate Structures		
☐ Check trees near buildings for dead or overhanging limbs	Autumn / after storms	
☐ Inspect boundary walls, lodges, steadings and listed structures	Autumn	
Records and planning		
☐ Update the maintenance log with dated photographs	Each inspection	
☐ Arrange repairs for anything found	Straight away	
☐ Diary the next professional condition survey (every five years)	Annually	

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