MAINTENANCE PLAN

To make sure your home stays in good condition it is important to continually inspect it to check for any damage or disrepair which may have occurred. Regular maintenance is the best way to ensure the continued preservation and future use of your property / building.

A table of Common Defects and Remedial Actions is detailed below. It is not intended to be a fully comprehensive list and owners should be fully alert to other possible defects not listed below.

Before undertaking any inspection you must assess any risks involved, do not take any risks. Do not attempt to carry out work or inspections that may expose you or others to danger, and seek the help of relevant specialists if necessary. Work around the building using the checklist below. Inspect roof areas from the ground and accessible safe high points.

(Expand boxes as necessary)

Ref	Building element	Maintenance Tasks	Frequency	MONTH INSPECTION/ACTION/REQUIRED											
				J	F	M	A	M	J	J	A	S	O	N	D
1.0	**INTERNAL CHECKS**														
1.1	Top floor rooms														
1.2	Rooms at ground floor or below														
1.3	Rooms with an outside wall														
1.4	Floor voids														
1.5	Cracks to walls and ceilings in any flat														
1.6	Plumbing														
2.0	**ROOFS / CHIMNEYS**														
2.1	Roof coverings (tiles / slates / ridge tiles)														
2.2	Flashings														
2.3	Chimney stacks/vent or flues														
2.4	Flat Roofs														
2.5	Timber Facias / Soffits														
2.6	Parapets / skews / copings etc														
2.7	TV aerials and fixings														
3.0	**ROOF SPACE**														
3.1	Joists/ rafters or other timbers														
3.2	Insulation														
3.3	Water tank														
3.4	Signs of Vermin														
4.0	**RAINWATER DISPOSAL**														
4.1	Gutters & downpipes (Plastic or Cast Iron)														

5.0	**EXTERNAL WALLS**														
5.1	Pointing – eroding mortar between brickwork / stonework														
5.2	Render / roughcast														
5.3	Doors and Windows incl. mastic														
5.4	Cills / Lintols (located above doors and windows)														
5.5	Walls														
6.0	**COMMON STAIRS & PASSAGES**														
6.1	Rails and balustrades														
6.2	Close walls														
6.3	Close stairs														
6.4	Windows and doors														
6.5	Floors														
6.6	Door entry system														
7.0	**EXTERNAL PAINTWORK**														
7.1	Timber elements to building or cast iron gutter / downpipes														
8.0	**OUTSIDE THE BUILDING**														
8.1	Paths, railings and boundary walls														
8.2	Drains and gratings														
8.3	Air vents														
8.4	Backcourts incl. grassed areas														
8.5	Binstores														

Name, Address and Contact Details of Person(s) Responsible for Preparing and Monitoring Plan:	
Preparing Plan Name: Address: Phone Number: Email Address:	Monitoring Plan (if different) Name: Address: Phone Number: Email Address:
Has this plan been agreed in writing by all the property owners covered by the Plan? Yes / No	
If No, please enter the properties covered by the plan for which the owner's agreement has not been obtained together with the name and address of the owners of each of those properties (if different from the plan property)	
How are any common costs to be apportioned between responsible owners?	
Is this apportionment laid down in the title deeds? Yes / No	
If 'No' you may be required to provide additional information on the provisions allowed for apportionment in each of the titles of the properties covered by this plan.	
What arrangements are in place to ensure that owners are setting aside sufficient funds to implement this plan? See note below "Estimated Costs"	
IMPORTANT NOTE This plan and any subsequent revisions require to be registered with the Keeper of the Registers of Scotland under Section 61 of the Housing (Scotland) Act 2006 and will be a public document able to be viewed by members of the public.	

NOTES FOR COMPLETION

Checking your property/building

Maintenance work is part of the day-to-day responsibility of all owners. Your building should be checked by a professional every year to make sure it is in a good state of repair, with any issues which arise from this dealt with immediately, however there are some simple checks you can do yourself.

Frequency of Inspections

Regular inspections are essential, early repair will save you time, trouble and more importantly expense by stopping more serious issues arising in the future. You should develop the habit of looking at your property / tenement on a continuous basis. If you notice anything that wasn't there previously, please ensure that it is checked out. This helps to build up a picture of your property / building and how it is performing. In addition, it is always advisable after a storm, whether wind, rain or snow, to carry out an inspection of vulnerable areas. Look particularly for damage to roof, coverings, chimneys and flashings that may provide a route for water penetration into the home. An inspection of attics/roof voids/ top floor flats for any sign of water should be done at this time.

Notes for Inspection

Internal Checks -

Check ceilings and walls for signs of water coming in and try to find the cause of this by looking at the outside of the building or for burst pipes depending on the location of your property. Internal walls help provide solidity to the structure, as well as provide restraint to the outer walls and carry the weight of the floors above. Floors being off level may be the result of localised subsidence with movement in floors possibly suggesting the presence of dry or wet rot. Staining on a ceiling may suggest water penetration which may lead to rot in the joists above. All of these elements need to be monitored and repairs carried out when necessary. Burst pipes should be noticed and dealt with quickly but slow water leaks in the water supply are more difficult to trace and can cause much damage. A water pipe burst under the close can gradually wash away parts of the foundations. Leaks under bathroom fittings or behind ducts will often lead to rot outbreaks. Additional precautions also need to be in place to protect the system from frost damage.

Roofs/Chimneys-

Don't go up onto the roof itself, it is dangerous and can actually cause damage. Look at the roof from outside your home (using binoculars if possible) and contact a qualified roofing contractor if it is damaged or leaking. Check the chimney isn't cracked or coming loose. The roof is likely to be the single most important (and expensive) item to keep in a good state of repair. A leaking roof will not only cause inconvenience to top floor residents, water penetration of any kind can lead to outbreaks of rot which eventually weakens the whole structure of the building. There are many different elements which make up the roof. It is important that all of these elements are routinely inspected and repaired when necessary, especially after stormy weather.

Roof Space-

Only go into the roof space if it is properly floored and has fixed loft ladders. Check joists, rafters, joins between roofs and walls and other visible surfaces for signs of rot, damp or water damage. Any water tanks should be checked for cracks so that any damage caused by leaking water will be minimal. Insulation should also be checked to ensure that it has not been damaged by water ingress or disturbed by workmen.

Rainwater Disposal-

Check gutters, down-pipes, drains and gratings for rust, cracks, leaks, loose fixings and blockages. Clear any plants or moss growing in the gutters which can cause a blockage and lead to leaks from the pipes and damage to the walls of your home. Damp patches on the wall can indicate a blockage in your roof drainage. Make sure drains are cleared properly, especially after heavy rain.

External Walls-

The structural integrity of a tenement depends on a number of inter-related elements tying together. Decay or movement of one or more of these elements can lead to major structural problems. Look for cracks, areas of decayed stone, gaps in the pointing (cement between bricks or stones) and bulging or leaning walls. If you

discover any cracks in the walls don't panic, these are often caused by settlement and are quite normal. However, if a crack becomes noticeably wider or goes through the stones / bricks and mortar of the wall contact a builder or surveyor for advice.

Common Stairs and Passages -
All the different elements that make up the close (the floors, walls, ceilings, stairs, services, doors and windows) require regular cleaning and maintenance. New owners or tenants should be made clear of their cleaning responsibilities at the outset. Front and rear close doors should be maintained at all times in order to increase privacy and security and also to prevent excessive draughts and heat loss.

External Paintwork-
Check for any bare wood on windows or doors and repaint if necessary as exposed, untreated wood can rot. Check the mastic (sealant between the window frame and the wall) for signs of wear and repair any defects.

Outside the Building -
Each owner also has a shared responsibility for the external areas of their home, including any fencing, backcourt and bin stores. Garden areas and paths should also be kept clean and tidy and regularly maintained. Are there any trees next to the building which could hit telephone or power lines or damage the building? If so action may be required to cut these back. Air vents (at ground level) should be clear of the ground and covered with a grate to stop vermin getting in.

Dampness-
This can be a serious problem. It can ruin interior and exterior décor, cause the growth of moulds and fungi and can result in wood rot and damage to the structure of your home. There are 4 main causes of dampness in tenements: condensation, rising damp, penetrating damp (from walls and roof), and dampness from plumbing defects. All forms of dampness will eventually lead to decay of timberwork, often leading to dry or wet rot. It is therefore vital that any defects which are permitting the dampness are discovered and repaired. If left unchecked for a long period of time then additional and more complex maintenance arrangements will have to be made. Dampness can effect all areas of your property and therefore should be recognised and considered within all sections of the Maintenance Plan.

Estimated Costs
The works listed in the plan will not all be required to be repaired every year however a survey should be carried out by a professional on a yearly basis to ensure that your building remains in a good state of repair. There will be costs attached to yearly maintenance i.e. cleaning gutters etc but there will also be element of the building that will only require periodic repairs/costs. The owners should clearly demonstrate that the cost of implementing the plan has been fully considered and that appropriate arrangements are in place to both pay for an annual survey and also to immediately rectify any maintenance issues which arise.