

## Inspection Checklist

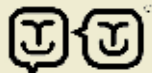
## Problems

inside	<ul style="list-style-type: none"> <li>• top floor rooms</li> <li>• rooms at ground floor or below</li> <li>• rooms with an outside wall</li> </ul>	
roof space	<ul style="list-style-type: none"> <li>• joists, rafters and other timber</li> <li>• joints between walls and roof</li> <li>• other visible surfaces</li> <li>• insulation</li> <li>• water tank and pipes</li> </ul>	
roof	<ul style="list-style-type: none"> <li>• gutters and downpipes</li> <li>• flashings</li> <li>• chimneys</li> <li>• roof coverings</li> </ul>	
external	<ul style="list-style-type: none"> <li>• sills</li> <li>• lintols above windows and doors</li> <li>• stonework</li> <li>• pointing</li> <li>• render coatings</li> <li>• bulges/leaning walls</li> <li>• doors and windows</li> </ul>	
common stairs and passages	<ul style="list-style-type: none"> <li>• rails and hand rail supports</li> <li>• loose plasterwork</li> <li>• treads uneven or worn away</li> <li>• windows and doors</li> <li>• floors</li> </ul>	
outside the building	<ul style="list-style-type: none"> <li>• paths</li> <li>• railings and boundary walls</li> <li>• drains and gratings</li> <li>• air vents</li> <li>• trees</li> </ul>	

# SHARED REPAIRS SERVICE EDINBURGH

## Checking your building

Help and advice for property owners



HAPPY TO TRANSLATE

You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please contact ITS on 0131 242 8181 and quote reference number 12-1249C. ITS can also give information on community language translations. You can get more copies of this document by calling 0131 200 2300.

## Checking your building

Owners of properties in tenement buildings are jointly responsible for the upkeep of areas they share. Carrying out regular inspections and maintenance of these areas can avoid more costly repairs in the future. It's a good idea to get a professional like an architect or surveyor to assess the condition of your building at least every five years. However, you and your neighbours can easily check more frequently for routine repairs. Our Shared Repairs Service can advise you on what to look for and how to go about organising any repairs. This leaflet provides you with a diagram of areas to inspect and a checklist for the maintenance required.

### What to check?

#### Inside the building :

- Top floor rooms
- Rooms with an outside wall
- Rooms at or below ground level
- Roof space
- Shared stairs and passages.

#### Outside the building :

- Roof
- Walls and chimneys
- Gutters and downpipes
- Paths and boundaries
- Drains and gratings
- Air vents
- Paintwork
- Trees and hedges.

### Getting started

Use the diagram in this leaflet to establish what you need to inspect. It can be helpful to draw a sketch of your building and note down any areas needing attention. You can also use the checklist overleaf.

### Stay safe !

Inspecting areas like roofs is potentially dangerous and should be left to professionals. You can inspect your roof from another building such as a neighbour's flat over the road. If you need to use a ladder, make sure you do it safely, accompanied by someone else.

### Your repairs

You may need equipment including a torch, binoculars for inspecting higher areas, a camera to record damage, a long measuring tape and ladder. Make sure you know how to use all equipment before you start your inspection.

Work round the building methodically. Try to start at the top and work your way down. It's also helpful to take pictures throughout the inspection as a permanent record of the maintenance required.

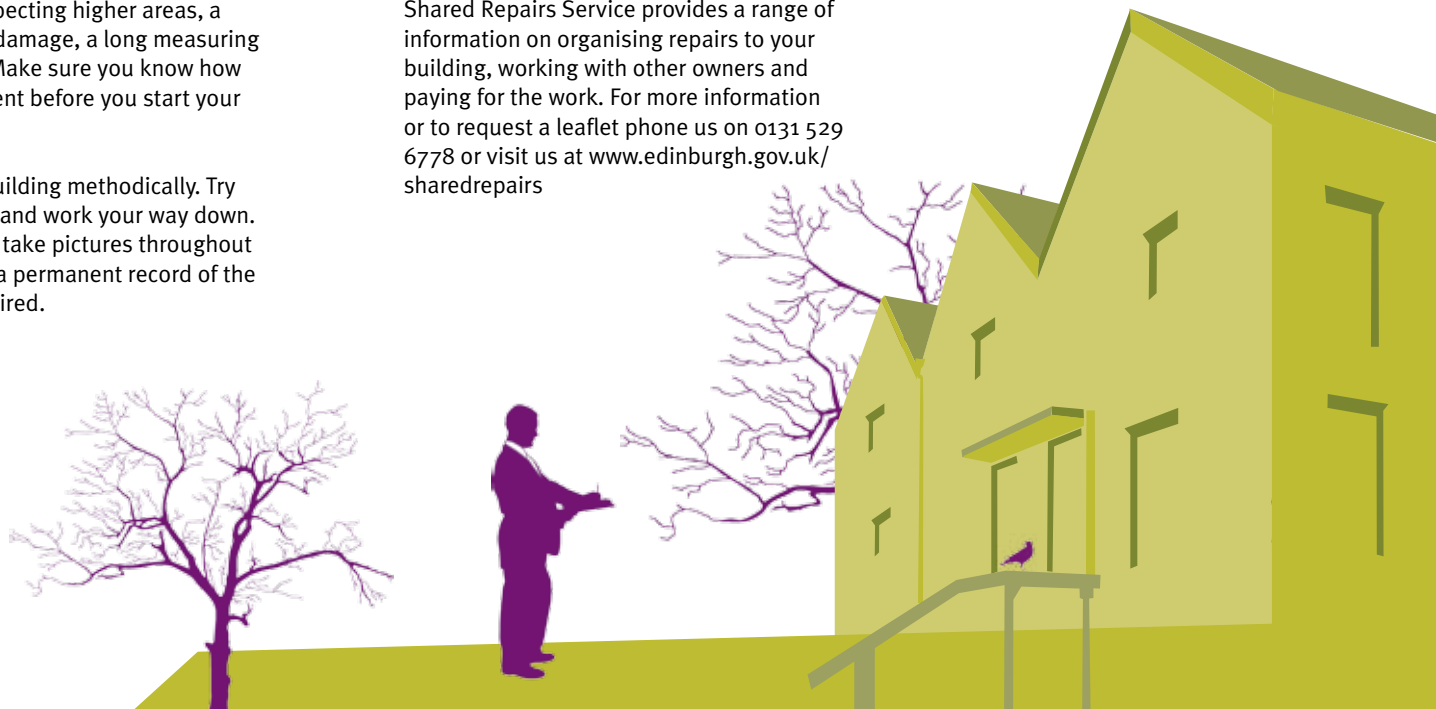
### BUILDING MAINTENANCE SCHEDULE

This table shows what you should be doing to maintain your property and how often, as recommended by the construction industry.

BUILDING ELEMENT	HOW OFTEN
Gutter cleaning	annually
Slated/tiled roof - inspection and repair	annually
Flat roof inspection	annually
Flashings on the roof and cupolas	annually
Render coatings (e.g. cement)	annually
Chimneys	annually
TV aerials and fixings	annually
Door entry system	2-5yrs
External paint work on doors, windows, gutters and down pipes	3-5yrs
Mastic around windows	6-10yrs
Stair painting	10yrs
Pointing – mortar between stone/brick in walls	10-15yrs

### After the inspection

If you find problems, you need to work with other owners to get them repaired. Our Shared Repairs Service provides a range of information on organising repairs to your building, working with other owners and paying for the work. For more information or to request a leaflet phone us on 0131 529 6778 or visit us at [www.edinburgh.gov.uk/sharedrepairs](http://www.edinburgh.gov.uk/sharedrepairs)



# Checking your building

## What to look for

### EXTERNAL WALLS

**LINTOLS**  
Cracks or decay in stonework or above doors and windows.

**WINDOW SILLS**  
Cracks or decay in stonework below windows.

**POINTING**  
Gaps in the mortar between the stonework which could let water in.

**BULGES/LEANING WALLS**  
Areas where the external wall bulges out or leans which could indicate structural problems.

### AROUND THE BUILDING

**TREES AND HEDGES**  
Any which could damage the building or telephone/ power lines.

**AIR VENTS**  
Should be clear of the ground and covered to stop vermin or debris getting in.

**RAILINGS AND BOUNDARY WALLS**  
Should be in good condition.

**PATHS**  
Anything which could cause a trip or fall.

**DRAINS AND GRATINGS**  
Remove blockages such as sticks, stones or leaves.

**PAINTWORK**  
Bare wood on windows or doors. Signs of wear in the mastic (the sealant between the window frame and the wall.)

### ROOF

**CHIMNEYS**  
Cracks, missing or decayed stone or render, gaps in pointing, bulging or leaning sides, loose chimney pots or cowls.

**FLASHINGS**  
Cracked or missing sections of flashing along the chimney base, walls of neighbouring properties and roof apex.

**ROOF COVERINGS**  
Damaged or missing tiles or slates. Cracks or blisters on the felt roofing.

**GUTTERS AND DOWNPIPES**  
Rust, cracks or missing sections and loose fixings. Leaks may be indicated by damp patches on walls and blockages by growing vegetation.

### ROOF SPACE

**JOISTS, RAFTERS, JOINTS BETWEEN ROOFS AND OTHER VISIBLE SURFACES**  
Signs of water damage such as staining, damp patches, mould or signs of insect attack like rotting timber.

**WATER TANK**  
Tanks and pipes should be insulated to prevent freezing. Floor space under the tank should be free of insulation to let warm air from the ceiling below rise. Water tanks should be covered and lead pipes replaced.

**INSULATION**  
Should be a uniform minimum thickness of 100mm between the joists.

### INSIDE

**TOP FLOOR ROOMS**  
Signs of water damage such as damp patches or stains and mould caused by roof damage.

**SHARED STAIRS AND PASSAGES**  
Cracks developing between stair treads, uneven or excessive wear, loose or missing hand rail supports or rails, cracked or loose plasterwork, broken locks on main doors, broken or rotten stair windows, hollow sounding ground floor which may indicate subsidence.

**ROOMS WITH AN OUTSIDE WALL**  
Signs of water damage such as damp patches, stains or mould caused by damage to the external stonework or pointing.

**ROOMS AT OR BELOW GROUND LEVEL**  
Signs of water damage such as damp patches, stains or mould. This could be due to damage to the external stonework, pointing or damp proof course.

