

Basic maintenance

Gutter clearance checklist

- Clean all the gutters, including any valley and parapet gutters
- Clean and remove debris from any rainwater hoppers or sumps
- Check that all the gutters are secure and free from leaks
- Clean all the down-pipes and check that they are secure and free from leaks
- Clean out the above ground gullies and drainage channels
- Check the condition of the manholes and inspection chambers
- Check the drains and ensure that they are clear; rod if necessary
- Remove any rubbish or waste from site
- Kill and then remove any vegetation growing in, on or next to the building
- Identify and note any defects in building fabric
- Take “before” and “after” photographs to show what has been done and to identify any defects or urgent problems

Declaration

This basic maintenance was undertaken by _____

on (date) _____

The person who arranged it was (name of place of worship contact)

Contact details (telephone, email) _____

PTO

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In the course of this work I have identified the following problems (photographs attached):

Problem	Where found
Slipped roof slates or tiles	
Splits in lead or other roofing materials	
Missing or damaged rainwater goods	
Damaged gullies or gulley gratings	
Damaged flashings	
Loose or damaged lightning conductor	
Signs of timber decay	
Plant growth at the base of walls or at high level	
Repainting of rainwater goods needed	
Repainting of exposed timber needed	
Other issues – please specify	

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