
MAINTENANCE PLAN

Element	Description	Condition	Recommendation	Works Timeframe	Rating	Photos
Roof Covering & Finishes	Roof slates	Slates in good condition, some have been replaced during routine maintenance of roof.	Clear moss, leaves and debris in the roof valleys, ridge tiles and along gutters. Ensure lead flashing is free from tear and flush with roof covering.	Yearly Maintenance	1	1, 8 & 13
	Timber fascia and soffit boards	Timber fascia and soffit paintwork cracking slightly.	Repaint timber fascias and soffits to maintain waterproofing of eaves	Works due every 3 years	2	9
Rainwater Goods	Cast iron gutters and downpipes into buried gullies	Cast iron pipework and brackets in good order.	Repaint ironwork to prevent corrosion. Service drainage throughout building to ensure water is draining away effectively.	Every 3 years	2	
	uPVC gutter and downpipes to left-hand side porch	uPVC pipework to porch is loose and not secured.	Install brackets in stonework mortar to support pipework.	Works due within 6 months	1	10
			Ensure guttering is free from debris and leaves.	Yearly maintenance		
Boundary Walls & Fences	Wire fence to left-hand boundary with steel posts at 2m centres	Wire fence and posts are in good condition and looks to be 1-2 years in age. No apparent damage or alignment issues.	The fence is possibly owned by the next-door property. Remove any load, such as falling branches from nearby trees, off the fence to preserve its good condition.	Yearly maintenance	2	
	Timber post fence to rear and right-hand boundaries	Algae along rear boundary timber fence and slight rot of timber. Right-hand fence in better condition but covered by vegetation which will degrade timber more speedily.	Repaint fence to improve weather proofing.	Works due every 2 years	2	3 & 5
			Manage vegetation to decrease wear to boundary fence.	Yearly maintenance		
	Retaining brick built rear and right-hand walls of carpark with coping stones.	Moss visible to bottom 3 courses of bricks. Coping stones also showing signs of wear and tear. No weep holes in brickwork.	Clean bricks to protect from degradation, re-point mortar when required. In long term when rebuilding wall, consider use of weep holes to prevent a build-up of water, pressure and wear from bank to rear of wall.	Maintain every 2 years	3	4
			Replace coping stones where heavily damaged.	Works due in 5 years		

Element	Description	Condition	Recommendation	Works Timeframe	Rating	Photos
Boundary Walls & Fences Cont'd.../	Recently built left-hand brick wall to left of carpark	Moss visible to bottom 3 courses of brick work. Previous wall impacted from cars parking nearby.	Clean bricks to protect from degradation. A crash barrier next to carpark would protect wall from impact. In long term when rebuilding wall, consider use of weep holes to prevent a build-up of water, pressure and wear from bank to left of wall.	Maintain every 2 years	3	2
	Dwarf stone walls with coping stones to front of carpark	The stone wall shows signs of wear and tear particularly to the centre.	Re-point wall when required and replace damaged stones.	Maintain every 2 years	2	8
	Stone wall to right-hand side of hall	The wall is heavily worn and covered by vegetation at the top. The mortar has worn away and requires repointing.	Apply lime based mortar and repoint stonework where needed.			
	Stone walls to left-hand side of hall	The wall is in good order but worn and weathered.				
Hardstandings	Paving slabs located around building	Moss, weeds and vegetation have caused unevenness in paving.	Clear weeds to prevent further unevenness.	Yearly maintenance	1	7 & 8
			Relevel slabs to prevent trip hazard	Works due in 1 year		
	Gravel to overflow carpark.	Gravel and sand to car park is displaced and is becoming uneven.	Tarmac overflow carpark	Works due in 2 years' time	2	2
Wing Hall External Walls	Brick finishes	Brickwork at low level to right hand side is water stained and moss covered. This is due to rainwater and lack of moisture evaporation in this location shielded from sunlight. Brickwork at low level around building slightly degraded from impact and moss covered in places.	Use of engineer bricks as a long-term replacement to bottom three courses would decrease decay and moisture ingress associated through the brickwork. In meantime, repoint mortar and clean down bricks to prevent moss build-up that can increase rates of moisture ingress.	Yearly maintenance	2	12

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Wing Hall External Walls Cont'd.../	Stone finishes	The stonework is in good order with no structural alignment or crack issues spotted. Repointing observed to mortar in places of poor quality.	Repoint mortar periodically in areas needed with lime based mortar to help preserve stonework.	Maintain every 2 years	2	
	Render finishes	Render is not cracked and to a good quality finish to protect building.	Reapply render periodically to help protect building from elements.	Works due in 10 years, sooner if need to do patch repair	3	
Windows	Iron framed	Windows throughout original building are in good condition and mostly have been painted shut. Retrofit sliding uPVC windows added within hall to improve thermal performance suffering from condensation.	Repaint exterior to help prevent weathering and water ingress.	Works due every 3 years	2	1, 14 & 15
			Clean windows on both sides to prevent warping of uPVC frames, damp and mould.	Works due 3-4 times a year		
	uPVC	Windows in good condition and operable.	Clean windows on both sides to prevent warping of uPVC frames, damp and mould.	Works due 3-4 times a year		
	Skylights	Windows are covered with grime associated with rainwater from roof and debris.	Clean windows during roof maintenance work noted above.	Twice a year		
Floors	Main Hall	Engineered board is in good condition. It has been sanded but is already showing scuff marks and wear from functions held in room.	We recommend only sanding 2-3 times throughout its lifetime before replacement is required. In the meantime, clean and polish to help preserve floor.	Cleaning works due 4-6 times a year depending on usage of floor	2	15
	Stage area	Chipboard to floor was in good condition and appeared to be relatively new.	Repaint periodically to prevent wear.	Works due every 3 years	2	16
	All other areas	Lino and vinyl flooring to the remainder of the property looked in good condition.	Keep clean to prevent wear.	Works due 12-18 times a year depending on use of building	2	19

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Wall Finishes	Paintwork to all room (excluding kitchen)	In good condition with some scuff marks present.	Repaint periodically.	Works due every 5 years	3	18
	Wall tiles	Wall tiles to kitchen, including grout, appeared to be in good condition with no signs of damage or discolouration.	Clean tiles and grouting.	Works due 12-18 times a year depending on use of building	3	
Ceilings	Acoustic panels in hall	Acoustic panels in good condition and showing no sign of wear.	No works due, although consider replacement with improved insulation boarding in long term.	Works due in 10 years	3	17
	Plastered ceiling	In good condition and no sign of cracking or sagging.	Repaint periodically.	Works due every 5 years		
	Exposed timbers forming hall roof	No sign of deflection or significant decay.	Consider periodic treatment to prevent infestation.	Maintain every 5 years		