Heritage VICTORIA

Victoria The Place To Be

INSPECTION SCHEDULE

ROOF COVERING

Building element	Inspect for	When (year)	Life expectancy
Slate Terracotta	Inspect for those that have slipped, cracked or broken or for tiles that have become porous.	7 7	50+ 40
Copper Zinc	Inspect for loose or raised fixings and sheet edges, soldered joints that have cracked or areas that have dented. Copper should not have through fixings.	7 7	75+ 40+
Steel	Inspect for loose or raised fixings, sheet edges and surfaces that are deformed from being walked on. Look for rust stains around fixings, where sheets are lapped and around flashings. Check for dissimilar metals at flashings. Loose fixings can indicate batten failure.	7	20-40
Membrane	Inspect for lifting joints, surface blisters or physical damage and cracks. Check on hot days and after rain as surface dries. Cracks can then be seen wet as the heat draws up moisture.	2	20
Timber shingles	Inspect for those that have slipped, are cracked, decayed or badly deformed.	7	60+
Flashings/ Cappings	Inspect for loose or raised fixings to metal cappings, cappings that have lifted, slipped or are deformed from wind damage. Check whether capping tiles have cracked or broken mortar bedding, have slipped or are missing.	2	
Generally	Remove rubbish and leaves and check vent pipes for missing or damaged chinaman's hat or wire basket cowls.	4-12 months	
	AVOID		
	Walking on brittle slate or roof tiles. Combining dissimilar materials that will react with each other. Laying, resting on or testing membranes with sharp objects that can puncture them. Replacing original roof coverings unnecessarily. Light gauge flashings that are susceptible to wind damage and lift. Cement mortar repair to over flashings inserted in masonry joints.		

Note. Frequency of inspections will be influenced by the rates of decay and deterioration, particularly to buildings recently purchased or poorly maintained.

MAINTENANCE DOCUMENTATION

EXTERNAL WORKS

Building element	Inspect for	When (year)	Life expectancy
Paving/ Bitumen Concrete	Inspect for broken bitumen - is it lifting or undulating from heavy vehicular traffic? Are there areas ponding or does surface water fall to pits satisfactorily? Check for any loose or lifting paving blocks or bricks that could be hazardous to pedestrians, and for growth from the construction joints. Inspect kerbs for damage from vehicles and clear them of rubbish.	1 1	10-20 20-25
Bollards and wheel stops	Inspect for damaged or missing bollards and chains. Test bollards for stability. Check if timber bollards are decayed and whether car wheel stops are provided to prevent damage and exhaust stains to walls.	2	
Fences/ Timber Steel	Inspect for damaged, decayed, loose or missing pickets, posts and rails. Check fence alignment. Check steel fences for damaged, rusted or missing panels.	7 1	10-15 15-40
Gates	Inspect gates for soundness and damage. Have gates dropped and do they require squaring and bracing? Test gates for operation – is hardware working and sound? Do catches catch, and are hinges oiled to minimise rust and maximise ease of operation? Do gates have stops or hold open catches or are these required?	7	10-15
	AVOID		
	Planting trees near buildings. Allowing vehicles to park adjacent to buildings. Allowing timber fence posts to be concreted.		

Note. The defects identified in the seventh year inspection should be rectified prior to painting if programmed for the same year.

URGENT MAINTENANCE

Building element	Inspect for	When (year)	Life expectancy
Generally	Blocked or broken stormwater and sewer lines that require clearing or repair. Clearing of blocked gutters and downpipes. Broken water service or leaking faucets and toilet cisterns. Damaged or defective light fittings and switches. Failed incandescent light bulbs or fluorescent tubes. Storm damage to grounds or building fabric. Vandalism or break and enter damage to windows and doors. Broken or defective locks and latches, replacement of keys or lock cylinders.	As they occur	
	CAUTION		
	Identify responsibility for repair costs. Generally, the street side of service meters is the responsibility of the supplier. The lessor or lessee is responsible for building side. Are repair costs claimable against insurance? Have the appropriate authorities been advised?		

ROOF DRAINAGE

Building element	Inspect for	When (year)	Life expectancy
Stainless Steel	Inspect for bent or squashed gutters from ladders and for gutters that are over strapped.	7	70+
Cast iron	Inspect for cracked or broken pipes and defective joints. Retain broken sections for repair.	7	70+
Copper	Inspect for deformed, bent or squashed gutters from ladders and for gutters that are over strapped.	7	70+
Steel	Inspect for rust stains around downpipe outlets, internal/external corners, beneath tree overhangs and downpipe offsets and shoes. Ensure gutter does not collect water run-off from copper flashings or from roof above that will corrode gutter.	2	10+
Generally	Inspect gutter and downpipe joints for cracks. Are there drips to the underside? Are there loose or missing brackets to gutters and downpipes? Clear gutters including guards if installed, sumps and rainwater heads of leaves and rubbish each autumn, trim overhanging trees. Check if gutters are sagging and water falls to outlets. Ensure leaf guards to outlets, rain water heads and sumps sit correctly and are clear of debris. Growth, moss or stains surrounding downpipes can indicate blockages. Look for downpipes that are squashed or damaged and restrict water flow. Check if downpipes are connected to the stormwater system and, if so, whether joints are sound. Check that stormwater drains are not blocked. Check whether birds are nesting on downpipe offsets and polluting the building, or whether bird proofing, if installed, is adequate and sound.	2 4-12 months 2 4-12 months	
	AVOID		
	Combining dissimilar materials that will react with each other. Hosing leaves and debris into downpipe outlets. Placing ladders or leaning objects onto soft copper or stainless steel gutters.		

Note. The defects identified in the seventh year inspection should be rectified prior to painting if programmed for the same year.

EAVES

Building element	Inspect for	When (year)	Life expectancy
Generally	Inspect for holes from old service pipes where birds can nest, and for surface stains to fascia and soffit that indicate roof or valley and gutter failure. Check ventilation holes. Inspect for paint failure and/or decay to linings. This can indicate roof covering failure. Identify cobwebs and wasp or hornet nests for removal.	1 7 1	

Note. The defects identified in the seventh year inspection should be rectified prior to painting if programmed for the same year.

FABRIC

Building element	Inspect for	When (year)	Life expectancy
Stone	Inspect for loose, fretted, broken or missing mortar joints to stones around windows, doors, along flashings and on cornices and other projections. Check if the stone is crumbling or has surface salts; this can indicate a moisture problem. Inspect for signs of delamination that can affect the soundness of stone. Is there rising or falling damp? Has an appropriate mortar been used to joints? Inspect for incompatible mortars where lime was originally used.	5	70+
Brickwork	Inspect for loose, fretted, broken or missing mortar joints and bricks. Check if the brickwork is crumbling or has surface salts; this can indicate a moisture problem. Are ventilators blocked or covered over with soil? If rendered, is the render cracked or drummy? Has an appropriate mortar been used in joints? Have the original ventilators been replaced with an inappropriate type, for example, terracotta instead of cast iron? If inappropriate ventilators have been used to increase sub-floor ventilation, replace with appropriate type and add additional ventilators.	5	40-75
Timber	Inspect for loose or missing weatherboards, corner stops and mouldings. Check around window sills and where boarding is in contact with ground for weathering and potential decay.	7	20+
Fibre Cement	Inspect for broken or damaged sheets, loose or missing trim and cover strips.	2	20-25
Generally	Inspect areas for grime, growth from joints, bird excretion and graffiti. Is there any sign of termite infestation?	4-12 months	
	AVOID		
	Covering wall ventilators and damp-proof courses with soil or rubbish. Building up garden beds over damp-proof courses, planting close to walls or continual watering of walls. Applying to stonework anti-graffiti or protective coatings whose effectiveness has not been proven. Inappropriate cleaning of masonry, for example, strong water jet cleaning or detergents that can damage the masonry.		

Note. The defects identified in the seventh year inspection should be rectified prior to painting if programmed for the same year.

STRUCTURE

Building element	Inspect for	When (year)	Life expectancy
Timber	Are members secure and true?	7	
Masonry	Are there cracks? Straight and true?	5	
Steel	Is there any sign of rust? Are fixings secure?	7	
Generally	Are verandah posts stable and sound? Are there any signs of structural distress (movement, cracking) which a structural engineer should inspect?	7	

JOINERY

Building element	Inspect for	When (year)	Life expectancy
Windows	Inspect for loose or damaged mouldings, architraves, decayed stiles at sill level, weathered sills, sashes that bind, noisy pulley wheels that need to be oiled, and sash cords that are decayed or broken. Check strength by raising weight by hand and dropping – if cord is sound it will carry weight at bottom of drop. Inspect for loose or decayed sash joints and broken or cracked glass or putty. Check internal faces around windows for stains that can indicate failed flashing.	2	10-15
Doors	Inspect for loose jambs, decay at the threshold or damage from locks being forced. Is the threshold secure, decayed, excessively worn or broken? Are mouldings or stops secure and does the door operate satisfactorily? Are door joints firm, mouldings missing or damaged? Has the glass broken or cracked? Is the hardware operational - do catches catch, locks lock? Is the furniture secure or missing and defective? Check if the door requires a stop to prevent damage to the door or walls when opened.	2	10-15
Generally	Check whether hardware operates properly, or is loose, inadequate or damaged. Do doors and windows operate satisfactorily?	2	
	AVOID		
	Restricting fire exits with storage items. Installing fans or air-conditioners in windows. Replacing with hardware not in keeping with the building. Removing original hardware. Install new adjacent.		

Note. The defects identified in the seventh year inspection should be rectified prior to painting if programmed for the same year.

PAINTING

Building element	Inspect for	When (year)	Life expectancy
Window Sills	Inspect for paint deterioration and weathering.	3	
Doors/ Frames	Inspect for paint deterioration, failure or damage and grime generally.	3	
Generally	Inspect timber cladding for joints cracking, putty coming away from fixings, cracking paint, blisters or fading of colours. Stains can indicate a moisture problem.	7	7-10
	AVOID		
	Painting surfaces never intended for painting, such as stone or face brick. Inappropriate colours. Installing one-way glass when carrying out glazing repairs. Excessive exposure to original lead-based paint.		

This edition was adapted by Heritage Victoria for the Heritage Council Victoria

Heritage Victoria
Level 22,
80 Collins Street,
Melbourne.
Tel. 9655 6519
www.heritage.vic.gov.au
www.doi.vic.gov.au/heritage

Acknowledgments

This publication was produced in accordance with resource-sharing arrangements approved by the Australian Heritage Information Network. It was originally published as *'Inspection Schedule'* by the Heritage Council of New South Wales Technical Advisory Group for Material and Conservation March 1998.

Disclaimer

December 2001

SERVICES

Building element	Inspect for	When (year)	Life expectancy
Stormwater	Inspect for dish drains and sumps blocked with rubbish, leaves or silt. Check if water lies in sumps as this can indicate a total or partial blockage or inadequate fall in line. Ensure hose taps discharge into gullies and ensure gullies and sump gratings are operable and not damaged, and sit square. Check whether stormwater drains into sewer system.	4-12 months	20-25
Sewerage	Inspect sumps for damaged grates and ensure these are not draining surface water.	2	20-25
Water	Inspect taps for drips and ease of operation. Are taps and surface-run pipes secured to walls or supports? Look for wet areas within the property grounds and gardens during dry periods – this can indicate a broken pipe.	2	20-25
Electricity	Check if light bulbs are blown or the fittings damaged, and if fittings are well secured to walls or standards. Are light standards or poles in the parking areas stable and undamaged?	1	
	AVOID		
	Hosing leaves and debris into stormwater pits.		

Heritage
VICTORIA