

UPKEEP

MAINTENANCE REPORT No. /...

CLIENT

Roof of building

Caretaker

Date of visit

SPECIMEN

Monitoring points	Code	Work to carry out	Visa
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Code 1 = good condition Code 2 = needs monitoring Code 3 = requires action Code 4 = urgent

PROTECTION			
Clening gravel		↔ Removal of leaves, removal of moss, plants, scoria, etc.	
		↔ Raking and levelling out of gravel, restoration of original level	
Slabs		↔ Inspect the supports, restoration of original level	
WATERPROOFING			
Visible parts, raised sections etc.		↔ Inspect the joints, check joining	
		↔ Inspect the state of the slate surface, corrugated aluminium etc.	
		↔ Make sure there are no blisters, cracks, splits, etc.	
Expansion joints		↔ Check the state of the joints, suppleness, flexibility, etc.	
Dome / Glass roof		↔ Check the connections to the skylight, binding on the dome, the state of the window panes and the joints of the glass roof	
Overall check		↔ If necessary, carry out a survey	
TINSMITHERY			
Coping, passageways, cap, packing, etc.		↔ Check and test waterproofing connections on fixing plates	
		↔ Check overlaps and joining	
		↔ Check the state of the surface	
Clamping strips, plinths		↔ Check mountings and the silicon or other filler finishing joints	
Storm water flows		↔ Clean flows, inspect the positioning of the grating or grill	
		↔ Check and test the waterproofing connections on fixing plates	
Lightning conductor		↔ Check the waterproofing connections and joints	
MASONERY			
Stacks, entrances, etc.		↔ Check the state of renderings and make sure there are no cracks or detached parts	
Chimneys, etc.		↔ Inspect tops, flue liners, etc.	
Aerials		↔ Check waterproofing connections	



ROOF MAINTENANCE

REMARKS, COMMENTS :

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SKETCHES, DETAILS :