

**Inspection**

Frequency:

Once a month

First performed:

May 05

**Roof cleaning**

Frequency:

Once a year

First performed:

May 05

<b>Task</b>	<b>Work guidance</b>	<b>Additional comments</b>	<b>Material description/supply source</b>
<b>Roof covering</b>	Visually inspect slating through roof hatch, from tower and attic for watertightness and defects, e. g. missing or damaged slates, once a month.	Inspection by caretaker. To be repaired by specialist contractor. Duty to notify owner.	English slate: Greaves Portmadoc Slate, size 61.0 x 30.5 cm, 4-5 mm thick. For repairs: store remaining slates in loft.
<b>Crenellations</b>	Check for cracks, water infiltration through joints and organic growth.	To be repaired by specialist contractor. Duty to notify owner in case of abnormalities.	0.7-1.0 mm zinc sheet flashing to crenellations; jointing with zinc solder.  Enter supply source. Enter details of any specialist contractor, with address, tel./fax, e-mail and internet address.
<b>Lightning protection</b>	Visually inspect lightning protection system (fixings). Refasten/secure below slates where necessary. Inspect for any signs of damage.  System serviced once a year.	By caretaker or specialist contractor. Duty to notify owner in case of abnormalities.  Take out maintenance contract with specialist contractor.	Enter maintenance contractor.
<b>Inspection for watertightness of chimneys</b>	Check for new traces of water on floor, every 14 days or after heavy rainfall.  Inspect disused chimneys for signs of condensation damage etc.; twice a year.	By caretaker. In case of water damage, immediately notify owner and arrange for roof/chimney junctions to be checked by specialist contractor.  Take out maintenance contract with specialist contractor or arrange for inspection by chimneysweep.	Enter details of any specialist contractor, with address, tel/fax, e-mail and internet address.
<b>Work location</b>	<b>Roof</b>		
<b>Cross-references</b>	Drainage, sheet no. 11/1-11/4		
<b>Issued on: 02.03.2007</b> Name: Miethe, Plätzer	<b>1st update on: 12.09.2007</b> Changes: Name: Frisch	<b>2nd update on: 15.07.2008</b> Changes: Name: Klemisch	<b>3rd update on:</b> Changes: Name: