

Maintenance

It is important to have a proactive approach to maintenance as opposed to being reactive as it is far more cost effective in the long term.

For example, did you know that if you wash a painted building every year, you generally get 50 percent longer life out of your paint? Your building will continue to look presentable and welcoming.



Another example is emptying the gutters of leaves and debris which can block downpipes and drains. A simple piece of work, carried out on a regular basis could save hundreds of dollars in plumber callouts. If the gutters are full of debris, they cannot take water away from the building. This could result in internal leaks, leading to much larger issues.

Having a **maintenance plan** is a great way to ensure that jobs are completed on a regular basis. It is also a great way of being able to budget for maintenance. If you do not have a plan and would like more information, please contact the Property Manager who can provide you with a basic template, and if required, help you start your own plan.

Maintenance checklist

The list below shows the things to look out for. This is not a comprehensive checklist, but it's a starting point, to help you understand how some simple maintenance will help you avoid costly reactive repairs.

Roofs

The roof is one of the most important parts of a building as it helps protect the rest of the building from the elements. It is often neglected as it's hard to see what is happening up there. In New Zealand, roofs take a lot of punishment from weather and the environment. Roof maintenance includes checking claddings, flashings, fixings, gutters, chimneys, flues, and roof-mounted equipment. This should be done annually from the ground if the roof can be clearly viewed, or by someone who is qualified to access the roof area. (Do not attempt this unless you have been trained to do so.)



Check roof claddings and flashings for:

- corrosion
- moss/lichen growth
- dirt/salts
- fading paint (chalking or dulling off)
- lifted roofing/flashings
- insufficient cover at sheet laps
- dented or damaged roofing
- roof tearing at fixing points
- cracked, missing or dislodged roof tiles or shingles
- roofing that ends short of a gutter
- loose/missing fixings, including nail heads and washers
- loss of stone chips on metal tile roofs
- water ponding (flat roofs)
- surface pitting of aluminum roofing.

Chimneys need to be cleaned regularly, depending on how often the fireplace is used, the type of fuel and the type of chimney. Open fires should be inspected once a year and wood burners every one to two years. Chimneys should be checked for a build-up of soot, crumbling bricks/mortar, and corrosion of the flue and other fixings.

Check **roof-mounted equipment** such as television aerials, receiver dishes and solar panels for rusted, loose or missing fixings or straps, and replace as necessary. Make sure equipment is mounted at least 100mm above the roof cladding to allow the cladding to dry out after rain and reduce the risk of corrosion.

Building exterior

Take time to walk around the building and check for the following:

- dirt/salts/staining
- cracked/flaking/chalking paint
- dull or faded paint finish
- moss/lichen
- corroded flashings
- corroded/missing fixings
- split or cupped weatherboards
- evidence of rot in the cladding
- claddings touching or going into the ground
- blocked vents at the bottom of brick walls
- open joints in the cladding
- loose sealant

- raised flashings
- gaps at the ends of flashings
- loose-fitting cover boards, scribes or plugs
- gaps around cantilevered deck joists or other cladding penetrations.



Check doors and windows for:

- cracked/damaged putty
- shrinking rubber gaskets
- cracked/broken glass
- cracked/flaking/chalking paint
- corroded flashings
- corroded/stiff hinges/hardware
- gaps around window seals or sashes
- joints or mitres that have opened or where the paint has cracked.

You should regularly assess the **grounds around your site**. In spring, some areas that have not had much sun over the winter months may be green and slippery, especially pathways and decks. Check **pathways** for cracks and other hazards. Are the **security lights** still working, and do any others need to be installed? Timber tends to swell in the winter, causing **doors and windows** to jam, so check to see they open and close freely, especially timber joinery and **fire exits**.