

CHECKLIST Fact Sheet

The following is a check-list to assist you in meeting your minimum obligations to keep the house and garden in good order.

<i>Time</i>	<i>Element</i>	<i>Action</i>	
Annual	Roof tanks	check both tanks contain water; ball valves are free to move and any connections in the tank overflow pipe are tight	
	Rainwater Disposal System	Clear out in the autumn	
	Roof Space Insulation/Pipes	check undisturbed and lagging in place – autumn	
	Septic Tank	If drains back up, have the tank emptied	
	Trees in your garden	Check for defects in the spring and after high winds and gales	

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Bi-annual	Driveway/paths	Kill weeds and if applicable rake gravel from sides to middle into wheel tracks	
	Electric Plugs	Check plugs on your appliances are safe. Clean badly oxidised pins	
	Fans/Cooker Hoods	Clean out	

<i>Time</i>	<i>Element</i>	<i>Action</i>	
Regularly	Roofs	Check for defective or missing slates/tiles	
	Rainwater Disposal System	check in heavy rain that rainwater is not overflowing or running down walls from defective gutters or blocked downpipes	
	Overflow pipes	Check for leaks on toilets, overflows, flushpipes, etc. Check regularly as this can indicate other problems	
	Central Heating Circulating Pump	Switch on for a few minutes once a week during the summer months	
	Gully Gratings	Keep rainwater and Kitchen gully gratings free of leaves and other debris	

<i>Time</i>	<i>Element</i>	<i>Action</i>	
When Required	Condensation	Wipe up from window sills every morning in the winter. Scrub mould on window joinery with household bleach solution	
	Frosts	Beware frost damage while away from home – turn off internal stopcock and leave heating on low. Ask someone to keep an eye on the house	
	Heating	Check DIY repairs list <i>BEFORE</i> calling in the Heating Engineer	
	Hinges/Screws etc	Tighten loose screws on hinges, locks, latches and all other fittings <i>BEFORE</i> damage occurs	