Maintaining and caring for your Heritage PROPERTY POCKET GUIDE

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Introduction

In this guide, learn how to take care of your heritage property through regular inspection and maintenance. Identifying potential issues before they arise will save you from increased damage, and costly repair work. Ensure that your building remains intact and attractive for years to come whilst retaining historic features.

Use our seasonal checklist to guide you. For difficult or specialist tasks, we advise you speak with a historic buildings specialist.

Useful Contacts and Websites

- **Building Control**
  For Building Control advice and guidance
  buildingcontrol@burnley.gov.uk
  www.burnley.gov.uk
- **Burnley Council Planning**
  For planning advice and applications.
  planning@burnley.gov.uk
  www.burnley.gov.uk
- **Lancashire County Council**
  For permissions and advice for building works which may impact or obstruct pavements or the highway.
  enquiries@lancashire.gov.uk
  0300 1236 701

Heritage organisations that provide helpful guidance on many aspects of traditional buildings and repair methods:

- **The Society for the Protection of Ancient Buildings**
  spab.org.uk/advice/technical-advice-notes
- **The Georgian Group**
  georgiangroup.org.uk/advice-leaflets
- **Historic England**
  historicengland.org.uk/advice/your-home

SPRING (Mar-May)

- Clear any leaves or debris from the **gutters and downpipes**, check for damage from frost, snow and high wind
- If your **attic** space is safe to enter, check for damp spots which could mean damage to the roof/gutters
- **Check the roof** using binoculars and look for broken/loose slates - if you find debris on the ground this may indicate a problem - if you spot daylight this could mean a slate has come loose
- **Clean drains** of any plants, silt and other debris if they overflow during wet weather
- If you have a **flat or sloping sheet roof** check for cracks
- Ensure that **windows open and the property has suitable ventilation** ready for summer - check your locks work at the same time
- Bleed air from the **radiators**, check that the **frost thermostat** is working and have a professional **service the boiler**
- Prevent blockages by fitting bird or leaf guards to **soil pipes** and **rainwater outlets**
- Check **gutters** and cast iron elements for corrosion/split
- Service **fire extinguishers**

SUMMER (Jun-Aug)

- Redecorate/weatherproof **external timberwork** as necessary including the treatment of areas of rot and replacement of failed putty.
- Check **cupboards, roof voids and under stairs** from damage and vermin
- Clear any **plants** from around the base of the wall, including around drains and gullies
- Check **security lighting systems** every five years
- If you have **cast iron**, prevent rust by painting regularly
- Keep an eye out for signs of **dry rot** and **mould/fungi**
- Check **timber window frames** for signs of decay and restore/redecorate if required

AUTUMN (Sep-Nov)

- Ensure the good condition of **walkways**
- Clear any leaves or debris from the **gutters/ downpipes** and check for damage - regular checks may be necessary for buildings surrounded by trees
- Check **stonework/brickwork** for signs of damage - consult a professional with any cracks, signs of movement or eroded mortar joints
- Test the **heating** works properly
- Clear any **plants** from around the base of the wall, including around drains and gullies
- Protect **water tanks and pipes** from frost
- Clean **under floor ventilators and airbricks** to free from obstruction
- **Lightening conduction** inspection
- Check and replace **bulbs and security lights**
- Check **tree branches** touching the building or overhanging the roof and consider lopping/pruning back

WINTER (Dec-Feb)

- Clear **valley gutters** of ice and snow to help stop melted water from overflowing and causing damp internally
- Make sure water flows freely from **gullies and drains** by cleaning regularly
- Take note of when your **fire safety equipment** needs servicing
- Every 5 years have a professional check your **electrical system**
- Check and clean **smoke alarms**, change batteries if needed
- Bird proof **windows and roofs** before the start of nesting. Check protection laws before removing a nest
- Ensure that **safety equipment** including ladders are fit for purpose and in good condition

What to look out for

	DAMP	BROKEN/CRACKED	DAMAGED / ERODED	MISSING
ROOF	Patches of staining on internal or external walls and/or patches of damaged or flaking plaster or paint External joinery including windows	Tiles	White/green staining Moss/plant growth	Missing/slipped tiles/lead
GUTTER/ HOPPER HEADS/ RAINWATER PIPES		Rainwater overflowing Leaking water	Brickwork or stonework Flaking/peeling paint	Gutter sections Downpipe
CHIMNEY		Flaunching	Brickwork or stonework	Brickwork or stonework Flashing Chimney Cap
DOORS/ WINDOWS/ SHOP-FRONTS		Glass Lintels above doors and windows Failed /cracked putty	Flaking/peeling paint Soft/Crumbling areas of wood Areas of decayed timber including joints/cills	Putty
RENDER WALLS		Render Mortar	Soft/ Crumbling areas Bulges Hollow sounding areas	Missing Mortar Plant growth in joints
STONEWORK/ BRICKWORK WALLS		Loose/crumbling bricks/stone	delaminated stone	Missing Mortar Plant growth in joints

SAFETY NOTICE: It is essential that all maintenance work be carried out by adequately trained personnel. Suitable tools and personal protective equipment/clothing such as hard hats, overalls, gloves, and reinforced boots must be worn where necessary.

Do

- Inspect and maintain your property on a regular basis
- Seek advice from suitably qualified professionals
- Look for reputable contractors/craftspeople
- Repair rather than replace
- Study the history of the building and how it has changed
- Be sympathetic and respectful to a building's character/history
- Ensure to apply and obtain the necessary planning/legal consents
- Re-use materials salvaged from your own building where possible
- Remedy previous bad repairs and remove disfiguring alterations or additions
- Replace like for like as far as possible unless dealing with a defective past alteration or inappropriate modern repairs
- Ensure that you carry out maintenance safely
- Analyse the cause of defects
- Use only traditional materials and proven techniques
- Address defects promptly

Don't

- Add architectural elements that are unsuitable or not made specially to fit
- Make repairs that use inappropriate materials
- Allow anyone to work on the building without seeking references first
- Alter/damage the appearance of original features by attempting to improve or modernise
- Clad/render/paint walls with artificial or modern materials
- Start any work without the required consent
- Use materials/products that are advertised as 'maintenance free'
- Replace original features such as windows or doors with non-original materials/designs
- Allow serious defects to remain