# Building Survey Checklist

| What to look at | How often to check | What to look for | What you’ve seen |
| --- | --- | --- | --- |
| **DRAINAGE** |  |  |  |
| Gutters and Downpipes front | 6 mths  | [staining underneath a gutter or at a downpipe](http://www.underoneroof.scot/articles/1293) |  |
| Gutters and Downpipes rear | 6 mths  | [staining underneath a gutter or at a downpipe](http://www.underoneroof.scot/articles/983) |  |
| Drains and ground levels | 6 mths  | [drains for overflowing](http://www.underoneroof.scot/articles/1172) |  |
| [build up of ground levels](http://www.underoneroof.scot/articles/1163) |  |
| [clear underfloor air vents](http://www.underoneroof.scot/articles/1163) |  |
| **ROOF LEVEL** |  |  |  |
| Plant Growth, Algae and Moss, bird guano | 6 mths  | plant growth, algae and moss anywhere on building. |  |
| monitor bird activity and clean gutters more frequently if extensive |  |
| Central Valleys and Secret Parapet Gutters | 6 mths  | [check if the overflows are clear](http://www.underoneroof.scot/articles/1318) |  |
| [if possible, check the leadwork or finish for any cracks](http://www.underoneroof.scot/articles/1318) |  |
| Roof Finish | Annually | [slipped and missing slates](http://www.underoneroof.scot/articles/1245) |  |
| [slipped or missing tiles](http://www.underoneroof.scot/articles/1164) |  |
| [missing ridges](http://www.underoneroof.scot/articles/1007) |  |
| [sagging ridges](http://www.underoneroof.scot/articles/1007) |  |
| Flat roof |  | [patching](http://www.underoneroof.scot/articles/1165) |  |
|   |  | [blistering](http://www.underoneroof.scot/articles/1297) |  |
|   |  | [cracking](http://www.underoneroof.scot/articles/1296) |  |
|   |  | [lead corrosion](http://www.underoneroof.scot/articles/1241) |  |
| Chimneys | Annually | [copings and pots - wallhead chimneys](http://www.underoneroof.scot/articles/1196) |  |
|   |  | [copings and pots mutual chimneys](http://www.underoneroof.scot/articles/1198) |  |
| pointing and render (look for any cracks appearing) |  |
| damage from aerial fixings |  |
| Flashings |  | [skews](http://www.underoneroof.scot/articles/1005) |  |
|   |  | [valleys](http://www.underoneroof.scot/articles/1318) |  |
|   |  | [chimneys](http://www.underoneroof.scot/articles/1005) |  |
|   |  | [others](http://www.underoneroof.scot/articles/1005) |  |
| Dormers | Annually | [timber and sills](http://www.underoneroof.scot/articles/1246) |  |
| [vertical slating](http://www.underoneroof.scot/articles/1246) |  |
| [ridges and hips](http://www.underoneroof.scot/articles/1246) |  |
| **INSIDE LOFT** |  |  |  |
|   |  | [condensation / mould / rot](http://www.underoneroof.scot/articles/1011) |  |
|   |  | [damp on timbers or ceilings](http://www.underoneroof.scot/articles/1011) |  |
|   |  | [signs of visible leaks](http://www.underoneroof.scot/articles/1011) |  |
|   |  | [adequate ventilation](http://www.underoneroof.scot/articles/1011) |  |
| **EXTERNAL FEATURES** |  |  |  |
| Perimeter fences and railings | Annually | loose balusters in railings to basement |  |
| **WALLS** |  | [wall features](http://www.underoneroof.scot/articles/1020) |  |
| Front Stonework (Ashlar) | 2 years  | [failing surface repairs](http://www.underoneroof.scot/articles/986) |  |
| [stones adjacent to previous surface repairs](http://www.underoneroof.scot/articles/986) |  |
| [cills, canopies, hoods and string courses](http://www.underoneroof.scot/articles/1162) |  |
| [mullions](http://www.underoneroof.scot/articles/1236) |  |
| [pointing](http://www.underoneroof.scot/articles/986) |  |
| [cracks](http://www.underoneroof.scot/articles/1235) |  |
| [bulges](http://www.underoneroof.scot/articles/997) |  |
| Rear and Gable stonework (rougher undressed stones) | 2 years  | [pointing](http://www.underoneroof.scot/articles/1340) |  |
| [cracks](http://www.underoneroof.scot/articles/1235) |  |
| plant growth |  |
| [stone decay](http://www.underoneroof.scot/articles/986) |  |
| Oriels and Bays | 2 years  | [cracking at ends of lintels](http://www.underoneroof.scot/articles/1155) |  |
| [cracking at base](http://www.underoneroof.scot/articles/1235) |  |
| **INSIDE CLOSE** |  |  |  |
| Close wall plasterwork and ceilings | Annually | [staining around skylight windows](http://www.underoneroof.scot/articles/1206) |  |
|  |  | [cracked glass](http://www.underoneroof.scot/articles/1206) |  |
| The Close Stairs | 2 years  | [gaps in stairs](http://www.underoneroof.scot/articles/1252) |  |
| [broken treads](http://www.underoneroof.scot/articles/1252) |  |
| [worn treads](http://www.underoneroof.scot/articles/1252) |  |
| [loose balusters](http://www.underoneroof.scot/articles/1252) |  |
| [separation cracks](http://www.underoneroof.scot/articles/1235) |  |
| Close floor and landings | 2 years  | [hollow sounding ground floor](http://www.underoneroof.scot/articles/1249) |  |
| [gaps or cracks in landings](http://www.underoneroof.scot/articles/1252) |  |
| Close tiles | 5 years  | [hollow sounds when wall tiles tapped](http://www.underoneroof.scot/articles/1248) |  |
| Close Painterwork | 5 years  | [flaking and stains](http://www.underoneroof.scot/articles/1248) |  |
| Close windows (Sash and Case) | 5 years  | can close windows open |  |
| condition of paintwork, mastic and cills |  |
| External Features | 5 years  | [gaps, cracks and wear in external stairs](http://www.underoneroof.scot/articles/1234) |  |
| [steel supports to external stairs](http://www.underoneroof.scot/articles/1163) |  |
| [bulges in retaining walls](http://www.underoneroof.scot/articles/1163) |  |
| **WINDOWS** |  |  |  |
| Window 1 | 5 years  | [lintel](http://www.underoneroof.scot/articles/1234) |  |
| [mastic failure](http://www.underoneroof.scot/articles/1234) |  |
| [condition of cills](http://www.underoneroof.scot/articles/1234) |  |
| Window 2 | 5 years  | [lintel](http://www.underoneroof.scot/articles/1234) |  |
| [mastic failure](http://www.underoneroof.scot/articles/1234) |  |
| [condition of cills](http://www.underoneroof.scot/articles/1234) |  |