

CLUBHOUSE – EXTERNAL BUILDING MAINTENANCE CHECKLIST

This checklist should help you protect the club and establish a “timetable” of good preventative maintenance - DO WEEKLY

Area	Identified Problem	Action Required	Date – Action Completed
ROOF			
Tiles/slates – broken, missing, slipped			
Cladding – damaged, rusting, rotting			
Flat roofing – cracked cover, poor bonding, water pooling			
Roof-lights – damaged, leaking			
CHIMNEYS/FLUES			
Chimney mortar/flashing – damaged, missing			
General lashing – cracked, damaged, missing			
Flues/collars – damaged, missing mortar or flashing			
LIGHTNING CONDUCTORS			
Checked by qualified person			
WALLS			
Mortar – missing, damaged			
Brickwork – cracked, damaged			
Vents – cracked, blocked, dirty			
Cladding – damaged, rusty, rotting			
Timber – damaged, split, untreated, rotting			
WATER “COURSES”			
Gutters/Down pipes/brackets – damaged, broken, blocked, missing guards/grids/covers			
Drains/Pipes – blocked, damaged, missing guards/grids/covers			
EXTERNAL JOINERY			
Paintwork – cracking, peeling, untreated			
Glazing/Doors – missing putty, sealants, damaged frames			
TREES/SHRUBS/PLANTS			
Overgrown, damaged			

DATE	NAME/POSITION	SIGNATURE