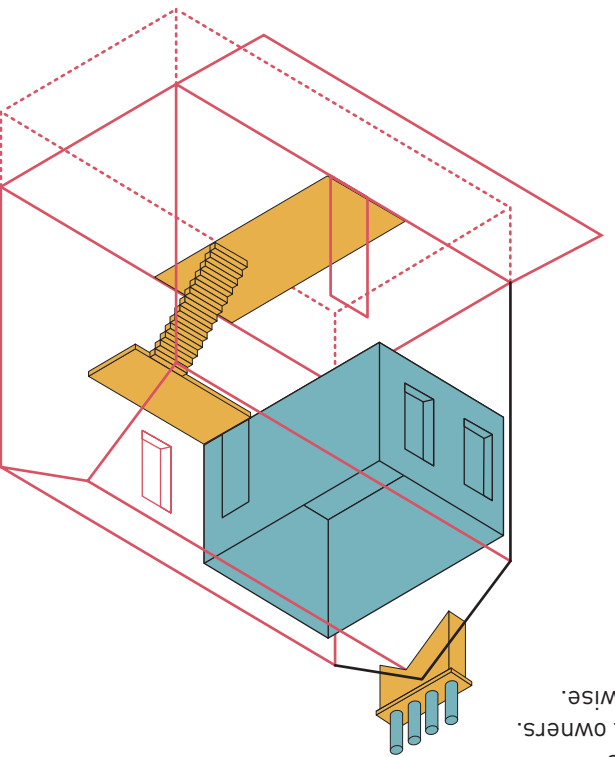


External Checklist

Date:

To make sure your property stays in good condition it is important to continually inspect it to check for any damage which may have occurred. A Table of common defects is detailed below. This list is not fully comprehensive and owners should be fully alert to other possible defects.

Drainage / Ventilation		
What and when	Things to look out for	What have you seen?
Gutters & Down-pipes 6 months	Staining underneath a gutter or at a downpipe	
Drains & Ground Levels 6 months	Drains overflowing  Build up of external ground levels above DPC (often a band of thick slate)	
Air Vents 6 months	Build up of external ground levels blocking air vents  Build up of debris under floors, blocking air flow  Low level damp patches on internal walls	
Roof Level		
What and when	Things to look out for	What have you seen?
Plant growth, algae, moss, bird guano 6 months	Plant growth, algae, moss, bird guano anywhere on the building	
Central Valleys & Parapet Gutters 6 months	Check overflows are clear	
	Check leadwork or finish for cracks	
Roof Finish Annually	Slipped or missing tiles	
	Missing ridges	
	Sagging ridges	
Flat Roof Annually	Damp Patches	
	Blistering	
	Cracking	
	Corrosion	
Chimneys Annually	Damage to copings and pots	
	Cracks in pointing or render	
	Damage to aerial fixings	
	Plant Growth	
Walls		
What and when	Things to look out for	What have you seen?
Stonework/ Masonry 2 years	Failing surface repairs  Damage to stones adjacent to previous surface repairs  Damage or erosion to cills, canopies, hoods or string courses  Loose or gaps in mortar  Cracks  Bulging or leaning walls  Plant growth	



**This generally includes:**

- The ground on which your tenement is built
- Foundations:
- External walls;
- Roof, including the rafters and any structure supporting the roof;
- The part of a gable wall that is part of the tenement building;
- Solum;
- Any wall, beam or column that is load-bearing.

**Common 'Scheme' Property**

Common property is considered to be parts of the building where maintenance is paid for by all owners. Unless titles deeds say otherwise.

**Mutual Property**

Some title deeds will identify which parts are the property of only those who have use of them, for example the stairs, stair window, drainpipes serving flats on one side of the building. Repairs to mutual parts of the building should be paid for equally by all who use that part – unless your title deeds say otherwise.


**Individual Property**

Anything serving only one flat, including the door from the stair, its windows and the inside of walls, floors and ceilings to the halfway point with the next property. You are solely responsible for all repairs and maintenance to your own flat.

While you are solely responsible for the upkeep of your own flat or house, parts of the tenement building or estate are normally the joint responsibility of all the owners whose **title deeds** say they have a right of common property. In a tenement this will typically include parts such as the common stairs or lifts.

**Whose Responsibility Is It?**


Further Reading & Information



**THE ENGINE SHED**  
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The Engine Shed is Scotland's dedicated building conservation centre, based in Stirling. Run by Historic Environment Scotland, it serves as a central hub for building and conservation professionals and the general public.

[www.engineshed.org](http://www.engineshed.org)



**Under One Roof**

Under One Roof is a free website designed to help private flat owners in Scotland with the complex and important task of carrying out repairs to their shared properties. The site contains over 100 articles on flat owners' legal responsibilities towards their co-owners as well as technical information articles that enable owners to identify repair problems and understand quotations from builders.

[www.underoneroof.scot](http://www.underoneroof.scot)


**Glasgow City Heritage Trust**

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Glasgow City Heritage Trust





HISTORIC ENVIRONMENT SCOTLAND



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Front image, Inside Diagram and Image of the Woman holding the Binoculars: © Under One Roof Scotland.  
Lime Mortar, good example image: © Ashleigh Construction  
All other images:© Glasgow City Heritage Trust



**Buildings are more energy efficient when they are well maintained**

**Get Inspection Ready**

- Maintenance Checklist
- Notebook / Pencil
- Camera
- Binoculars
- Ladder
- Inspection Mirror / Pocket Mirror
- Trowel and Gloves for removing any vegetation
- Face mask and gloves for cleaning up bird droppings
- Safety Glasses
- Screwdriver for checking timber decay

**Be A Nosy Neighbour – Inspect your property**


Regular inspections are essential to ensure the longevity of any building. Early repair will prevent serious issues arising saving you time, trouble and more importantly the need for expensive repairs. **It is good practice to develop the habit of looking at your property on a continuous basis, as well as taking photos to monitor any changes.**

You can use binoculars from the ground for a basic check of higher areas. A ladder allows for closer inspection of roofs and chimneys, but we recommend that you have a professional building surveyor or tradesperson carry out this part of the work.



## Looking Up & Looking Out for tenements

### A guide to Maintenance Repairs and Shared Responsibilities



Glasgow City Heritage Trust

Traditional and historical buildings are an integral part of Glasgow's built environment, and in particular the city is renowned for its 19th century tenements, which make up much of the housing stock. While valued for their character, form and local distinctiveness, they are often considered expensive to run and difficult to maintain, sometimes fraught with the challenges of dealing with multiple owners and absentee landlords. This need not be the case. With regular maintenance and repair, and the correct property management procedures in place, we can all play a role in ensuring that these older buildings continue to contribute to the fabric of the city.

**'Self Factor' and 1/2 of all Between 1/3**

**Assistance from Glasgow City Heritage Trust**

The purpose of Glasgow City Heritage Trust's Building Repair Grant programme is to help preserve and enhance the unique character of the built environment. Visit [www.glasgowheritage.org.uk](http://www.glasgowheritage.org.uk) for detailed information on eligible buildings and repairs, as well as a guide to applying for a Building Repair Grant.

**Consider hiring a property manager or factor:** Property factors have developed professional expertise in both management and technical areas and provide a "one stop shop" that can take away many of the property management headaches that affect common properties. Somewhere between a third and a half of all flat owners "self factor" – do it themselves – but it can be hard work and it can be difficult to get contractors to work for you as they may be concerned that they will have to chase every owner to get their bill paid.

**Set money aside for repairs:** Ideally, you and your co-owners will save regularly into a Building Reserve Fund, quite often property factors request a float which can be used to pay for small scale emergency repairs. It is advisable to have your own savings account to cover the cost of property repairs.



### Traditional Buildings – What's the difference?

There are a number of differences between traditional and modern day construction methods which should be considered when undertaking any repairs. The maintenance of traditional buildings has progressively relied on a diminishing pool of resources (knowledge, skills and materials). This has resulted in the use of incompatible modern materials and methods, often to poor technical effect, leading to accelerated decay, as well as diminishing the character of the area.

Traditional Construction Generally (but not exclusively) built pre 1919	Modern Construction
Vapour permeable construction. Moisture is absorbed into the building fabric via 'breathable' materials. Moisture then evaporates off readily when drying conditions occur. A balance of conditions is maintained.	Relies on a sealed external envelope. Water finding its way into the construction does not readily evaporate.
Sometimes contains a damp proof course often a layer of slate	Damp proof course prevents moisture transfer from the ground
Good levels of ventilation reduces moisture build up and issues with damp. Voids in walls, floors, chimneys and flues all aid with the movement of air.	Largely sealed construction, with trickle vents in windows.
Composed of a limited range of natural materials with no preservatives	Most construction products are mass produced, often treated with preservatives.
Relatively low levels of insulation	Typically high levels of insulation
Thick walls, usually stone, with large volumes of lime mortar and voids, which absorb water, which then evaporates off during drying periods.	Relatively slender wall construction with barriers and/ or cavities to prevent water penetration.




## 1 Stonework

The technique of building with squared stone blocks set in lime mortar was brought to Scotland by the Romans. From the mid-19th century, stone quarrying became mechanised and fine facades became commonplace. Much of Glasgow is built from sandstone from local quarries.

Sandstone should always be laid down according to its natural bedding plane – the way in which the sand grains were laid down during its formation.

**X Problems** > Sandstone is vulnerable to the effects of water and much stone decay begins with problems elsewhere. Indicators are loose grains, a scaling or separating skin and water staining. Inappropriate stone cleaning can often cause severe damage.

 **Repair and Maintenance** > Decayed stone should be replaced with indents of new matching sandstone. Repair of stone using coloured mortar is not recommended. Stone cleaning should only be undertaken after obtaining expert advice.



## 2 Slate Roofs

Many traditional Glasgow buildings still have their original slate roofs. The relatively small and thick Scottish slates were laid in diminishing courses – with the largest slates at the base of the roof and the smaller ones nearer the ridge. Scottish slate has a good reputation as a long-lasting material (slates can be reused many times) and some roofs have already lasted more than 150 years.

**X Problems** > High winds can lift slates from their position and cause cracking or enlarged nail holes. Over time original nails can corrode and fail, and underslate felt also perishes over time. When this happens stripping and reslating is required.

**✓ Repair and Maintenance > Roofs**  
should be inspected after storms using binoculars, and annually by a professional. Check for damaged, missing or slipped slates. Check the internal roof space for evidence of leaks to reveal other external problems.

Where there is excessive damage the roofing may need to be stripped back and replaced. Slates in good condition can often be reused.



### 3 Gutters and Downpipes

Stone buildings need to have rainwater removed from them so gutters and downpipes form an essential part of the building's architecture. Until the end of the 18th century they were only found on high-status buildings but mass production during the 19th century saw them become widespread. Scottish cast iron manufacturers were world-leaders, famous for their decorative designs.

**❌ Problems** > Blocked or broken rainwater goods are often responsible for deterioration and costly repairs. Leaking or overflowing gutters and drains can cause damp, rot, or even subsidence. Signs to note include erosion, internal damp patches, plant or algae growth and staining.

**✓ Repair and Maintenance** > Rainwater goods should be inspected and cleaned twice annually. Debris should be cleared out from gutters and drains. Leaf guards can be fitted to prevent blockages. Cast iron should be repainted regularly.



#### 4 Lead Flashings

Lead is one of the most durable metals used in building, often performing well for hundreds of years if properly detailed. It is extremely resilient and malleable and is therefore ideal for keeping out rainwater at complex junctions and architectural features such as bay windows, chimney, skew and dormer flashings, flat roofs, parapet and valley gutters, roof hips and ridges.

**Problems** > Lead can tear or be uplifted during storms and gutters can become blocked by debris. New lead can fail within a few years if incorrectly detailed.

**✓ Repair and Maintenance** > Lead should be inspected annually and after storms. Valley gutters and rainwater outlets should be cleared regularly to ensure water is free to flow away.



## 5 Chimneys

Chimneys and flues first appeared in the Middle Ages and since then they have conveyed the householder's status. They are integral parts of the structure, function and aesthetic composition of a traditional building and the surrounding streetscape.

The chimney also plays a vital role in drying and ventilating a room as the rising air draws new air in from under the floor.

If you are closing off a disused chimney stack ensure that adequate ventilation is provided to prevent condensation build up.

A stainless steel rain cap can be added to prevent rain entering and birds nesting.

**❌ Problems** > Cracked mortar joints let water in and encourage plant growth causing further damage. Fragments of mortar falling down the flue can indicate structural problems

**✓ Repair and Maintenance >**  
A professional should check chimneys once a year. Cracks should be repaired. Vegetation should be removed. Active flues should be swept annually. Remove redundant aerials and poorly attached satellite dishes which loosen the stonework.

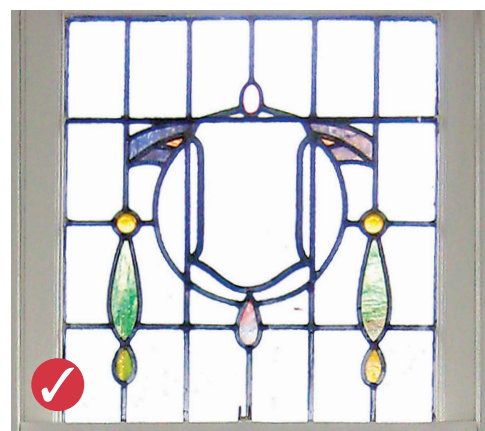


## 6 Sash and Case Windows

In the late 17th century, pulleys and weights were first applied to timber-framed windows to balance the weight of the individual frames, or sashes, creating the sliding sash and case window. This new style of window soon became popular throughout Scotland and is now a recognised traditional feature. As glass-making techniques improved, the size of panes increased, and the glazing bars (astragals) became more slender.

**✖ Problems** > Where paint breaks down, the timber becomes vulnerable to decay, especially in the timber sills. Windows are often painted shut and sash cords break. Putty and mastic pointing deteriorates over time and can allow water to penetrate the building fabric.

**✓ Repair and Maintenance** > Sash windows are relatively straight forward to repair. Regular cleaning removes corrosive grit. Repaint every three to five years. Putty should be completely covered by paint which should also slightly overlap onto the glass. Renew defective mastic pointing with a traditional burnt sand/linseed oil mixture.



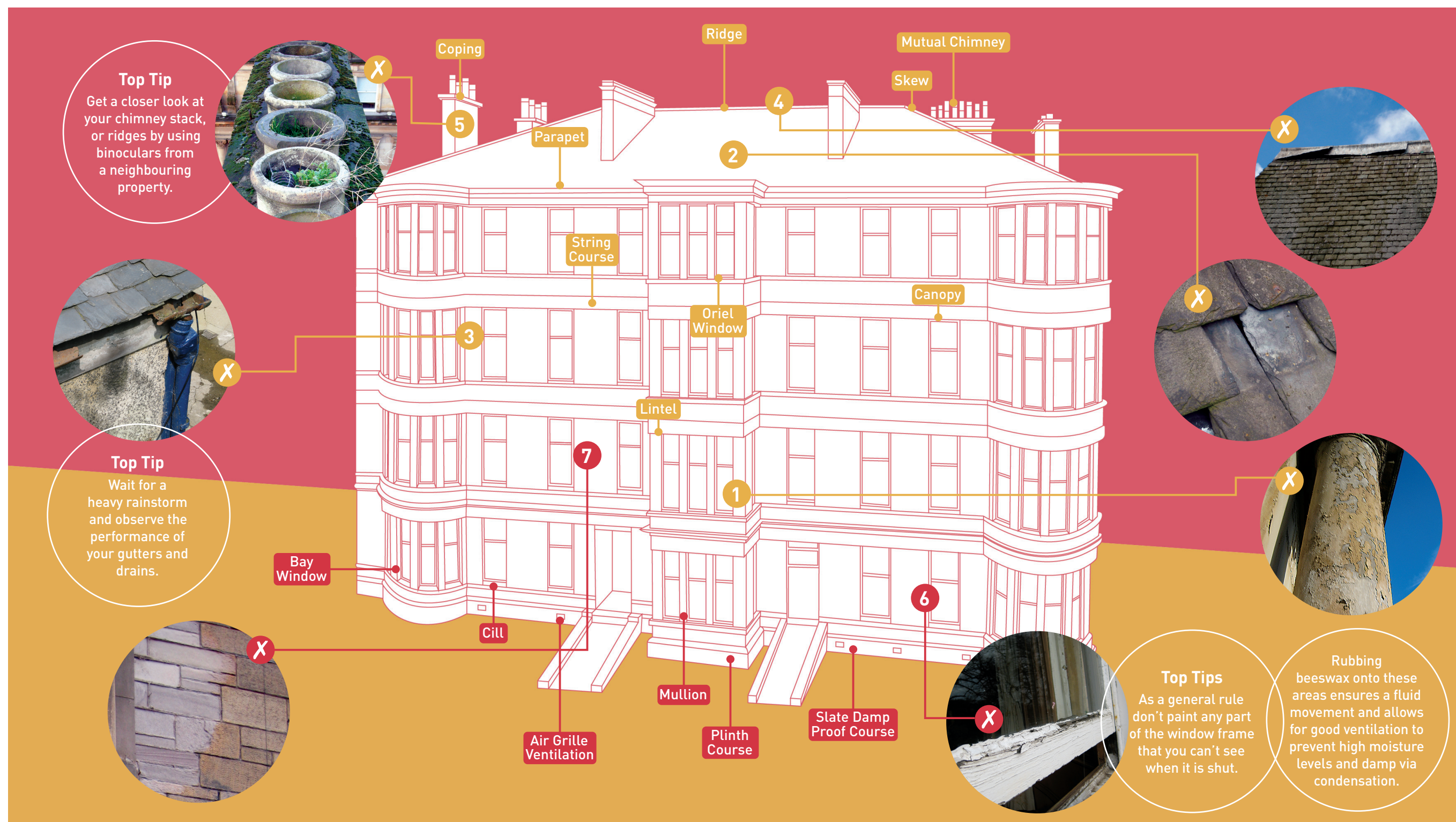
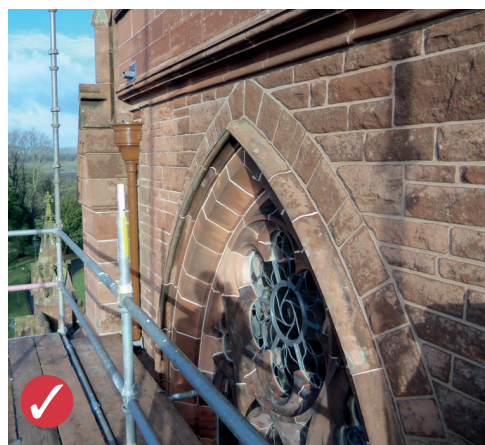
## 7 Lime Mortar

The use of lime mortar in Scottish construction stretches back to Roman times. The use of lime is a fundamental component in a traditional buildings ability to 'breathe'. Lime mortar protects the surrounding stonework by acting sacrificially, such that a correctly specified mortar will weather much quicker than any adjacent masonry.

The correct type of lime should be selected according to the job, to ensure that it has sufficient flexibility and a good degree of pore space.

**❌ Problems** > In recent years the cement based mortars have often been used to repair lime mortar, resulting in a hard plug over the joint, preventing evaporation via the mortar joint, resulting in surrounding stonework spalling.

**✓ Repair and Maintenance** > Open joints between blocks should be re-pointed periodically with an appropriate lime-based mortar. Loose mortar should be raked out and replaced.



## Internal Checklist

Date:

To make sure your property stays in good condition it is important to continually inspect it to check for any damage which may have occurred. A Table of common defects is detailed below. This list is not fully comprehensive and owners should be fully alert to other possible defects.

Loft / Roof Space		
What and when	Things to look out for	What have you seen?
Internal Space Annually	Condensation Mould / Rot	
	Damp on timbers or ceilings	
	Signs of leaks	
	Adequate ventilation	
The Close		
What and when	Things to look out for	What have you seen?
Close walls, plaster- work and ceilings Every 2 Years	Gaps in stairs	
	Broken treads	
	Worn treads	
	Loose balustrades	
	Cracks	
Doors Annually	Slipped or missing tiles	
	Missing ridges	
	Sagging ridges	
Windows Annually	Do the windows open and close?	
Floors Annually	Hollow sounding ground floor	
	Gaps or cracks in landings	
Joinery		
What and when	Things to look out for	What have you seen?
Windows Annually	Areas of soft timber	
	Cracks in glazing putty	
	Gaps in mastic joints	
	Flaking paintwork	
	Sash movement	
	Draughts	
Doors Annually	Areas of soft timber	
	Timber distortion	
	Draughts	

## Notes

[illegible]