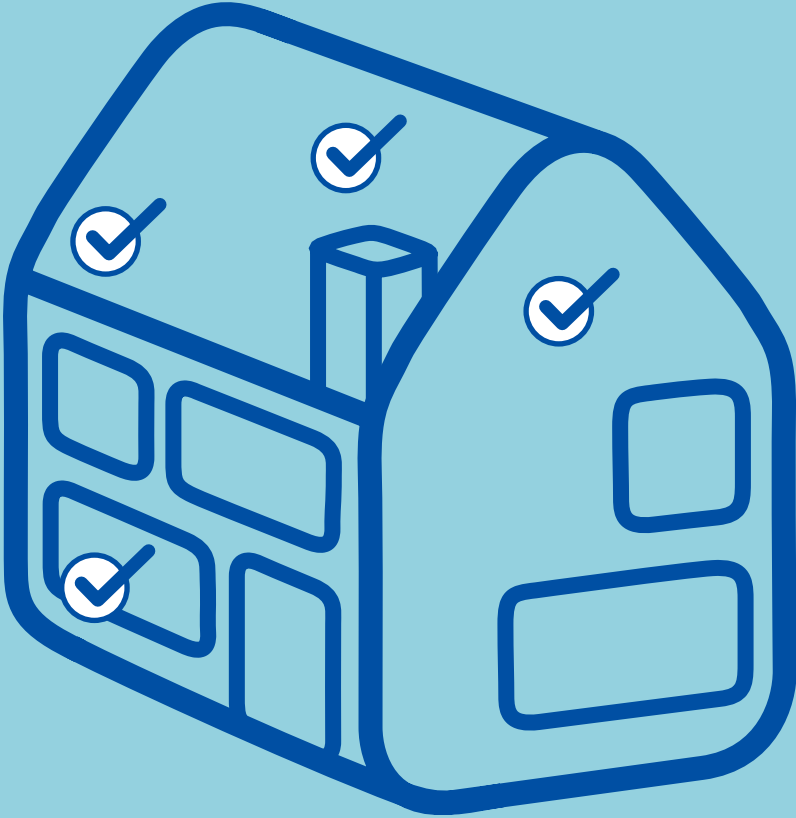


Checking your building



檢查你的建築物
আপনার বীল্ডিং পরীক্ষা করে দেখা
اپنی عمارت کا جائزہ لینا
فحص مبنی منزلک

Checking your building

Your building should be checked by a professional every five years to make sure it is in a good state of repair. There are also some simple checks that you can do yourself.

Before you start you should draw a sketch of the building so you can mark on any problems. You will also need some equipment - a camera, torch, binoculars, long measuring tape, a ladder and someone to help. Use the diagram over the page to identify the different parts of the building which you are checking.

If you live in a block of flats you will need to ask neighbours if you can have access to their properties.

! **STAY SAFE** - don't take any risks. If you're not sure if it is safe to do something, don't do it!

If you are using a ladder or other equipment make sure you know how to do it safely.

Work round the building using the checklist and the diagram over the page.

1 INSIDE THE BUILDING

Mark any problems on your sketch and try to find the cause by looking at the outside of the building. Photos may be useful too.

TOP FLOOR ROOMS

You should check the ceiling for signs of water coming from a damaged roof, for example stains or mould.

ROOMS WITH AN OUTSIDE WALL

Check for signs of water coming in, for example stains or mould on the wall.

ROOMS AT GROUND LEVEL OR BELOW

As above.

ROOF SPACE

You should only go into the roof space if it is properly floored.

- **Joists, rafters, joins between roofs and walls and other visible surfaces** check for signs of rot, damp or water damage

- **Insulation** there should be a minimum of 100mm

! Some types of insulation are hazardous to health

- **Water tank** Is it insulated, are pipes well lagged to prevent frost damage? Does it have a cover on the top? Are there any lead pipes which have to be replaced?

COMMON STAIRS AND PASSAGES

Check for:

- increasing cracks for example between stair treads
- treads which are uneven or worn away
- loose or missing balusters or rails
- loose plasterwork
- broken or inadequate locks on main doors
- broken or rotten stair windows
- hollow sounding ground floor.

2 OUTSIDE THE BUILDING

ROOF

! You should not go on the roof - this is a job for a professional - however you may be able to do some examination from another high building, for example a neighbour across the road.

Refer to the diagram over the page for the areas you should be looking at. Pay special attention to any areas above water damage you have identified from your internal survey.

WALLS AND CHIMNEYS

Look for cracks, areas of decayed stone, gaps in the pointing (cement between bricks or stones), bulging or leaning walls.

PAINTWORK

Check for any bare wood on windows or doors. Check the mastic (sealant between the window frame and the wall) for signs of wear.

GUTTERS, DOWNPIPES

Check for rust, cracks, leaks and loose fixings. Check they are clear from blockages, for example vegetation.

PATHS AND BOUNDARIES

Is there anything which could cause a trip, or fall, are railings or walls in good condition?

DRAINS AND GRATINGS

Are they clear of sticks, stones and leaves? Does water flow away quickly?

AIR VENTS (AT GROUND LEVEL)

These should be clear of the ground and covered with a grating to stop vermin getting in.

TREES

Are there any trees next to the building which could hit telephone or power lines or damage the building?

AFTER THE INSPECTION

If you find problems you should take action to stop them getting worse. The

leaflet *Organising repairs to your building* gives useful information on how to go about it. You can also get more detailed information about defects in the leaflet *Guide to common building defects*.

INSPECTION CHECKLIST		PROBLEMS
inside	top floor rooms	
	rooms at ground floor or below rooms with an outside wall	
roof space	joists, rafters, other timber	
	other visible surfaces	
	insulation	
roof	water tank and pipes	
	gutters and downpipes	
	flashings	
	chimneys	
external walls	roof coverings	
	cills	
	lintols above windows and doors	
	stonework	
	pointing	
common stairs and passages	render coatings	
	bulges/leaning walls	
	doors and windows	
	rails and balusters	
	loose plasterwork	
	cracks between stair treads	
outside the building	treads uneven or worn away	
	windows and doors	
	floors	
	paths	
	railings and boundary walls	
	drains and gratings	
	air vents	
	trees	

OTHER PUBLICATIONS IN THE HOMEWORKS SERIES

Available from Property
Conservation or homeworks

- **Who rules the roof - a guide to the Tenements (Scotland) Act 2004**
- **Building maintenance - it's your responsibility**
- **Guide to common building defects**
- **Common problems in and around your home**
- **Organising repairs to your building**
- **Paying for building repairs and maintenance**

homeworks

help and advice for homeowners in Edinburgh

Homeworks is a Council service offering a range of impartial advice and practical assistance to homeowners on improving, repairing or maintaining their property.

Homeworks
The City of Edinburgh Council
4 Queen Street
Edinburgh EH2 1JE

TEL NO 0131 529 7240

www.edinburgh.gov.uk/homeworks

You can get this document on tape, large print, braille and various computer formats if you ask us. Please contact ITS on 0131 242 8181, and quote reference number 05230.

這小冊子告知閣下有關可以怎樣去檢查你的建築物，去看看究竟有否維修的需要。如欲查詢本小冊子的翻譯資訊，請電愛丁堡市議會傳譯及翻譯服務部(ITS)及說明檔案編號 05230，電話：0131 242 8181。

Property Conservation

Property Conservation helps property owners to carry out repairs to keep their building in a safe condition.

Property Conservation
The City of Edinburgh Council
329 High Street
Edinburgh EH1 1PN

TEL NO 0131 529 4902

এই পুস্তিকায় আপনার বাড়ীতে কোন ধরনের মেরামত করবার দরকার আছে কিনা সেটা বর্ণনা করা আছে। আপনার সম্প্রদায়ের ভাষায় এই পুস্তিকার অনুবাদের ব্যাপারে তথ্য পেতে হলে ইন্টারপ্রেশেশন এ্যান্ড ট্রান্সলেশন সার্ভিস - (আই.টি.এস.) -এর সাথে 0131 242 8181 নম্বরে ফোন করে রেফারেন্স নম্বর 05230 উল্লেখ করুন।

اس کتابچے میں بتایا گیا ہے کہ آپ کو کس طرح اپنی عمارت کا جائزہ لینا چاہیے یہ دیکھنے کے لئے کہ اسے کسی مرمت کی ضرورت ہے۔ اپنی کمیونٹی میں بولی جانے والی زبان میں اس کتابچے کے ترجمے کے متعلق معلومات کے لئے براہ مہربانی انٹرپرائز سلیٹن سروس ITS کو 0131 242 8181 پر ٹیلیفون کریں اور ریفرنس نمبر 05230 کا حوالہ دیں۔

بدلك هذا الكتيب إلى كيفية فحص مبنى منزلك لتتبين ما إذا كانت هناك حاجة إلى أية إصلاحات يجب أن تقوم بها. إذا كنتم ترغبون في معلومات عن ترجمة هذا الكتيب إلى لغة جاليتكم، الرجاء الاتصال هاتفياً بمكتب الترجمة (ITS) على الرقم 0131 242 8181 وذكر الإشارة 05230

EXTERNAL WALLS

LINTOLS

Look for cracks or decay in stonework above doors and windows.

CILLS

Look for cracks or decay in stonework below windows.

STONEWORK

Look for: loose stone, especially in overhanging areas of the building, cracks, flaking or decayed stonework.

POINTING

Look for gaps in the mortar between the stonework which will let water in.

BULGES/LEANING WALLS

Look for areas where the external wall protrudes, bulges out or leans - this can indicate structural problems.

AROUND THE BUILDING

TREES

Look for trees which could damage the building or telephone or power lines.

AIR VENTS

Should be clear of the ground and covered to stop vermin and debris getting in.

RAILINGS AND BOUNDARY WALLS

Check they are in good condition.

PATHS

Look for anything which could cause a trip or fall.

DRAINS AND GRATINGS

Remove blockages, for example sticks, stones or vegetation.

ROOF

CHIMNEYS

Look for: cracks, missing or decayed stone or render, gaps in pointing, bulging or leaning sides, loose chimney pots.

FLASHINGS

Look for cracked or missing sections of flashings along chimney bases, walls of adjoining properties and the apex of the roof.

ROOF COVERINGS

Look for: damaged or missing tiles or slates, cracks or blisters on felt roofing.

GUTTERS AND DOWNPIPES

Look for: rust, cracks or missing sections, loose fixings, leaks - may be indicated by damp patches on walls, blockages - may be indicated by vegetation growing.

ROOF SPACE

JOISTS, RAFTERS, JOINTS BETWEEN ROOFS AND OTHER VISIBLE SURFACES

Look for: signs of water damage for example water staining, damp patches, stains, mould or rotting timber; signs of insect attack for example rotting timber.

WATER TANK

Tank and pipes should be insulated to prevent freezing. Floor space under the tank should be free of insulation to let warmer air from the ceiling below to rise. Water tanks should also be covered. Lead pipes should be replaced.

INSULATION

Should be a uniform minimum thickness of 100mm between the joists.

INSIDE

TOP FLOOR ROOMS

Check the ceiling and walls for signs of water damage for example, damp patches, stains or mould, caused by damage to the roof.

COMMON STAIR AND PASSAGES

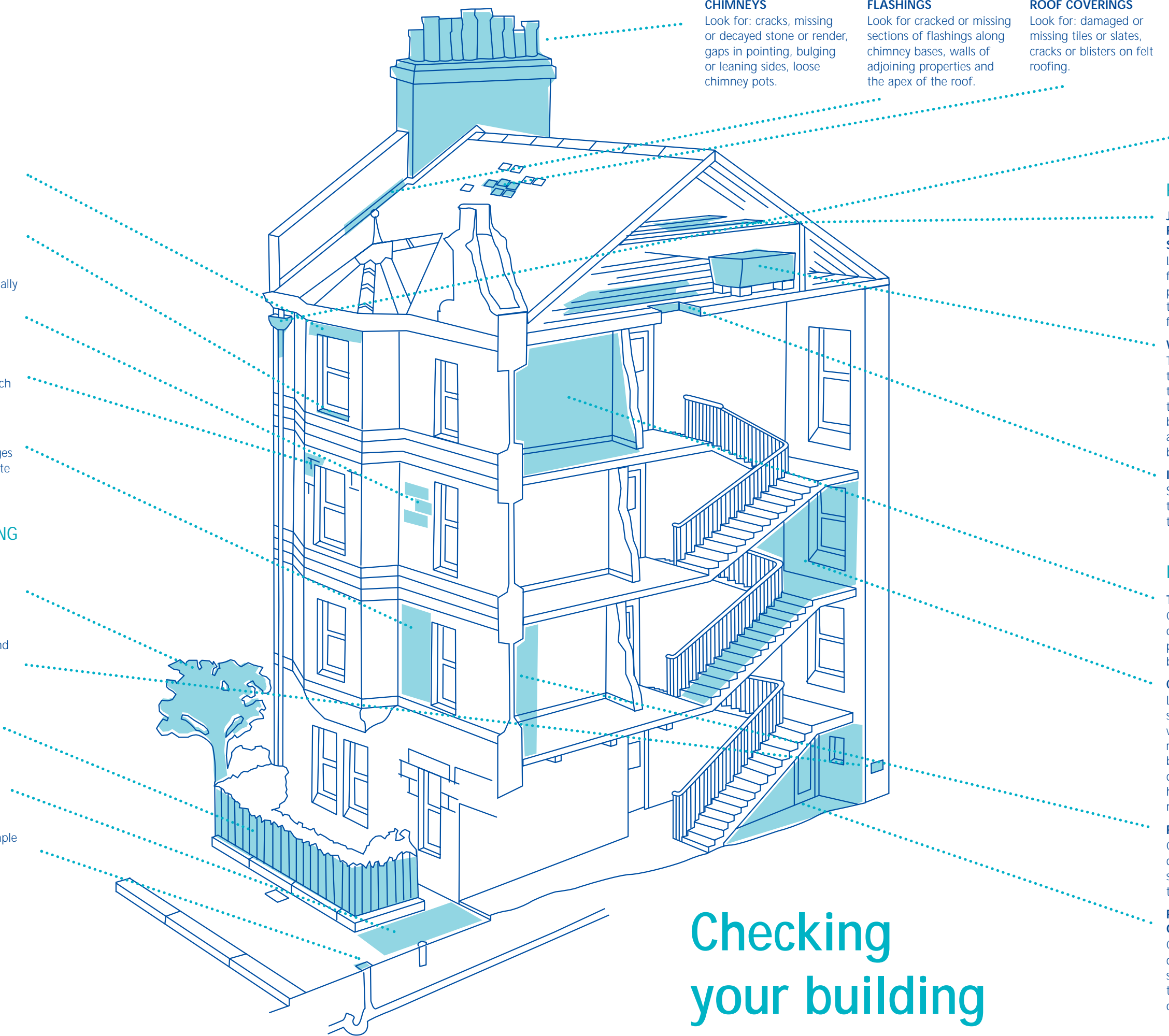
Look for: cracks developing between stair treads and uneven or excessive wear, loose or missing balusters or rails, cracked or loose plasterwork, broken or inadequate locks on main doors, broken or rotten stair windows, hollow sounding ground floor which may indicate subsidence.

ROOMS WITH AN OUTSIDE WALL

Check the walls for signs of water damage for example, damp patches, stains or mould, caused by damage to the external stonework or pointing.

ROOMS AT GROUND FLOOR OR BELOW

Check the walls for signs of water damage for example, damp patches, stains or mould, caused by damage to the external stonework or pointing or the damp proof course.



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