Maintenance Report – Example Address, Example Street, EX1

Client Details –

Example Client

Example Borough Council

Report Written by –

Surveyor Example

Info@calexservices.co.uk / 07869 610 937

Aerial View - ***Photo distorted not to reveal location to maintain client confidentiality.***

1.0 Overview

This report has been prepared exclusively for Example borough Council to advise on the maintenance requirements of the specified roof area at the aforementioned property. It is based on our site inspection of example property, example date and should be read in conjunction with the enclosed photographs.

2.0 Survey Scope & Constraints

Calex were asked to survey this example property and advise on the maintenance requirements for the flat roof area, details and drainage. This assessment was conducted using a camera; no intrusive examinations or internal structural inspections were performed. This report is premised on the assumption that the structure as it stands is suitable for specified for future maintenance.

3.0 General Observations

Weather Conditions: Clear, sunny.

Roof Type: Flat – Reinforced bituminous membrane.

Building Type: Residential

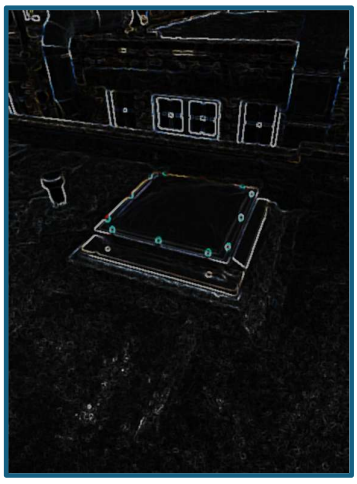
Roof Age: Circa 15 years

4.0 Findings & Recommendations ***Photos distorted not to reveal location to maintain client confidentiality.***

4.1 Roof Surface

4.1.1 Findings

The roof surface is in reasonable condition, however there is large areas of silt build up in the centre of the roof, likely to be water ponding due to inadequate falls. There are signs of mineral migration located across the roof surface. The laps are well sealed and no obvious signs of delamination.


4.1.2 Recommendations

Using a soft bristle brush and proper disposal methods to remove silt off a flat roof is a safe and effective way to prevent damage. This approach minimizes the risk of harming the roof's waterproof membrane, while a careful disposal plan prevents the silt from blocking the chutes and external hoppers.

4.2 Upstands

4.2.1 Findings

The upstands are in satisfactory condition, and no immediate maintenance is required. The waterproofing is correctly terminated to the underside of the coping stone, and the upstand height of approximately 150mm meets the minimum recommendations of BS 6229:2018.

4.3 Parapet Walls

4.3.1 Findings

The ‘once-weathered’ coping stones are bonded well to the top of the parapet walls and pointed with a sand/cement-based mortar. However, there are signs of erosion on six number copings as highlighted on the aerial view below.

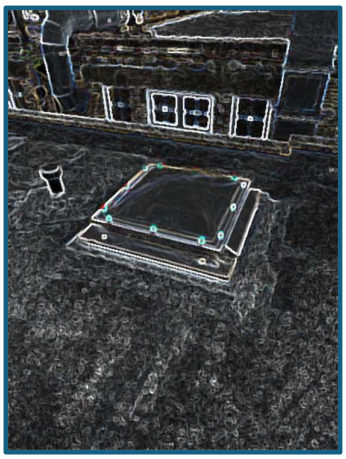
4.3.2 Recommendations

To prepare for repointing, joints must be raked out to a depth of at least 25mm and thoroughly dampened to prevent the new mortar from drying too quickly. A mortar mix of three parts clean building sand to one part Portland cement should then be prepared, with a plasticiser added to improve its workability and weather resistance. Once mixed to a cohesive consistency, the mortar is pressed firmly into the joints using a pointing iron and finished to a smooth, compressed surface before it hardens.

4.4 Rooflights

4.4.1 Findings

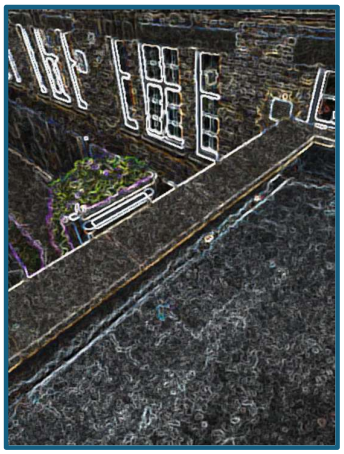
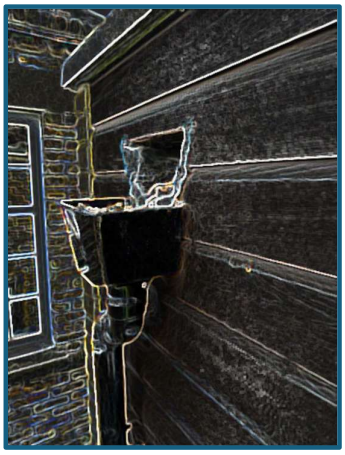
The rooflights are in satisfactory condition, and no maintenance is currently required. A visual inspection revealed no evidence of defects, damage, or water ingress.



4.5 Drainage

4.5.1 Findings

The building's drainage system comprises two external downpipes fed by corresponding hoppers. Running parallel to the lead chutes are internal gutters, approximately 100mm in width, which were observed to be completely obstructed with silt and leaves. Both hoppers were also blocked with leaf debris. While the downpipes and the lead sections of the chutes remain in a serviceable condition, the significant blockages in the gutters and hoppers present a high risk of overflow and water ingress.


4.5.2 Recommendations

To clear the blocked gutters and hoppers, first, use a glove-protected hand or a small gutter scoop to manually remove the bulk of the leaves and silt, depositing the waste into a bucket to avoid mess. Next, flush the internal gutters, chutes, and downpipes with a garden hose on a low-pressure setting to wash away any remaining debris and test that water is flowing freely. If a downpipe remains blocked, use a drain rod or snake to physically dislodge the obstruction, after which you should perform a final flush. For the hoppers, make sure to clear the large leaf deposits before flushing.

5.0 Summary

The inspected roof has circa 7-10 years of serviceable life, providing roof maintenance is carried out in accordance with this report. In accordance with British Standard BS 6229:2018 for flat roofs the Recommended practice, is to perform inspections at least twice a year, ideally in autumn and spring, and after any extreme weather events.

The prescribed work within this report must be executed with strict adherence to all Health and Safety Executive (HSE) guidelines, including a robust plan for all work at height as mandated by the Work at Height Regulations 2005. All personnel must be competent, properly trained, and use appropriate Personal Protective Equipment (PPE), such as non-slip footwear, gloves, and harnesses, to minimise risks. Access equipment, such as ladders or scaffolding, must be suitable for the task, regularly inspected, and secured in a stable position to prevent falls. Furthermore, the work must conform to the Building Regulations 2010, specifically Regulation 7 (Materials and Workmanship), ensuring the use of proper, high-quality materials and a professional standard of work to prevent structural failure and maintain the long-term safety of the building.

6.0 Other Observations / Recommendations

No leaks or condensation reported within the property.

7.0 Maintenance Checklist

To be completed by maintenance contractor once complete.

Item No	Requirements	Date Completed	Comments	Sign off by Calex
4.1.2 Roof Surface	Using a soft bristle brush and proper disposal methods to remove silt off a flat roof is a safe and effective way to prevent damage. This approach minimizes the risk of harming the roof's waterproof membrane, while a careful disposal plan prevents the silt from blocking the chutes and external hoppers.	01.01.EX	N/A	Yes
4.2.1 Upstands	N/A	N/A	N/A	N/A
4.3.2 Parapet Walls	To prepare for repointing, joints must be raked out to a depth of at least 25mm and thoroughly dampened to prevent the new mortar from drying too quickly. A mortar mix of three parts clean building sand to one part Portland cement should then be prepared, with a plasticiser added to improve its workability and weather resistance. Once mixed to a cohesive consistency, the mortar is pressed firmly into the joints using a pointing iron and finished to a smooth, compressed surface before it hardens.	01.01.EX	N/A	Yes
4.3.1 Rooflights	N/A	N/A	N/A	N/A
4.3.2 Drainage	To clear the blocked gutters and hoppers, first, use a glove-protected hand or a small gutter scoop to manually remove the bulk of the leaves and silt, depositing the waste into a bucket to avoid mess. Next, flush the internal gutters, chutes, and downpipes with a garden hose on a low-pressure setting to wash away any remaining debris and test that water is flowing freely. If a downpipe remains blocked, use a drain rod or snake to physically dislodge the obstruction, after which you should perform a final flush. For the hoppers, make sure to clear the large leaf deposits before flushing.	01.01.EX	N/A	Yes