

# Preparing a maintenance plan

## Introduction

The regular expenditure of a small amount of maintenance funds is much better for a building, and more cost effective, than large injections of capital every 20 years or so. People often think that once a building has been "restored" it doesn't need to be looked at again for many years. But many major repairs to historic buildings could have been prevented if simple things like leaking down-pipes and gutters had been cleaned out or repaired quickly.

## What is maintenance?

Maintenance is defined by the Burra Charter<sup>1</sup> as the continuous protective care of the fabric, contents and setting of a place. Maintenance can be categorised according to why and when it happens, as:

### corrective maintenance

- work necessary to bring a building to an acceptable standard (often as recommended by a conservation plan) such as treatment for rising damp; or

### planned maintenance

- work to prevent failure which recurs predictably within the life of a building, such as cleaning gutters or painting; or

### emergency corrective maintenance

- work that must be initiated immediately for health, safety, security reasons or that may result in the rapid deterioration of the structure or fabric if not undertaken (for example, roof repairs after storm damage, graffiti removal or repairing broken glass). A daily response system detailing who is responsible for urgent repairs should be prepared.

<sup>1</sup> The Australia ICOMOS Charter for the Conservation of Cultural Significance (The Burra Charter) gives definition for terms, sets out heritage conservation, discusses acceptable conservation processes and establishes the best practice for achieving the heritage conservation of a particular item.

# Sample Maintenance Plan Aisnsw Association Of Independent

**RD Boyd**



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