**FIVE STEPS TO SAFER BUILDINGS**

### 1. PREPARATION FOR CYCLONE SEASON
- Check fixings of all roof sheetings & tighten or replace fixings as necessary.
- Check fixings of all external roof timbers & soffits & tighten or refix as necessary.
- Check large trees for loose & rotten branches & cut out if possible.
- Check fixings of all gutters & rainwater pipes & tighten or refix as necessary.
- Ensure that water runoff is directed away from buildings.

### 2. ROOF REPAIRS

#### EVERY YEAR
- Check all nails or screw fixings to roof sheets, ridges & ends of roof. Tighten or replace nails as necessary.
- Check purlin to rafter/truss connections and truss/rafter to wall connections. Check bolts are tight. If showing signs of rust - paint to protect.
- Check all metal roofing material for rusting.
- Clean off rust with a wire brush & sweep clean.
- Paint affected areas with a metal primer (galvanised primer or red oxide primer for colourbond sheets), & then finishing coat.

### 3. SECURING WATER COLLECTION

#### EVERY MONTH
- Clean out all gutters & connections to top of downpipes.

#### EVERY YEAR
- Check all gutters, downpipes & tank connecting pipes & refix or re-tighten where necessary.
- Remove any harmful matter in tank.
- Check joints of supply pipes & tighten or refix where necessary.
- Replace tap washers if necessary when cleaning out tanks.
- Lift off water tank covers & inspect insides of tanks.
- Check/repair or replace any insect screening to tank tops/covers/access holes.
- Wash down & clean out tanks when almost empty.

### 4. MAINTAINING DOORS AND WINDOWS

#### EVERY YEAR - DOORS
- Check fixings to hinges & tighten or replace where necessary.
- Oil locks, bolts, levers & hinges.
- Cut out & replace rotten part of frames.
- Wash, sand down & repaint doors & frames where necessary.

#### EVERY YEAR - WINDOWS
- Check fixings of hinges, locks, bolts & levers.
- Oil locks, bolts, levers & hinges.
- Cut out & replace rotten part of frames.
- Wash, sand down & repaint shutters & frames where necessary.

### 5. ALWAYS USE EXPERIENCED CARPENTERS
- Make sure your builder has the right tools.
- Report unsafe buildings and safety concerns to Ministry of Education & Training.
- Supervise construction crews to ensure that safety measures are included in their work.