

TEMPLATE FOR RECORDING A ROOF

CHECKLIST FOR RECORDING A SLATE, STONE-SLATE, TILE OR SHINGLE ROOF

CONSTRUCTIONAL DETAILS

ELEMENT	DETAIL TO RECORD	NOTES
Rafter centres	Range of centres, or average	
Underlay	Head lap and side lap	
Support	Whether slates are fixed to riven laths, sawn battens, iron battens, boards, or direct to rafters (rag slates only)	
Torching	Whether <ul style="list-style-type: none"> • fully torched, half torched or not torched • torched (or 'sheeted') on top of laths¹ 	¹ Usually only found with single lap tiles
Roof form	Whether <ul style="list-style-type: none"> • gabled, hipped, half hipped, mansard or lean-to • there are any valleys 	
Pitch	Roof slopes Dormers Sprocketed eaves	
Eaves	Whether <ul style="list-style-type: none"> • plain or sprocketed • open or closed • covered with a different material to the main slope • mounters are used¹ 	¹ For west country slating
Roof covering	Number of courses Head lap ¹ Margins ¹ Lath/batten gauge ¹ Side lap ¹ Use of gallets or shadows ² Whether fixed using pegs, nails or wire	¹ For roof coverings that are all the same size (such as plain tiles), head lap, margins, gauge and side lap are constant. For random slating these vary, and the head lap, margins and gauge for each slate length, and the minimum and range of side laps, should be recorded. ² For random stone and slate roofs

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Lapping system	Whether single-, double- or triple-lapped	
Mortar ¹	Whether: <ul style="list-style-type: none"> • head-bedded, tail-bedded or fully bedded • pointed • slurried 	¹ For random stone and metamorphic slates only
Valleys	For open (metal-lined) valley, dimensions, including bay lengths and upstands For valleys made in slate, stone, tile or shingle, details including whether: <ul style="list-style-type: none"> • mitred, swept or laced • double-cut (for example, Welsh or 'collar and tie'), single-cut or chevron¹ • valley tiles are used² 	¹ For stone or slate only ² For clay tiles only
Verges	For plain verge, whether it is flush, overhanging or oversailing For raised verge: <ul style="list-style-type: none"> • whether there are coping stones, kneelers or finials • whether there are 'tumblers'¹ • nature of fixings for copings Whether: <ul style="list-style-type: none"> • there are coping stones laid directly on the slates, and nature of their fixings² • there is a barge board • there is an undercloak • slate-and-a-halves or tile-and-a-halves are used³ • very wide verge slates are used⁴ 	¹ For brickwork gables only ² For slating ³ For plain tiling and tally slating ⁴ For west country slating
Hips	Whether: <ul style="list-style-type: none"> • mitred or covered, for example, with stone, slate, clay hip tiles (arris hip or bonnet hip), third-round or angled ridges, shingles, lead • a hip iron is used 	
Dormers	Whether gabled, hipped, eyebrow, mono-pitch or flat Material covering cheeks Details of junction with main slope	
Abutments to walls and copings	Whether mortar fillet, sheet metal or secret gutter	
Ridge fixings	Whether mortar-bedded, nailed or clipped	

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MATERIALS

ELEMENT	DETAIL TO RECORD	NOTES
Underlay	Composition and type	
Laths, battens or boards	Timber species Dimensions Lath, batten or board fixings: nails, cleats or screws	
Roof covering	Material ¹ Whether sawn or dressed (stone and metamorphic slate) Whether handmade or machine-made (tiles) Whether sawn or riven (shingles) Dimensions, including thickness ²	¹ For stone slate and slate, the generic material type should be noted (for example, sandstone or limestone), and the local or regional name of the material (for example, Cotswold stone, Cornish slate), and, if possible, the geological type, such as Forest Marble ² For random slating and shingles, dimensions should include the range of lengths and widths, and the average or range of thicknesses
Roof covering fixings	If pegs, whether timber (sawn or split), bone, antler, metal If nails, whether: <ul style="list-style-type: none"> • iron, zinc, copper, steel or galvanised • hand-forged, forged from nail rod, cut, machine-made or wire • plain or ring shank Dimensions, including shank length and diameter, and head diameter	
Hip coverings	Materials Dimensions Shape, such as third-round tile, bonnet or arris hip tiles, wing and roll slate	
Verge and parapet copings	Materials Dimensions Shape	
Ridge coverings	Materials Dimensions Shape, for example, half-round, crested, roll top	
Flashings and soakers	Materials Dimensions	
Mortar	Whether mortar for different applications appears to be clay-, lime- or cement-based	