

Maintenance Plans

A Water getting into the fabric of buildings is a problem:

- it can cause rot
- as water freezes it expands - so if it is in stonework it cracks the stonework; a cycle begins as the water melts and leaves a small crack; more water gets into the crack and freezes, making the crack bigger, and so on...

B Water can easily be kept out by

- keeping an eye on the roof - and if there are slates missing, **get them replaced a.s.a.p.**
- clear gutters, downspouts and drains regularly - **at least twice a year**
 - NB climate change probably means we can expect heavier rainfall
- Can you safely access and inspect key areas of the church / roof?
 - if not perhaps you should consider modifications to the church to facilitate this

C Many churches find it helpful to have a **Jobs List** or **Maintenance Plan**;

- some of the jobs will be regular maintenance :
 - clean gutters
 - service fire extinguishers
 - lubricate bell bearings
- some will be minor repairs; some will be bigger repairs
- some may be projects - like installing a toilet or building a hall or re-ordering the Church; you could use some of these as a shopping list for when people want to make a donation to Church
- some of the jobs can be done by volunteers
 - having a Boon day or Workday can be fun and a good way to get people together, and motivate them
- some of the jobs will need tradesmen and contractors;
- some of the jobs will need the input of an architect
- the list will include work identified by the Architect on the Quinquennial Inspection Report
- don't forget that you probably need to plan your spending on bigger items
- some items of work will need a Faculty
- don't be anxious about writing it all at once - build it up by looking at it regularly
- the plan is owned by the PCC but could be looked after by a small sub-committee / group

D Here is a small part of a possible example (but use a format which suits you):

	cost	faculty	who		date
1. Saddle to main doors needs more linseed oil where exposed	£5	no	volunteers	Regular	April 09
2. de-scale water boiler in Kitchen	£5	no	volunteers	once a year:	April 09
3. repair wardens' chairs	£10 ?	no ?	volunteers or joiner	Workday	27 th June 09
4. visual check of appliances – once a month	-	no	volunteers	Regular	1 st of month
5. Decoration of external woodwork + upper storey window frames,	£1000	ask archdeacon	professional	Keep in mind	
6. Valley gutter behind parapet on South side of Church: can be patched - no known water ingress (previous problem caused by blockage in gutter/drain)	£100 a time	no - until major repair - then yes	roofer	bi-annual visit from roofer	April and November
7. Long term project: replace interior wooden doors with glass doors with etchings	?	yes	architect etc	discuss	