

## St James, Westerleigh: Building Maintenance Plan, July 2014

Regular maintenance items recommended in Quinquennial Inspection Report 2009

Row	Priority	Topic	Annual Maintenance Tasks	Month	Done 2012?	Done 2013?	Done 2014?	Agent	Cost 2014
1	Annual	Lawn-mower	Lawn mower servicing	February	done	done	blade replaced	S.T. Bishop	£97
2	Annual	Lightning conductor	Commission test on lightning conductor	February	done	done	done	Dawson Steeplejacks	£48
3	Annual	Plan	Update this maintenance plan for year	March	done	done	done	Churchwardens	nill
4	Annual	Gutters	Remove debris from gutters, down-pipes and drainage channels	May	done	project	done	Churchwardens	nill
5	Annual	Paths	Clear vegetation from asphalt paths	May	done	done	done	Friends of St James	nill
6	Annual	Visual inspection	Inspect for infestation in floors and furniture	May	done	done	done	Friends of St James	nill
7	Annual	Inspection	Infestation audit	May	not done	not done	not done	Professional	£400?
8	Annual	Audio	Test induction loop and sound system	May	done	n/a	due	Wight Audio Services	£180
9	Annual	Churchyard	Clear brambles and long grass from around gravestones	Spring	done	done	done	Friends of St James	nill
10	Annual	Fire extinguishers	Regular extinguisher inspection	June	done	done	done	Bristol Fire	£72
11	Annual	Piano	Regular piano tuning	occasional	done	done	done	Juggins	£40
12	Annual	Organ	Regular maintenance and tuning	November	done	done	done	Clevedon Organs (UK)	£156
13	Annual	Ecology	Check for nesting bats and protected wild-life	May	done	done	n/a	All Ecology	£935
14	Monthly	Plant growth	Remove ivy and vegetation on the walls. To be done around all churchyard walls	monthly	regular	regular	regular	Friends working party	nill
15	Monthly	Plant growth	Tidy up vegetation in general	monthly	regular	regular	regular	Friends working party	nill
16	Weekly		Lawn mowing in summer	weekly	regular	regular	regular	Richard Biddle, John Hathway & team	nill

Details on following pages.

Comprehensive checklist taken from Faith in Maintenance website <http://www.spabfim.org.uk/>

	Topic	Check points	Action required	Comment 2013/2014	
	<b>Rain drainage</b>				
1	Gutters and downpipes	Do the gutters slope correctly? Is the water carried away effectively? Are there any stains on the wall suggesting blocked or damaged sections? Are the fixings secure? Do the gutters and downpipes need to be repainted?	Clear away leaves and debris regularly. Consider fitting bird/leaf guards.	All gutters, downpipes and soak-aways replaced. Valley gutter down-pipe cleared July 2014 after leaf blockage.	
2	Gulleys	Does the gully catch all the water from the downpipe? Are gutters free from leaves and other debris? Does the water flow away effectively after rainfall?	Clean gutters regularly and remove debris. Clear any blockages using drain rods. Empty any silt traps every three months.	Andrew cleaned gully in July 2014	
3	Ground gutters	Is the pointing between the bricks or flags in good condition or does it need to be repaired?		Repaired in 2103 roof project	
4	Surface water drains	Is water satisfactorily carried away from the structure?	Consider installing a water butt.	Repaired in 2103 roof project	
5	Foul drains	Are accessible drains, manholes, inspection chambers clear?		n/a	
6	Soakaways	Does the water drain away quickly after rainfall?	Check for silting or contamination every few months or so. Remove any silt deposits when soakaway chamber is empty.	Traps tend to collect a lot of silt – have to clean out every month or so.	
	<b>Roofs</b>				
7	Clay tiles, natural slate and stone	Is there any sign of frost, snow or wind damage? Is there debris from broken slates and tiles on the ground? Are there any loose, slipped or missing slates or tiles? Are there any large areas of moss on the roof covering?	Record the location of slipped slates and tiles before having them replaced.	Repaired in 2103 roof project. Checked in July 2014	
8	Ridges and hips	Are there any missing ridge or hip tiles? Are there any areas where the pointing is missing?		Repaired in 2103 roof project	
9	Sheet metal roofing	Are there any cracks in areas of flat or sloping sheet roofing?	.	Repaired in 2103 roof project	
10	Thatch	Does the thatch appear to be in good condition?		n/a	
11	Asphalt	Are there any splits, cracks, blisters or bumps?		n/a	
12	Roof valleys and parapet gutters	Are plants, birds' nests or other materials blocking the passage of water in valley and parapet gutters?	Clear debris from roof valleys and parapet gutters at least twice a year. Clear away snow from parapet and valley gutters in the winter.	Repaired in 2103 roof project. Minor tidy-up July 2014	

13	Flashings	Are any flashings in good condition, without holes or splits? Are flashings securely fixed? Is the mortar pointing in good condition?		Tower flashings replaced June 2012 Mortar repaired in 2013	
14	Flagpole	Is the flagpole secure?		n/a	
15	Access	Are duckboards, access platforms and handrails safe and in good condition?	Remove leaves and other debris that has become trapped underneath duckboards.	n/a	
16	Towers and steeples	Can you see any dislodged blocks of masonry or other damage to louvres, weathervanes or lightning conductors?	Consider commissioning a steeplejack to inspect tower or spire once every 5 years.	Repaired in 2103 roof project	
<b>Walls</b>					
17	Structural issues	Have you noticed any unusual or progressive cracks, bumps or bulges? Have you observed any spalling of the edges and corners of blocks of masonry?	Note down the position of any existing cracks, bulges or other such defects in your logbook. Take advice from your architect or surveyor about whether monitoring is required. Report significant changes in any cracks to your architect.	All photographed. Repaired in 2103 roof project	
18	Render	Are there any areas where the lime render has worn away?		Repaired in 2103 roof project	
19	Timber	Are there any signs of timber decay or possible insect infestation?	Ensure that the integrity of paint finishes is maintained by repainting external timberwork every few years	Repaired in 2103 roof project No new damage found	
20	Plants	Are there any plants or shrubs growing close to the wall and blocking air bricks or ventilators? Are there any plants growing on the walls that may cause damage?	Clear away plant growth from around the building. Consider removing ivy and other climbing plants.	done 2011, 2012,2013,2014	
21	Ground levels	Are there any signs that high ground levels are contributing to excessive damp in the building?		Pew platforms replaced and ventilated 2013	
22	Air bricks	Are air bricks or ventilation grilles in good condition?	Clean air bricks or ventilators if necessary.		
<b>Doors&amp;windows</b>					
23	Doors	Is it possible to open and close doors easily, without using any force? Are any metal coverings and flashings intact?	Lubricate door ironmongery. Check the security of any locks.	Tower top door replaced by oak. Still sticks when closing.	
24	Timber windows	Do timber windows 'stick' or are they difficult to open?		n/a	
25	Metal windows	Do metal windows 'stick' or are they difficult to open? Is the metal in good condition and free from corrosion? Are any paint finishes in good condition?	Ensure that the integrity of paint finishes is maintained by repainting metal windows every few years. Make sure that windows can be opened easily so that the building can be ventilated. Lubricate window ironmongery.	Window opening repaired in 2013 – checked in 2014	

			Check security.		
26	Leaded windows	Is the lead matrix in good condition? Are any opening lights easy to operate?	Make sure that windows can be opened easily so that the building can be ventilated. Clear away any dirt from condensation drainage channels.	Some lead matrix repaired 2013. Perspex cover of one N. window temporarily removed – allows dirt to build up. Faculty item.	
27	Glass	Are there any broken, cracked or missing panes of glass?		Minor repairs 2013	
28	Ferramenta	Are the metal supports in good condition and free from corrosion? Are any paint finishes in good condition?		Minor re-painting 2013	
29	External joinery	Are there any areas of cracked or rotten wood? Are any paint finishes in good condition?	Ensure that the integrity of paint finishes is maintained by repainting external joinery every few years.	no external joinery	
<b>Inside Building</b>					
30	Tower and spire	Are there are improvements that could be made to allow easier and/or safer access to the tower or spire?	Check the condition of any ladders in the tower. Make sure that handrails and lighting are in working order. Clear away any debris and droppings left by birds. Make sure that roofs and other high areas, including windows and louvres, are bird- proof.	The ladder leading up to the clock platform is metal ladder and in good condition. Windows & louvres appear bird proof. Louvres re-treated 2013	
31	Bells and bell frames	Are the bell frame and bells in good condition and well maintained?	Ask your tower captain to check that the bell chamber, bell frame and bells are working satisfactorily. Consider preparing and implementing a maintenance plan for the bells and frame.	Bell parts maintained by tower captain. Re-painted autumn 2012 - paid for out of bell fund from weddings.	
32	Clocks	Are the necessary safety checks carried out? Are the moving parts lubricated and dirt and surplus oil removed?	Confirm that the appropriate safety checks for the clock, weight lines and pulleys have been carried out. Consider preparing and implementing a maintenance plan for the clock.	Clock weights and chains are sound. Clock maintenance is regularly carried out.	
33	Roof spaces	Is there evidence of leaks or damage to the roof covering during heavy rain? Does roof insulation restrict ventilation?		n/a	
34	Ceilings	Can you see any patches of staining on the underside of the roof or ceiling?	Consider carrying out an inspection of the roof covering if you observe any new stains.	Lime-washed 2013, no damp patches July 2014	
35	Internal walls	Are there any patches of staining on the walls or other signs of excessive dampness?	Identify and address the cause of any dampness indicated by patches of staining or peeling paint. Open windows and doors on dry days during the summer months to allow water vapour to escape.	Lime-washed 2013, no damp patches July 2014	

35	Floors	Are timber floors or pew platforms in good condition and free from decay? Have you sought advice about caring for important features such as medieval encaustic tiles, ledger stones and brasses? Do any floor coverings show signs of excess wear and tear or do they present a hazard?		Pew platforms all replaced 2013	
36	Internal joinery	Are there any signs of timber decay or insect attack? Have you checked less accessible areas such as floor and roof voids, under stairs and in cupboards?		infestation survey needed	
37	Organs	Have you talked to the organist to find out whether the organ is in a good state of repair?	Consider keeping a tuner's logbook.	Organ re-tuned March 2014	
<b>Services</b>					
38	Plumbing	Have you checked that all toilets, cisterns, urinals, washbasins and sinks are functioning properly? Are they securely fixed and not broken? Are there any leaks or drips?	Fix dripping taps and leaks immediately to prevent moisture seeping into nearby timber or masonry and causing decay.	The single tap replaced Feb 2013 – needs to be lagged.	
39	Electrical systems	Are there any faulty appliances that should be taken out of use and replaced? Are there any extension cables running under carpets?	Commission an electrical inspection by a qualified person at least once every five years. Ensure that a competent person carries out the annual 'routine' check.	Rewiring and inspection done 2011 –update 2013	
40	Fire safety	Have you carried out a fire risk assessment and placed a copy in your logbook?	Test and clean smoke alarms regularly. Arrange for fire extinguishers to receive an annual maintenance check and service.	Fire extinguishers checked by Bristol Fire. One new large water plus new stands – Mar 2014	
41	Lightning conductors		Consider having your lightning conductor system tested at least once every five years.	Lightning conductors tested annually. Continuity tested July 2013, 2014 – further repairs in progress	
42	Health and Safety	Ensure you maintain your building safely. Ladders, lofts and roofs present particular hazards. It is best not to work alone, but think of the safety of helpers and others beneath if working above ground level. Safety equipment is needed for some jobs, including gloves for the clearance of drains or removal of pigeon droppings from gutters		The ladder leading up to the clock platform is a metal ladder and in good condition.	
43	Health and Safety	For above inspections, if in any doubt about safe access, particularly on roofs and in attics, use a reputable, professional builder for inspection or work. Binoculars can be a useful tool to help you inspect roofs and other high level items.		H&S inspected in 2013 (Building Safety Group). Insurance audit April 2014	