



ANNUAL MAINTENANCE PLAN FOR CHURCHES

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Introduction

The Church of England has set the target of making all churches in England net carbon zero by 2030. Whilst this is an exciting yet challenging target to accomplish, this cannot be achieved without the regular maintenance of our churches. Research from the Church of England that heating is responsible for 84% of energy usage within our church buildings. Therefore, the heating of our churches is responsible for a substantial portion of our carbon footprint. Regular maintenance can reduce damp, which makes a building cold, and can guard against draughts, which cause heat loss. Reducing the prevalence of damp and draughts increase heat efficiency and therefore cut down on the amount of energy being expended on heating, lowering our carbon footprint and starting our journey to net zero.

Maintenance can be split into two categories, annual maintenance which is small scale maintenance that is undertaken on a yearly basis or shorter, such as inspecting roofs. The other category cyclical maintenance which is larger scale maintenance that is undertaken between longer intervals, such as a Quinquennial report every five years. In this document we will cover annual maintenance and the routine checks that you should be undertaking to make sure your church is well maintained. We will provide information on what you should be doing for effective annual maintenance and how often you should be conducting it. We will also provide a costing section and a checklist so you can budget your maintenance and keep track of when it has been carried out.

Remember, a **damp** building is a **cold** building, if your building is **dry**, it will be easier to keep **warm**.

Parish Church Name: _____ Appointed Fabric Officer: _____

How to Use

In each section there will be a table, the table will include the item, the task required to maintain it, who should carry out the inspection and how often the task should be carried out. The next part of the table is an area that you will fill in, this includes the how much this maintenance will cost and a tick list for the month(s) this maintenance has been carried out. An example is shown below of what this will look like within the document.

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
Gates	Check that hinge, bolts and locks are operable and lubricate as required	Appointed Fabric Officer	Twice a year	~100.00			✓						✓			

It is important you keep track of what maintenance has been carried out so that you don't miss out any maintenance that may have been forgotten about or carry out maintenance again when it doesn't need to be. It also helps the Church Buildings team in the Diocese understand where we are with our maintenance goals for the Diocese and if we are on track to deliver targets on our path to net zero.

Parish Church Name: _____ Appointed Fabric Officer: _____

Exterior: Roofs

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
General	Inspect roof areas from the ground and from safe access points. Note any defects (slipped slates, cracked tiles, damaged flashings etc). Report any damage to the Vicar. Arrange for damage to be repaired as soon as possible.	Appointed Fabric Officer	Monthly (particularly after stormy weather) but look up whenever you visit the church.													
General	Inspect all roofs from high level/at close quarters and make good minor defects to:	Contractor	If specific defects have been noted otherwise annually													
Ridge Tiles	Replace any that are missing or cracked, re-bed and re-point any that are loose.	Contractor	When noticed													
Slate/Tiles	Replace any that are missing or cracked, re-fix any that have slipped.	Contractor	When noticed													
Weatherings & Flashings	Replace missing/damaged clips, re-point defective mortar joints and make good any missing mortar fillets, replace any missing lengths of flashing.	Contractor	When noticed													
Bell	Inspect the bellcote, bell and hanging mechanism for defects.	Contractor	Annually													

Parish Church Name: _____ Appointed Fabric Officer: _____

Exterior: Rainwater Goods

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
General	Inspect rainwater goods (gutters, downpipes, hoppers and grates) from ground level during rain and note any defects (overflowing gutters, leaking downpipes, blocked hoppers and grates). Inspect also in dry weather and look for vegetation growing in gutters, damp patches and green algae on walls near to hoppers and downpipes and soil and debris in grates. Report any damage to the Vicar. Arrange for any damage to be repaired as soon as possible.	Appointed Fabric Officer	Monthly (particularly during wet weather) but look up whenever you visit the church.													
Grates (Gullies)	Clear any silt, soil, leaves, litter and debris from grates (gullies) and ground-level drainage channels.	Appointed Fabric Officer/ Volunteers	Twice a year minimum (and more often if you are in an area with lots of trees)													
Gutters	Clear all gutters of leaves, silt, soil and debris. Rod downpipes if necessary and make sure the whole of the rainwater disposal system is running freely. Make sure the junctions between gutter sections are not leaking and that gutters are laid to the correct falls. Repair as required.	Contractor	Twice a year													

Parish Church Name: _____ Appointed Fabric Officer: _____

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
Downpipes	Check pipe junctions and the backs of downpipes for splits, leaks and corrosion. Repair or replace damaged sections.	Contractor	Twice a year													
Gullies and Inspection Chambers	Open inspection chambers and check that they are clean and running freely. Check gullies are running freely and not backing up. Jet/rod as required.	Contractor	Twice a year													

Parish Church Name: _____ Appointed Fabric Officer: _____

Exterior: External Walls

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
General	Walk around the building and look for: Damp patches and green algae Cracks that are new or that have changed New vegetation growing on or near walls Areas of weathered brick and/or missing mortar Masonry that has fallen off the building Report any changes to the Vicar as soon as possible.	Appointed Fabric Officer	Monthly													
Walls	Examine external masonry for signs of frost damage and report any issues to the Vicar.	Appointed Fabric Officer	Annually, ideally in March after winter season													
Parapets, Copings, crosses etc	Check high level masonry is stable and that there are no loose pieces that could fall. Re-fix or remove if loose masonry is found.	Contractor	Annually													

Parish Church Name: _____ Appointed Fabric Officer: _____

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
Climbing plants and vegetation growing close to walls	Spray invasive climbing plants like ivy with herbicide, wait until it dies back then cut off at base and carefully remove tendrils from masonry and glass. Poison roots. Ensure there is a clear path at least 3m wide all the way around the church. Keep all vegetation growing close to walls regularly cut back and consider removing large and woody stemmed plants and self set trees.	Volunteers	Annually either before or after the bird nesting season													

Parish Church Name: _____ Appointed Fabric Officer: _____

Exterior: Doors, Windows and Openings

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
General	Walk around the building and look for: Broken windows/damaged glass panes Damaged ventilation grilles and air bricks Any holes or gaps where pests could get in Report issues to the Vicar.	Appointed Fabric Officer	Monthly													
Doors	Open and close all operable doors, especially those not in regular use. Check that they are secure and that hinges, bolts and locks are working. Lubricate as required. Check the condition of paintwork and for signs of vandalism.	Appointed Fabric Officer	Quarterly													
Windows	Ease opening casements/hoppers and check locking mechanisms. Clear condensation drainage channels and holes at the base of windows that can safely be reached.	Appointed Fabric Officer	Annually													
Vents	Clear away obstructions and make sure grilles and covers are securely fixed.	Appointed Fabric Officer	Twice a year													

Parish Church Name: _____ Appointed Fabric Officer: _____

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
Ventilation Generally	Open windows/hoppers to ventilate the church building during the dry summer months. If you are in the church building consider opening the doors to let air circulate.	Appointed Fabric Officer/ Volunteers	Monthly during summer													

Parish Church Name: _____ Appointed Fabric Officer: _____

Exterior: Churchyard

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
General	<p>Start at the gate and walk along any paths in the churchyard and around the boundary wall (both sides as far as possible). Look for:</p> <ul style="list-style-type: none"> · Potholes and trip/slip hazards affecting paths · Accumulations of litter · Overgrown areas · Dead trees · Obviously dangerous monuments (all churchyard monuments should be inspected in accordance with legislation - this is an additional visual check while walking the site) · Damage/movement of walls · Any other potential hazard <p>As the churchyard is closed it's upkeep will be the responsibility of the local authority so report any issues to the Vicar who can alert the local authority in writing. Even though the maintenance of the churchyard is the responsibility of the local authority it is important that building users monitor its condition so that any issues can be reported and rectified to make sure that the churchyard is a safe and welcoming place for visitors to the church.</p>	Appointed Fabric Officer	At least quarterly													

Parish Church Name: _____ Appointed Fabric Officer: _____

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
Gates	Check that hinges, bolts and locks are operable and lubricate as required.	Appointed Fabric Officer	Twice a year													
Paths and External Areas	Keep paths clear of leaves and weeds in between maintenance visits by the local authority. Remove litter and keep on top of vegetation around the church building.	Working Party	Every other month or as required													

Parish Church Name: _____ Appointed Fabric Officer: _____

Interior: Tower and Tower Access

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
Stairs	Sweep stairs to remove stonedust deposits from steps. Check handrails are secure and that lights work.	Tower Captain/ Volunteers	Annually and then as required													
Ceilings	Inspect ceilings for signs of damp. Report findings to Nominated Contact.	Tower Captain	Monthly when ringing													
Walls	Inspect walls for any new cracks or changes to existing cracks. Report findings to Nominated Contact.	Tower Captain	Monthly when ringing													
Floors	Look for any damp patches that could indicate a leak and look for signs of beetle infestation (new holes or dust). Report findings to Nominated Contact.	Tower Captain	Monthly when ringing													
Ladders	Check ladders are securely fixed and that there is no visible damage to rungs and side rails.	Tower Captain	Monthly when ringing													
Windows	Inspect windows for any breakages, check opening casements or hoppers are operational, clean plain glass if it is safe to do so, check condition of timber and paintwork. Report any damage to Nominated Contact.	Tower Captain	Annually													

Parish Church Name: _____ Appointed Fabric Officer: _____

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
Louvres and Openings	Inspect openings in bell chambers for loose or missing louvres/protection. Check bird netting is in place before nesting season starts and when it is over.	Tower Captain	Twice a year													
Lighting	Check all lights work, change bulbs as required.	Tower Captain	Twice a year (replace bulbs as required)													
Bells	Inspect bells and bellframe for damage.	Tower Captain	Annually													
Flagpole	Inspect flagpole and make sure it is secure.	Appointed Fabric Officer	Annually													
Tower Generally	Audit stored items and remove anything that is no longer needed. Remove items which are flammable and any items which could block escape in the event of an emergency. Keep all levels of the tower, including the base, free from hazards.	Tower Captain/ Appointed Fabric Officer	Twice a year													

Parish Church Name: _____ Appointed Fabric Officer: _____

Interior: Mezzanine Floor

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
Stairs	Check stairs are clear of obstructions and trip hazards and that handrails are secure.	Appointed Fabric Officer	Monthly													
Ceiling	Inspect ceilings for signs of damp. Report findings to the Vicar.	Appointed Fabric Officer	Monthly													
Walls	Inspect walls for any new cracks or changes to existing cracks.	Appointed Fabric Officer	Monthly													
Floors	Look for any damp patches that could indicate a leak.	Appointed Fabric Officer	Monthly													
Windows	Inspect windows for any breakages, check opening casements or hoppers are operational, clean plain glass if it is safe to do so.	Appointed Fabric Officer	Annually													
Lighting	Check all lights work, change bulbs as required.	Appointed Fabric Officer	Monthly													
Mezzanine Generally	Audit stored items and remove anything that is no longer needed. Remove items which are flammable and any items which would impede egress in the event of an emergency. Keep all areas free from hazards.	Appointed Fabric Officer	Twice a year													

Parish Church Name: _____ Appointed Fabric Officer: _____

Interior: Roof, Timbers and Ceilings

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
Roof Timbers and Ceilings	Look up at the exposed roof timbers and ceilings. Look for: Water staining that could indicate a leak Droppings that could indicate an infestation of pigeons or vermin Wood dust and/or holes in timbers that could indicate beetle infestation Cracking or deformation of structural timbers Visible signs, or smells, of rot/fungus Report findings to your the Vicar.	Appointed Fabric Officer	Monthly													

Parish Church Name: _____ Appointed Fabric Officer: _____

Interior: Internal Walls

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
Walls	Inspect walls for signs of damp. Look for: Damp patches/staining Flaking paint finishes/salting plaster Streaks/runnels of water Brick dust that regularly needs sweeping up Mould/algae growth Report any issues to your Vicar.	Appointed Fabric Officer	Monthly													

Parish Church Name: _____ Appointed Fabric Officer: _____

Interior: Floor and Floor Voids

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
Floors	Check for trip hazards and make good as required. While walking around the church take note if any timber floors or pew platforms feel 'springy' or 'bouncy'.	Appointed Fabric Officer	Monthly													
Timber Floors	Inspect timber floors for evidence of beetle infestation. Look for flight holes and new dust. Report any evidence to the Vicar.	Appointed Fabric Officer	Annually													
Floor Voids and Heating Ducts	Roll back carpets if possible to check on the condition of covered voids and ducts. Be aware of how floors feel when you walk on them, do they feel solid and stable, if not investigation may be needed by a specialist contractor.	Appointed Fabric Officer	Twice a year													

Parish Church Name: _____ Appointed Fabric Officer: _____

Interior: Fixtures, Fittings and Furniture

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
General	Audit the building for unused items. Remove and relocate any stored items that are no longer used, especially those that block access routes or create a fire hazard. Consider removing any items that are not in good condition e.g. frayed carpets, damp books. Aim to create a space that is clean, welcoming and uncluttered.	Appointed Fabric Officer/ Volunteers	Annually													
Fixtures, Fittings & Furniture	Inspect pews, seats, screens etc for any signs of instability, rot, splinters, missing components, impact damage etc and repair as required. This could be done during an annual spring clean of the building.	Appointed Fabric Officer	Annually													

Parish Church Name: _____ Appointed Fabric Officer: _____

Interior: Building Services

Item	Task	Who?	How Often?	Budget (£)	J	F	M	A	M	J	J	A	S	O	N	D
Oil Tank	Have oil tank inspected by OFTEC registered firm.	Specialist Contractor	Annually, preferably before the winter months													
Boiler and Heating System	Annual service.	Qualified Heating Engineer	Annually, preferably before the winter months													
Visible pipework	Check that water tanks, water pipes, heating and condensate pipework are all well insulated and protected against frost.	Appointed Fabric Officer	Annually, preferably before the winter months													
Portable Electrical Appliances	Annual 'PAT' test.	Specialist Contractor	Annually													
Security Systems	Inspect, service and test security equipment including intruder alarms, roof alarms and CCTV cameras and security lights if you have them.	Specialist Contractor	Annually													
Fire Fighting Equipment	Inspect and service fire extinguishers and other firefighting equipment.	Specialist Contractor	Annually													

Parish Church Name: _____ Appointed Fabric Officer: _____

Annual Budget

Area of Maintenance	Total Budget
Exterior: Roofs	£
Exterior: Rainwater Goods	£
Exterior: External Walls	£
Exterior: Doors, Windows and Openings	£
Exterior: Churchyard	£
Interior: Mezzanine Floor	£
Interior: Roof, Timbers and Ceilings	£
Interior: Internal Walls	£
Interior: Floor and Floor Voids	£
Interior: Fixtures, Fittings and Furniture	£
Interior: Building Services	£
Annual Maintenance Budget	£