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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 with in 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.

**How to use this plan:**

**1.Church details and emergency contacts**

It is good practise to have contact details for emergency services locally, and details of where your church is exactly e.g. including a post code or a what3words location if you are very rural or hard to find. (<https://what3words.com>) Forms are included at the beginning of this plan for you to fill in. It is worth reviewing the emergency contact details on an annual basis to make sure that telephone numbers for local GP practises etc are kept up to date. Keep this contact form with your maintenance plan, so it is quickly available should it be required.

**2.Risk Assessment**

It is advisable to have an appointed person or nominated fabric officer who organises the maintenance survey of your church. This person should fill in a risk assessment before the survey is carried out - we strongly recommend that a risk assessment is carried out for each activity you do as part of your maintenance survey. An example assessment form is included in the following pages, so you have an idea of the information you need to record. It is advisable to carry out one risk assessment for the outside areas of the site, and one for the interior areas of the building, as they each have different risks. The outside/ site risk assessment should be reviewed regularly on an annual basis, or if there have been any significant changes e.g. the start of building work, or a tree that has fallen in a storm and will take a significant time to remove. Examples have been included on the form, but please note that these are for guidance only.

Some maintenance work is considered high risk, such as working at height to check roofs and clean gutters etc. Volunteers should not carry out these areas of the church maintenance survey as they are too dangerous: they should instead be completed by a contractor who has the appropriate insurance and equipment to do it safely.

It is necessary to have a fire risk assessment for your church too, and the maintenance of your church can greatly affect this (e.g. clearing piles of leaves from outside the building reduce the risk of them being set alight) A template can be supplied from the Church Buildings team, or from South Yorkshire Fire and Rescue <http://www.syfire.gov.uk/business-advice/>

**3.Using the Maintenance Plan for your survey**

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 |  |  | Checkmark |  |  |  |  |  | Checkmark |  |  |  |

It is important you keep track of any maintenance has been carried out so that you don’t miss out any areas that may have been forgotten about, or carry out checks again when they don’t need to be. It also helps the Church Buildings team in the diocese understand where we are with our maintenance goals, and therefore if we are on track to deliver targets on our path to Net Zero emissions.

It can be helpful to use plans of the church as you complete your maintenance plan survey, to mark up with any areas that need specific work. If you need copies then your church architect should be able to help. It can also be helpful take photographs on an initial maintenance survey of your church and buildings, so you have a base record for comparison with future checks. If you find any areas that are of concern, or find damage had got significantly worse since the last check, report all issues to your incumbent or church leader, and church architect. Whilst dealing with minor damage can be frustrating, it is much better to treat the smaller issues before they become major, expensive problems.

Finally, please ensure you act on the issues that you find when making your maintenance checks. Finding an issue is important, but so is fixing it!

**Church Contact Details:**

|  |  |
| --- | --- |
| Church name |  |
| Address including postcode: |  |
| Can the site be found by Sat Nav? | Yes  No.  If no, what is the What3words location for the main entrance? (<https://what3words.com>) |
| Details of the Appointed Fabric officer/ individual completing the risk assessment and maintenance plan. | Name:  Address:  Phone number:  Mobile phone number:  Email: |
| Details of incumbent or leader responsible for the building (if applicable) | Name:  Address:  Phone number:  Mobile phone number:  Email: |
| Details of building keyholder(s) | Name:  Address:  Phone number:  Mobile phone number:  Email: |

**Emergency Procedure**

|  |  |
| --- | --- |
| Procedure for reporting an accident: |  |
| Nearest pharmacy: | Address:  Phone number: |
| Nearest GP practice: | Address:  Phone number: |
| Nearest hospital with A&E department: | Name:  Address:  Postcode:  Phone number: |
| Nearest hospital with Minor injuries unit: | Name:  Address:  Postcode:  Phone number: |
| Location of First Aid kit: |  |
| Location of accident report book: |  |
| Location of nearest defibrillator (if applicable) |  |

**Risk assessment**

|  |  |
| --- | --- |
| Name of Church/ site: | Church/ site postcode: |
| Assessment carried out by: | Date: |

**Risk level matrix**

Use the matrix below to work out the likelihood of the risks for your church and grounds. The Likelihood x Severity gives the risk rating. For each activity use the matrix to estimate the risk level before and after precautions. If any activity risk is high after precautions then the activity should not go ahead by volunteers, but look to employ a trained contractor to do the work instead.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Severity** |  |  |  |
| **Likelihood** |  | **1 (minor injury)** | **2 (non-life threatening)** | **3 (serious injury)** | **4 (fatal injury)** |
|  | **1 (unlikely)** | 1 - Low | 2 – Low | 3 – Low | 1 – Low |
|  | **2 (possible)** | 2 - Low | 4 – Low | 6 – Medium | 8 – Medium |
|  | **3 (likely)** | 3 - Low | 6 – Medium | 9 – High | 12 – High |
|  | **4 (very likely)** | 4 - Low | 8 - Medium | 12 - High | 16 - High |

**Site risk assessment – edit, add hazards, and complete for your own site.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Risk** | **Risk Level** | **Precautions** | **New Risk Level** |
| Uneven paths | Trips, slips or falls that could result in injury | medium | Volunteers wear suitable footwear and are aware of any specifically bad areas | Low |
| Fallen trees |  |  |  |  |
| Trailing ivy |  |  |  |  |
|  |  |  |  |  |

**Building survey/ activity risk assessment– edit, add hazards, and complete for your own church building.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Risk** | **Risk Level** | **Precautions** | **New Risk Level** |
| Using tools to clear drain areas of plants | cuts | medium | Emphasise the need for sensible use. Ensure first aid kit is available | low |
|  |  |  |  |  |
|  |  |  |  |  |

**The Maintenance Plan.**

**Exterior: Roofs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Task | Who? | How Often? | Budget (£) | Month(s) Completed | Notes |
| General | Inspect roof areas from the ground and from safe access points. Note any defects (slipped slates, cracked tiles, damaged flashings etc). 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 |  |  |  |

**Exterior: Rainwater Goods**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Task | Who? | How Often? | Budget (£) | Month(s) Completed | Notes |
| 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. 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 |  |  |  |
| 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 |  |  |  |

**Exterior: External Walls**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Task | Who? | How Often? | Budget (£) | Month(s) Completed | Notes |
| 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. | Appointed Fabric Officer | Monthly |  |  |  |
| Walls | Examine external masonry for signs of frost damage. | 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 |  |  |  |
| 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 |  |  |  |

**Exterior: Doors, Windows and Openings**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Task | Who? | How Often? | Budget (£) | Month(s) Completed | Notes |
| General | Walk around the building and look for: Broken windows/damaged glass quarries Damaged ventilation grilles and air bricks Any holes or gaps where pests could get in. | 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 |  |  |  |
| Ventilation Generally | Open windows/hoppers to ventilate the church building during the dry summer months. | Appointed Fabric Officer/ Volunteers | Monthly during summer |  |  |  |

**Exterior: Churchyard**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Task | Who? | How Often? | Budget (£) | Month(s) Completed | Notes |
| General | 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:  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 As the churchyard is closed its upkeep will be the responsibility of the local authority so report any issues to the incumbent or area dean 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. | Appointed Fabric Officer | At least quarterly |  |  |  |
| 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 |  |  |  |

**Interior: Tower and Tower Access**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Task | Who? | How Often? | Budget (£) | Month(s) Completed | Notes |
| Stairs | Sweep stairs to remove stone dust 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 |  |  |  |
| 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 the bellcote, bell and hanging mechanism for defects, wear or damage. | Tower Captain or contractor | 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 |  |  |  |

**Interior: Mezzanine Floor**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Task | Who? | How Often? | Budget (£) | Month(s) Completed | Notes |
| 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. | 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 |  |  |  |

**Interior: Roof, Timbers and Ceilings**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Task | Who? | How Often? | Budget (£) | Month(s) Completed | Notes |
| 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. | Appointed Fabric Officer | Monthly |  |  |  |

**Interior: Internal Walls**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Task | Who? | How Often? | Budget (£) | Month(s) Completed | Notes |
| 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. | Appointed Fabric Officer | Monthly |  |  |  |

**Interior: Floor and Floor Voids**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Task | Who? | How Often? | Budget (£) | Month(s) Completed | Notes |
| 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. | 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 |  |  |  |

**Interior: Fixtures, Fittings and Furniture**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Task | Who? | How Often? | Budget (£) | Month(s) Completed | Notes |
| 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 |  |  |  |

**Interior: Building Services**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Task | Who? | How Often? | Budget (£) | Month(s) Completed | Notes |
| 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 |  |  |  |

**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 | £ |

**Maintenance Calendar – some ideas for planning your annual maintenance tasks. Please create your own using the results from your maintenance survey.**

|  |  |  |  |
| --- | --- | --- | --- |
| **January**  **Things to do**  Check smoke alarms – clean and test them. Do the batteries need changing?  If there is snow, are there any build ups on valley gutters or roof edges that may cause damp ingress? Clear if it is safe to do so. | **February**  **Things to do**  Check whether any windows, roofs, bell louvres, or towers need to be bird proofed before nesting season starts.  If you find hibernating bats – do not disturb them! Contact the Bat Conservation Trust (BCT) for advice. | **March**  **Things to do**  Make sure any gutters, downpipes, and external taps or pipes have not been damaged by low temperatures. Make a note of any cracks or leaks in rainwater goods and arrange for them to be fixed or replaced.  Check any cracks in masonry joints and arrange for repair during the warmer months. | **April**  **Things to do**  Notice if there are any broken slates or pieces of mortar debris on the ground from roofs or walls damaged over the winter. If there are, make a thorough check in case there are problems – contact your architect for advice if necessary  Clear any leaves from gutters and downpipes, see if they need repainting. |
| **May**  **Things to do**  Hire a contractor to rod underground drains if required. Remove silt and debris build-ups, and any weeds, from downpipe drains.  Make sure all windows and vents are clear to ventilate the building during warmer months. | **June**  **Things to do**  Inspect windows and glazing for any damage.  Check timberwork including floors, roof voids, under stairs etc for signs of rot.  If bats are found, do not disturb them! Contact the Bat Conservation Trust (BCT) for advice. | **July**  **Things to do**  Keep a check of plant growth around drains and gulleys, walls, door and window frames and remove as necessary.  Ensure building is ventilated in warm weather. | **August**  **Things to do**  Arrange for your boiler and heating system to be serviced to ensure it works before the autumn. |
| **September**  **Things to do**  Ensure flagpoles or high level equipment is secure before winter storms. Hire a contractor if required for high level work.  Ensure all safety lighting units are clean and operational before the clocks change. | **October**  **Things to do**  Check whether any external taps or exposed pipes need lagging to protect them from frost.  Clear leaves from paths to prevent slip accidents.  Keep checking roofs for slipped tiles or damage during winter storms. | **November**  **Things to do**  Ensure all drains and gutters are free from leaf litter once all the leaves have dropped from surrounding trees.  Check you have appropriate equipment to clear snow and ice from paths and walkways. | **December**  **Things to do**  Check all fire safety systems and equipment are working before Christmas services that may use lit candles.  Write or check your annual fire risk assessment. |

**Further information.**

**For further information on maintaining your church and grounds, please see the following:**

Church of England [www.churchofengland.org](http://www.churchofengland.org)

National Churches Trust [www.nationalchurchestrust.org.uk](http://www.nationalchurchestrust.org.uk)

Information on how to set up a Friends group <https://www.nationalchurchestrust.org/get-support/buildings-maintenance/friends-group>

Churchcare [www.churchcare.co.uk](http://www.churchcare.co.uk)

SPAB The Society for the Protection of Ancient Buildings (SPAB) [www.spab.org.uk](http://www.spab.org.uk)

Caring for God’s Acre [www.caringforgodsacre.org.uk](http://www.caringforgodsacre.org.uk)

Historic England (previously English Heritage) [www.historicengland.org.uk](http://www.historicengland.org.uk)

Bat Conservation Trust (BCT) <https://www.bats.org.uk/>

Specifically, Bats in Churches and places of worship <https://www.bats.org.uk/advice/information-for-places-of-worship>

Bat Helpline 0345 1300 228 (charged at local call rate)

South Yorkshire Fire and Rescue [**http://www.syfire.gov.uk/business-advice/**](http://www.syfire.gov.uk/business-advice/)

NB. A template fire risk assessment is available from South Yorkshire Fire and Rescue, or from the Buildings Team at the diocese.