

## Appendix B: Maintenance Cycle

The importance of routine maintenance cannot be overstated. In 2019, Historic England commissioned a study into the economic value of maintenance and repair on a sample of 30 Listed church buildings across England. They found that **delayed repairs resulted in an increase of between 15% and 20% over and above the costs incurred if defects had been fixed when first identified.**

'List A' of the Faculty Jurisdiction Rules permits certain works of repair and routine maintenance to the church building not affecting the fabric or any historic material without the need to notify the DAC. Many other minor repairs are covered under 'List B'. Your DAC will advise on what is and is not covered by 'List A' and 'List B'.

The calendar below is from the Church of England **Church Care 'Calendar of Care'**. It is hoped that it will be a useful tool for PCCs to manage maintenance of their church building. You are encouraged to print it out (or copy it) for use and quick reference in your Log Book.

Q1 Year					January
1	2	3	4	5	
					Check the boiler and make sure that the frost thermostat is working.
					Be sure that the rainwater gutters (especially valley gutters), hopper heads, downpipes, gullies and drains are clean and working satisfactorily. The best time to do this is when it is raining.
					Double check that all exposed water tanks, water pipes, heating pipes and oil feed pipes are protected against severe frost.

Q1 Year					February
1	2	3	4	5	
					Check the roof, using a pair of binoculars if necessary, to ensure that no slates have slipped during the snow. If you spot any damage to the roof, arrange for it to be mended as soon as possible.
					Check the gutters and downpipes for any damage caused by frost.
					Now is a good time to plan spring-cleaning for April. Is a working party needed?

QI Year					March
1	2	3	4	5	
					Check your QI anniversary month and book your QI in advance.
					Using a pair of binoculars, look at the roof carefully for any frost, snow and wind damage. Also check that gutters and downpipes are in good working order.
					Carry out a visual examination of all external brickwork and stonework for signs of frost damage.
					If any damage is spotted, contact your architect quickly. Also check your insurance policy to see if any of the damage is covered. Contact your architect about any necessary permissions prior to carrying out repairs.
					Think about how secure your church building is; is any action necessary?
					Prepare an annual report for Trustees on the fabric and furnishings, and on actions taken in the past year, and proposed for the future. Check the last Quinquennial Inspection to ensure all recommended works have been put in hand. Produce the inventory and log book to the PCC at the same meeting with a signed statement that their contents are accurate.
					If the PCC revise the fabric report, amend it for presentation to the Annual Parochial Church Meeting.

QI Year					April
1	2	3	4	5	
					The spring clean that was planned in February can take place in April. Ensure all areas of the building are cleaned but remember that old furnishings, floors and windows may be damaged by cleaning and that no chemicals should be used on them. For advice on how to clean such things seek professional advice.
					Tidy the grounds and start to cut the grass if necessary.

1.

QI Year					May
1	2	3	4	5	
					Shut down the heating system, have the boiler serviced.
					Clear gutters, downspouts and other rainwater goods (again!).

QI Year					May
1	2	3	4	5	
					Cut back any new vegetation from around the outside walls of the building.
					A management plan for the grounds is very useful for planning future use of the grounds and any wildlife. Now is a good time to set up a small group to draw up such a plan or review your existing plan.

QI Year					June
1	2	3	4	5	
					Check that windows which open are in good working order. Ventilate the building on dry days.
					Look for woodworm or death watch beetle on exposed woodwork. June is when the larvae hatch and the beetles fly.
					Continue work in the grounds.

QI Year					July
1	2	3	4	5	
					Look out for fungus and dry rot.
					Check any bird screens.
					Take a good look at the notice boards or interpretive panels Are they in good order and tidy? Are the notices up-to-date?
					Are there any ways in which the energy efficiency of the building could be improved ready for next winter? Refer to Appendix C and discuss this with your architect.

QI Year					August
1	2	3	4	5	
					Enjoy the summer!

QI Year					September
1	2	3	4	5	
					Replace any broken bulbs including outside and security lights.
					Test the boiler and check the heating system.
					If your building is heated using oil or LPG make sure you will have adequate fuel for the winter.
					Are there any ways in which the energy efficiency of the building could be improved ready for next winter? Refer to Appendix C and discuss this with your architect.

QI Year					October
1	2	3	4	5	
					Treat the snowboards with creosote or similar and repair any which have broken. Put them in place.
					Check that all exposed water tanks, water pipes, heating pipes and oil feed pipes are protected against severe frost.
					Cut the grass for the final time and service the lawn mower.
					When Daylight Saving Time finishes at the end of the month take the opportunity to check your clocks.

QI Year					November
1	2	3	4	5	
					Clear fallen leaves from gutters, downspouts and drains.

QI Year					December
1	2	3	4	5	
					Check frost protection.
					Be ready for snow.
					Ensure all repairs or alterations have been entered in your Log Book.
					Clean building (and decorate for Christmas).
					Ensure that all fire extinguishers have been serviced.