

Maintenance Checklist for Places of Worship

Name of place of worship:

An Introduction to the Maintenance Checklist

Thank you for looking after your historic place of worship. Monitoring the fabric of your building and performing regular maintenance are key to preserving these places for future generations. As the person on site, you are likely to be the first to notice changes that could indicate defects. Working with a professional advisor will allow decisions to be made on if action is needed, and when. This will help tackle defects to prevent further deterioration. Regular checks also monitor how well previous interventions have worked.

Using this checklist will help organise the time, people and the costs of maintenance tasks. It will also record observations and work that is carried out.

Using the checklist

This document provides a checklist to assist maintenance planning for places of worship in England. Please edit this template to suit the needs of your place of worship and to meet the requirements of your insurer. For example, make a note of the months your gutters will need checking after leaf fall, and which year the rainwater goods should be repainted.

The checklist is most useful if you update it on a regular basis. Feature it as a regular item on meeting agendas (e.g. PCC, Fabric Committee, Trustees or Elders meetings) to ensure tasks are regularly carried out. Date any entries that you make and when works have been completed. We recommend that you include plans of interior, exterior, grounds and elevations (or photographs) at the end of the document as they can be useful for contractors and volunteers. These can be used to mark areas of concern for monitoring.

Risk assessment

A risk assessment should be in place for all maintenance tasks, especially if carrying them out alone. We recommend that maintenance is always carried out by two people together where possible. Volunteers should not take any risks that threaten their safety.

We recommend that any person working in isolation stays at ground level (unless there is safe access to go higher), has a mobile phone with them and tells someone else about their plans to be at the church and a time for when they plan to be finished.

Costs

It is important to include the cost of maintenance tasks in the plan so they can be incorporated into the annual budget for your place of worship. It may take time to receive quotes for maintenance. We recommend the checklist is updated with the cost of works as soon as they are received.

Useful equipment when carrying out maintenance inspections

- gloves (disposable and heavy duty)
- a torch
- binoculars
- a mask (for dust or guano when going into enclosed spaces)
- safety glasses or goggles
- a first-aid kit
- a camera (or mobile phone camera)
- measuring stick and or tape measure
- clipboard (for recording your observations)
- A plan or general photograph of the building for highlighting the location of issues or where photographs are taken from.

Links between volunteers, professional contractors and advisors

Places of worship often have a professional advisor, such as a qualified architect or surveyor, who undertakes a regular building inspection. This is usually done every five years and is known as a quinquennial inspection, or QI. It should be noted that a building inspection report is not a maintenance plan, but it should inform your maintenance routine.

Each place of worship is different and will have its own maintenance requirements and arrangements. Many have volunteers who can do most of the regular tasks, depending on the complexity of the building. Others employ a contractor for some or all tasks, such as work requiring access at height. A professional advisor plays an important role and can help with advice on building related issues, including hiring a contractor, or tasks which might need professional guidance.

To make best use of this checklist, we recommend that you consult a professional advisor (often your Quinquennial Inspector) on certain tasks. These are highlighted with an asterisk * on the checklist.

Please note: this checklist has evolved following discussions on maintenance with congregations taking part in the Taylor Review Pilot, Historic England's National Specialist Services and in conversation with the National Churches Trust and The Society for the Protection of Ancient Buildings. It may not cover all aspects of a Maintenance Plan or associated legal duties for every place of worship (including relevant consents). We hope that it will help you to look after your building and keep it watertight and safe.

Name of place of worship:

Names and Contact Details (Fabric Officers/Churchwarden/Treasurer/Volunteers)

[illegible]

Names and Contact Details (Professional advisor and relevant contractors)

[illegible]

1.1 Roofs

Ref	Building Element	Maintenance Task	Person best placed to do the task	Suggested frequency	Annual Cost £	Q1 Jan to Mar	Q2 Apr to Jun	Q3 Jul to Sep	Q4 Oct to Dec	Note: Observation and date	Note: Action and date	Comments
1.1.1	Roof areas generally	Inspect roof coverings from the ground and accessible high points. Note any loss / damage / heavy moss. Is a defect the cause of internal dampness / leaks?	Volunteer if appropriate and/or contractor if necessary	After stormy weather Twice per year								
1.1.2	Slate / tile roofs and vertical cladding	Inspect for cracked, displaced or broken slates / roof tiles. Note the need for repairs* and options to repair / replace to match existing materials	* Contractor	Annually								
1.1.3	Sheet metal roofs and cladding	Inspect the condition of the panels, joints and clips. Note the need for repairs* and undertake temporary repair of splits	* Contractor	Annually								
1.1.4	Lead junction weathering and flashings	Inspect for any unfixed lead sections or cracked mortar. Note if repair is needed*	* Contractor	Annually								

1.2 Rainwater Goods

Ref	Building Element	Maintenance Task	Person best placed to do the task	Suggested frequency	Annual Cost £	Q1 Jan to Mar	Q2 Apr to Jun	Q3 Jul to Sep	Q4 Oct to Dec	Note: Observation and date	Note: Action and date	Comments
1.2.1	Rainwater goods generally	Inspect rainwater goods from the ground and accessible high points and report any loss / damage / water leakage. Temporary fix or minimise / divert leaking water	Volunteer if appropriate and/or contractor if necessary	A: During / after rain B: Twice per year								
1.2.2	Rainwater removal from valley / parapet gutters	Clear rainwater goods of debris and ensure overflows are clear. Rod if necessary	Volunteer if appropriate and/or contractor if necessary	Twice per year								
1.2.3	Rainwater goods – external inspection for cracks and leaks	Inspect rainwater goods for cracks and leaks. Repair or note the need to replace in matching material any cracked / leaking sections	Volunteer if appropriate and/or contractor if necessary	Twice per year								
1.2.4	Rainwater goods – vegetation, leaves and other blockages that need clearing	Check and clear identified blockages	Volunteer if appropriate and/or contractor if necessary	Twice per year								
1.2.5	Rainwater goods - repainting	Repaint*	Contractor * Consult with Professional advisor on specification	7 years max								

1.2.6	Below ground drainage	Check and clear all gullies. Repair open joints in perimeter drainage channels. Open inspection chambers and check drains run freely to soak away or drain. Check for tree roots causing damage	Surface checks – volunteer if appropriate Underground - contractor	Twice per year								
-------	------------------------------	---	---	----------------	--	--	--	--	--	--	--	--

1.3 External

Ref	Building Element	Maintenance Task	Person best placed to do the task	Suggested Frequency	Annual Cost £	Q1 Jan to Mar	Q2 Apr to Jun	Q3 Jul to Sep	Q4 Oct to Dec	Note: Observation and date	Note: Action and date	Comments
1.3.1	External walls generally	Inspect external walls from the ground and accessible high points. Note any damage, gathering information on any signs of movement or cracks. Photograph and monitor by measurement	Volunteer	After stormy weather Annually * As agreed with professional advisor								
1.3.2	External walls, copings and parapets	Check for loose copings. Remove any vegetation and ivy. Consult* on specification and the need for any consents to repoint any open joints / re-fix copings	* Volunteer if appropriate and/or contractor if necessary	Annually								
1.3.3	Ventilation	Ensure ventilation grills, air bricks, louvres etc. are clear. Maintain opening window vents	Volunteer if appropriate and/or contractor if necessary	Annually								

1.3.4	Bird screens	Check that birds cannot get into the tower or building through broken mesh	Volunteer	Annually								
1.3.5	Leaded light windows	Inspect and note any defects to window protection / rusting fixings, lead came, deformed, loose/broken glass, rusting of support rods and wire ties. Clear condensation drainage holes	Volunteer	Twice per year								
1.3.6	Non-leaded light windows	Inspect windows, maintain, including minor essential repairs	Contractor	Annually								
1.3.7	External timberwork	Repaint/stain to match existing specification*	* Contractor	7 years max								
1.3.8	Doors and windows	Check and make secure - operation of lock, bolts and hinges. Oil if needed	Volunteer	Twice per year								
1.3.9	Large trees near the building	Note any dead branches and/or any branches touching the building and arrange pruning*	* Volunteer Avoid nesting bird season	Annually								
1.3.10	Boundary walls, monuments, memorials and paths	Inspect for stability, condition and any signs of collapse, damage or hazard	Volunteer if appropriate and/or contractor if necessary	Twice per year								

1.4 Internal

Ref	Building Element	Maintenance Task	Person best placed to do the task	Suggested Frequency	Annual Cost £	Q1 Jan to Mar	Q2 Apr to Jun	Q3 Jul to Sep	Q4 Oct to Dec	Note: Observation and date	Note: Action and date	Comments
1.4.1	Damp	Inspect each part of the building for damp or staining, checking the ceiling and walls	Volunteer	Monthly								
1.4.2	Ventilation	Ventilate the church. Ensure carpets and furnishings are dry and fittings secure	Volunteer	Monthly								
1.4.3	Internal spaces generally	Inspect in roof spaces and all internal spaces, particularly below and adjacent to gutters. Note any evidence or leaks (see item 1.1.1)	Volunteer	After stormy weather Annually								
1.4.4	Internal fabric and structure	Inspect internal structure and fabric including roof timbers and bell frame and report any signs of structural movement / damp / fungus. Note and seek advice* on monitoring and the need for further investigation	Volunteer *	Annually								
1.4.5	Exposed woodwork	Inspect exposed woodwork, report any beetle infestation or rot/ decay. Note and seek advice* on monitoring and the need for further investigation	Volunteer *	Twice per year								

1.4.6	Roof and floor voids	Inspect roof and floor voids. Note any signs of vermin and any beetles or fresh wood dust to inform QI visit	Volunteer	Annually								
-------	-----------------------------	--	-----------	----------	--	--	--	--	--	--	--	--

1.5 Building Services

Ref	Building Element	Maintenance Task	Person best placed to do the task	Suggested Frequency	Annual Cost £	Q1 Jan to Mar	Q2 Apr to Jun	Q3 Jul to Sep	Q4 Oct to Dec	Note: Observation and date	Note: Action and date	Comments
1.5.1	Heating and hot water system	Check operation. Report faults	Volunteer	Annually								
		Gas boiler (if applicable) inspection and testing	Gas Safe registered contractor	Annually								
		Oil boiler (if applicable) inspection and testing	OFTEC registered contractor	Annually								
1.5.2	Water systems	Check taps and pipes for leaks. Ensure insulation is in place	Volunteer	Twice per year								
1.5.3	Portable Electrical equipment	Formal inspection and test	Specialist contractor	Annually								
1.5.4	Electrical fixed wiring	Routine checks	NICEIC/ECA registered contractor	Annually								
		Periodic inspection and testing	NICEIC/ECA registered contractor	3 to 5 years								

1.5.5	Fire-fighting equipment	Service fire extinguishers	Specialist contractor	Annually								
1.5.6	Hearing amplification system (if applicable)	Check operation and security of all fittings and wiring. Report faults	Volunteer	Annually								
1.5.7	Lightning protection (if applicable)	Check condition of lightning conductor. Report faults Periodic inspection and testing	Volunteer If there is a strike you must use a specialist lightning protection contractor or electrical contractor Specialist contractor	After a suspected strike Recommend every 11 months								The frequency of periodic inspection by specialist depends on the system in place, insurance requirements, etc. so check and consult professional advisor to confirm
1.5.8	Fire alarm system (if applicable)	Weekly test	Volunteer	Weekly								
		User attention – only for systems with open-cell batteries or the use of a standby generator	Specialist contractor	Monthly								
		Professional inspection – only for systems with vented batteries	Specialist contractor	Quarterly								
		Professional periodic inspection and test	Specialist contractor	Every 6 months								
		Professional inspection and test	Specialist contractor	Annually								

1.5.9	Emergency lighting (if applicable)	Daily check	Volunteer	Daily								
		Functional check	Trained volunteer	Monthly								
		Duration test	Specialist contractor	Annually								
1.5.10	Intruder alarm system / roof alarm (if applicable)	Service	Specialist contractor	Annually								
1.5.11	Lift (if applicable)	Service	Specialist contractor	Annually								
1.5.12	Legionella (if applicable)	Prevention of Legionella – Review and update risk assessment, implement any necessary preventative measures	Specialist	Determined by risk assessment								

1.6	Total annual cost for occasional and regular tasks (excluding inflation & VAT)	£
1.7	Total cost per year of cyclical tasks (on an interval of more than 1 year eg painting or building services maintenance) (excluding inflation & VAT)	£

2 Summary of works to be undertaken (to be extracted from QI summary or equivalent)

Source (QI/other survey) and date:

	Timeframe	Date required	Description	Estimated Cost	Date Completed	Actual Cost
2.1	Year 1 (within 1 year)					
2.2	Year 2 (within 2 years)					
2.3	Years (within 3 – 5 years)					

2.4	Total cost of works for the next 5 years (estimated))	£
-----	---	---

This checklist is endorsed for use by:

