**Maintenance Plan – Template**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Building Element** | **Maintenance Task** | **Responsibility** | **Frequency** | **Annual Cost £** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| **I.I** | **Roofs** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| I.I.I | Roof areas generally | Inspect roof areas from the ground and accessible highpoints and report any loss or damage to the roof coverings. | Unskilled/voluntary | i) Afterstormyweather.ii) Twice peryear. | - |  |  |  |  |  |  |  |  |  |  |  |  |
| I.I.2 | Slate roofs | Inspect for cracked, displaced and broken slates and tiles. Replace to match. | Contractor | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| I.I.3 | Lead roofs | Inspect condition of panels, joints and clips. Make temporary repairs to splits. | Contractor | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| I.I.4 | Lead flashings | Inspect. Reset any loose section and repoint any cracked mortar. | Contractor | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **I.2** | **Rainwater Goods Disposal** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| I.2.1 | Rainwater Goods Generally | Inspect rainwater goods from the ground and accessible high points and report any loss or damage. | Unskilled/voluntary. | i) During/after rain.ii) Twice peryear | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.2 | Rainwater goods | Clear rainwater goods of debris and ensure overflows are clear.Rod if necessary. | Contractor | Twice peryear. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.3 | Rainwater goods | Inspect rainwater goods for cracks and leaks. Repair orreplace any cracked sections. | Contractor | Twice peryear. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.4 | Below ground drainage | Check and clear all gullies, openInspection chambers and check drains run freely. | Contractor | Twice peryear. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.3** | **External walls** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.1 | External walls generally | Inspect external walls from theground and accessible highpoints and report any damage or signs of movement. | Unskilled/voluntary | i) Afterstormyweather.ii) Annually. | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.2 | External walls,copings andparapets | Remove any vegetation and ivy. Point any open joints. | Contractor | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.3 | Ventilation | Ensure ventilation grills, air bricks, louvres etc are clear. | Contractor | Twice per year. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.4 | Bird screens | Check that birds cannot get into the tower or building throughbroken mesh. | Unskilled/voluntary | Annually | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.5 | Leaded light windows | Report any problems. Keepcondensation drains clear. | Unskilled/voluntary | Twice per year. | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.6 | Leaded light windows | Inspect windows and make essential repairs. | Contractor | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.7 | Doors and windows | Check operation of lock, bolts and hinges. Oil if needed. | Unskilled/voluntary | Twice per year | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.8 | Large trees near the building | Report any dead branches.Report any branches touching the building and arrange pruning. | Unskilled/voluntary | Annually | - |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.4** | **Internal Structure** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4.1 | Internal spaces generally | Inspect all internal spaces,particularly below gutters.Report any evidence or leaks. | Unskilled/voluntary | i) Afterstormyweather.ii) Annually | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4.2 | Internal fabric and structure | Inspect internal structure andfabric including roof timbers and bell frame and report any signs of structural movement or damp or any fungus. | Unskilled/voluntary | Annually | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4.3 | Exposed woodwork | Inspect exposed woodwork,report any beetle infestation orrot/decay | Unskilled/voluntary | Twice per year. | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4.4 | Roof and floor voids | Inspect roof and floor voids. Report any signs of vermin. | Unskilled/voluntary | Annually | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4.5 | Generally | Ventilate the church. Ensurecarpets and furnishings are dry and fittings secure. | Unskilled/voluntary | Monthly | - |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.5** | **Building Services** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5.1 | Lightning protection | Check condition of lightningconductor. Report faults | Unskilled/voluntary | i) After asuspectedstrike.ii) Annually | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5.2 | Heating system | Check operation. Report faults | Unskilled/voluntary | Annually | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5.3 | Water | Check taps and pipes for leaks. Ensure insulation is in place. | Unskilled/voluntary | Twice per year. | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5.4 | Hearing amplification system | Check operation and security ofall fittings and wiring. Reportfaults | Unskilled/voluntary | Annually | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5.5 | Fire fighting equipment | Service fire extinguishers. | Specialistcontractor | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.6** | **Total annual cost for occasional and regular tasks****(excl. inflation & VAT)** | £ |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | **Cyclical tasks** | Year | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| **2.1** | **Rainwater disposal** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.1 | Rainwater goods disposal | Repaint | Contractor | 7 years |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.2 | External timberwork | Repaint/stain. | Contractor | 7 years |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.2** | **Building services** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2.1 | Wiring andelectricalinstallation | Test all wiring and fittings | NICEIC/ECAregisteredcontractor | 5 years |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2.2 | Lightning protection | Test lightning conductor andearthing rod. | NICEIC/ECAregisteredcontractor | 2.5 years |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.3** | **Total cost per year of cyclical tasks****(excl. inflation & VAT)** | **2019 - £****2022 - £****2024 - £** |

\* You can edit this maintenance plan template as necessary for your own church. We also recommend that you include **interior, exterior, churchyard and elevation church building plans** in your Maintenance Plan, as a useful reference for contractors and volunteers.