**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 high  points and report any loss or damage to the roof coverings. | | Unskilled/  voluntary | | i) After  stormy  weather.  ii) Twice per  year. | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 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 per  year | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.2 | Rainwater goods | Clear rainwater goods of debris and ensure overflows are clear.  Rod if necessary. | | Contractor | | Twice per  year. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.3 | Rainwater goods | Inspect rainwater goods for cracks and leaks. Repair or  replace any cracked sections. | | Contractor | | Twice per  year. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.4 | Below ground drainage | Check and clear all gullies, open  Inspection chambers and check drains run freely. | | Contractor | | Twice per  year. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.3** | **External walls** | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.1 | External walls generally | | Inspect external walls from the  ground and accessible high  points and report any damage or signs of movement. | Unskilled/voluntary | | i) After  stormy  weather.  ii) Annually. | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.2 | External walls,  copings and  parapets | | 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 through  broken mesh. | Unskilled/voluntary | | Annually | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.5 | Leaded light windows | | Report any problems. Keep  condensation 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) After  stormy  weather.  ii) Annually | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4.2 | Internal fabric and structure | | Inspect internal structure and  fabric 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 or  rot/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. Ensure  carpets and furnishings are dry and fittings secure. | Unskilled/voluntary | | Monthly | - |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.5** | **Building Services** | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5.1 | Lightning protection | | Check condition of lightning  conductor. Report faults | Unskilled/voluntary | | i) After a  suspected  strike.  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 of  all fittings and wiring. Report  faults | Unskilled/voluntary | | Annually | - |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5.5 | Fire fighting equipment | | Service fire extinguishers. | Specialist  contractor | | 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 and  electrical  installation | | Test all wiring and fittings | NICEIC/ECA  registered  contractor | 5 years | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2.2 | Lightning protection | | Test lightning conductor and  earthing rod. | NICEIC/ECA  registered  contractor | 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.