



**QUINQUENNIAL INSPECTION REPORT
OF
ST. JAMES AND ST. BEDE, GATESHEAD**

**DIOCESE OF DURHAM
ARCHDEACONRY OF SUNDERLAND
DEANERY OF GATESHEAD**

**INSPECTION OF CHURCHES MEASURE 1955
CARE OF CHURCHES & ECCLESIASTICAL JURISDICTION MEASURE 1991**

**QUINQUENNIAL INSPECTION AND REPORT
2019 report on the 2018 Inspection
DATE David Beaumont BA (Hons) Grad Dip, RIBA, AABC**

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2019 REPORT ON THE 2018 QUINQUENNIAL INSPECTION

1.0 INTRODUCTION



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This document is in two parts:

The Report is the appraisal of condition and estimated cost priority list;

The Appendix contains the background information of the church plan, guidance notes and routine maintenance guidance.

Date of inspection and weather conditions: Thursday 18TH October 2018. Bright and Sunny.

Date of report: December 2019.

Report prepared by: *David S Beaumont* RIBA AABC

2.0 LOCATION AND SITE

Address: Wordsworth Street, NE8 3HE.

Location: Set within suburban area, just outside of the town centre. Situated on the east side of Wordsworth Street, approximately 30 metres from Sunderland Road in Gateshead and approximately 1 ½ miles east of Gateshead Civic Centre.

National Grid Reference: NX26136262

3.0 CHURCH AND LISTING DESCRIPTION

Description:

Original church was demolished and the present church is formed from the 19th century church hall and was converted for church use in 1988.

The church is parallel to Wordsworth Street and orientated North South so the liturgical East end is to the North. The true compass points are used in the description.



The church is a multi-cellular building and comprising a main worship space with ancillary rooms to the north and south. There is a lower ground suite of rooms referred to as the Handcrafted rooms within the report. A flat roofed kitchen and ancillary rooms was added in circa 2000.

CHURCH LISTING – Not listed.



4.0 PREVIOUS INSPECTIONS

This is the author's first inspection. But has access to the 2012 QI produced by Jeremy Kendal of HLB Architects, the former inspector.

5.0 SCOPE OF REPORT

- 1 This report is made from a visual inspection from ground level.
- 2 Drainage was inspected from ground level only. No testing of the drainage installation has been undertaken.
- 3 The report is restricted to the general condition of the building and its defects.

6.0 REPORT SUMMARY

Structure:

There is no evident structural defects to the building, it all appears sound.

Roof Coverings:

The roof covering of Eternit slates dates from the 1988 and whilst it has moss growing out of it and one slate missing at the south end, it all appears sound as do the ridges and hips. The gablet mini gables at the north and south have timber barge boards that require redecoration. The bellcote is ok. There are flat roofs to the kitchen, toilets, and cleaners room to the south east of the church and renewal coverings in Sarnafil, may date from 2003. They appear serviceable. Mineral felt was recorded in the last QI at the female wc and cleaner's room and should be checked.

Rain Water Goods:

Plastic gutters and downpipes. Some gutter joints leaking, noted at the south end over the flat roof. Downpipes to the west discharge high above the pavement and need directional shoes and fixing back as they are loose.

Walls:

Whilst cement pointed there is no real erosion to the wall stonework which looks in good condition. The church has a damp proof course and below that particularly on the west side where the pavement is hard up to it, there is some erosion though not requiring attention other than some localised repointing. There is a crack to the lintel at the north end lower level but not problematic.

Externals:



The site is bounded by highways on the west. Housing development parking on the east. The west paving has a fillet up against the wall and this is breaking down in places, is this the responsibility of Highways or the church? At the south end is a small paved area with shrubs, all satisfactory apart from a rusting ramp handrail. The west garden is mostly gravel retained by brickwork and this is in good condition. There is tree within the boundary fencing and it would be wise to keep this in check.

Inside:



Generally the interiors are of fair to good condition and the PCC are doing their best to keep on top of the decoration and quality of the finishes. The only significant item is the Nave boarding to the ceiling whose taped joints are coming away but it is recognised that this is a considerable expense to remedy.

7.0 CONDITION AND RECOMMENDATIONS

The following items are the observations made during the inspection. Below the item is a recommendation for work with a letter identifying its priority.

In section 8 the same priority items are re ordered into their priority categories.

A- Work requiring urgent attention,

B- Within 1 year

C- Within 2 years

D- Within 5 Years

E- A possible improvement or item to note

M- Routine Maintenance or monitor/watching brief

7.1 SERVICES

The log book was up to date and recorded the work done, including routine testing.

- **Water:** Service reported to enter from the south with a stop tap in the kitchen and this also services Handcrafted rooms.
Recommendation: None.

- **Foul drainage:** Underground system to highway which exits to the south and along the east boundary. There was a mains failure in the highway which backed up the foul drainage and this was repaired in Summer 2018 and flushed through.
Recommendation: None.

- **Surface water drainage:** Is split to the West and East. The West discharges to the pavement and the East appears to go into gulleys to an underground surface water drainage.
Recommendation: None.

- D** **Lightning conductor:** Terminal on the bellcote and a perimeter tape at eaves with down tapes, last checked in 2017 and a dislodged strap was repaired.
- Recommendation:** Carry out five yearly test and recommendations of the test report.
- D** **Electricity:** Service is thought to come in at the north side feeding up to the principal distribution board in the vestry where there are sub mains to the kitchen and the Handcrafted rooms. Tested in 2016 and a distribution board was recommended.
- Recommendation:** Carry out the recommendations of the test report.
- D** **Lighting:** Tested in 2016. The church replaced the Naves spotlight lamps to LED in 2017. Church has an emergency lighting system, also checked.
- Recommendation:** None.
- **Sound system:** Circa 20 years old, comprising 2 remote mics and lectern mic. Also hearing loop.
- Recommendation:** None.
- **PAT:** – Tested June 2018.
- Recommendation:** None.
- D** **Heating:** Two separate gas fired boilers serve the rooms. Checked in 2017. The Vestry boiler is 18 months old and the cleaner cupboard boiler is circa 26 years old. The cleaner cupboard boiler is providing hot water and heating hot water to convector radiators in the southern rooms. The Nave has gas fired Temcana Kestrel 250S radiators. The Vestry boiler provides hot water and heating to standard radiators in the northern rooms and handcrafted rooms below.
- Recommendation:** None.
- B** **Gas meter:** Is located in the north wall at low level. Annual Landlord’s gas safety check carried out in October 2017.
- Recommendation:** Carry out annual test.
- **Bells:** One bell in Bellcote. Hand rung and reported to be ok.

Recommendation: None.

- **Clock:** None.

- **Organ:** None. The church use CD's.

Recommendation: None.

- **Rainwater goods:** - Inspected by the church wardens.

Recommendation: None.

7.2 GENERAL

Churchyard: None.

Recommendation: None.

M **Trees:** Acer at the northern end actually just outside the boundary.

Recommendation: Keep the tree in check.

- **Access for the Disabled:** The PCC has a resolution in place which addresses the requirements of the Discrimination Against Disabled Act. An access audit has been carried out and a written record is retained in the Parish records.

Recommendation: None.

- **Wheelchair access:** There is level access from the road a dedicated disabled access at the south via a ramp which takes you through a corridor to the Nave. There is also ramped access at the north to the lower rooms.

The principal south entrance has steps and there are warning signs.

Recommendation: None.



B **Fire matters:** The PCC should carry out or arrange a Fire Risk Assessment in accordance with latest Regulatory Reform (Fire) Order 2006 (details available via the DAC, the local Fire Officer and/or the internet).

Fire extinguishers noted:

Kitchen – 2kg Co2 extinguisher and fire blanket.

Cleaner’s Store – 6kg powder.

Altar storage area – 6ltr foam spray extinguisher and a 2kg Co2.

Vestry – 2kg Co2.

Stairs – 3ltr foam spray.

Workshop, Kitchen, Storage areas - Fire blanket in the kitchen and a 6ltr floor mounted foam. Workshop – break glass point.

Recommendation: Carry our fire risk assessment

- **H & S policy:** Checked annually.

Recommendation: None.

- **Insurance:** The church is insured by the Ecclesiastical.

Recommendation: None.

- B** **Asbestos:** The PCC to create an Asbestos register outlining the presence (or not) of any asbestos within the building. None is reported but this needs to be defined.

Recommendation: create an Asbestos Register

- **Bats:** None reported.

Recommendation: None.

7.3 WORK SINCE LAST INSPECTION

Repair of rainwater goods

Replacement of smoke detectors

Kitchen roof repaired

Narthex sliding doors eased

Nave windows redecorated

7.4 FABRIC INSPECTION

7.4.1 ROOF COVERINGS

Roof general:

B



Gablet hipped roof formed of a ridge and four hips and these appear in good condition. The slating is in Eternit type fibre cement and these seem sound though there is moss collecting at the bottom edge of the slates that should be removed.

South - One slate missing and the bargeboard above it requires decoration.

North - Restricted view to the north side but probably ok.

East – This side looks ok. All the flashing are all in place but it looks a bit mossy.

Recommendation: remove moss, replace missing slates, check mineral felt roof condition, redecorate bargeboards

7.4.2 RAINWATER GOODS

General:

B

Plastic large format gutters and downpipes throughout the building. Recently cleaned and reporting in good order.

West - There is a bottle stuffed in one of the downpipes trapping the water flow on this elevation.

East – At the Nave the downpipe is loose and it discharges into a rather makeshift gully where the surround is broken, unable to check the one alongside it as it is over grown.

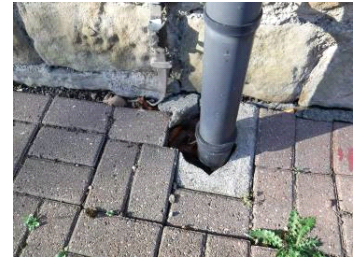
South - Gutter jointing broken. The south side downpipes discharge to the footpath, middle one has a broken bracket at the bottom. At the kitchen, it might be there is a slight drop on the gutter and it seems to be leaking in the corner.



North – bracket is rudimentary and has lost its shoe. It is also discharging high.

The system is split and it discharges only on the east and the west sides. The black plastic is discolouring on some of the downpipes.

Recommendation: make repairs to the guttering, downpipes and gulleys



7.4.3 WALLS

WEST ELEVATION

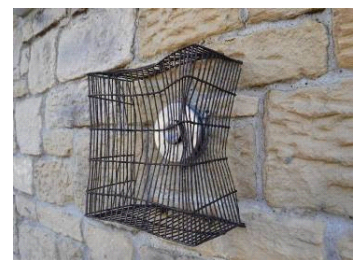
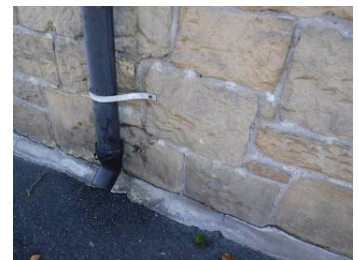


M

Stonework is the same as the east though it is a little more worn at the footpath level. There are some open joints mostly in the middle below the memorial signs. There is a fillet of cement against the footpath and damp is clearly coming up, though there is little to be done here other than replace it in lime mortar if funds allow. There are some cement patches that look pretty poor.

A couple of infilled areas are the north end in cement looking heavy handed but acceptable. At the southern end there looks to be some remedial damp proof coursing injected into the mortar joints. There is a damp proof course which starts at the top of the slope, so it is about 1 ½ feet above the top end and the stones are worn beneath that. One of the gas terminals guards is missing and the other is very rusty.

Recommendation: repair gas terminal



SOUTH ELEVATION



M Mixture of original building plus plastered rendered kitchen block, this has a Sarnafil type roof on, the middle section lobby has an old felt roof with some stone on the top of it.

Masonry here is ok, apart from some open joints to the stonework, heavily cement pointed and there is salt showing on the stonework for the little porch.

Kitchen extension works are all ok. The eastern wall of the kitchen can't be seen due to adjoining property, it will be worthwhile having this checked.

Recommendation: Inspect the kitchen east wall



EAST ELEVATION



- C Rendered block extension to the south east corner, looks ok apart from the fascia board which needs decorating. The render has been brought right down to the ground and is staying put, it has been repaired in the past.

The masonry walling of the building is good though it has got a hard mortar but the stonework seems to be in good condition.

Simple panel door for means of escape is in fair condition.

Single glazed windows, un opening and condensation showing on the inside, some slight cracking to the frame and some of the joinery is beginning to fail, particularly near the south end. It would be worth obtaining a quotation for replacement and then decide if viable to repair

Recommendation: redecorate kitchen fascia, repair windows



NORTH ELEVATION



- C Upper level is the apex of the Nave below the Bellcote that seems in fair condition. Lower level is the handcrafted operation, walls seem to be in fair condition, there has been some cement pointing. There is a crack to one of the lintels but this looks very old and it doesn't seem to be loading onto the window at all.

Windows are a slight mixture here and there is some loss of decoration on the wearing surfaces.

Security light is loose and the upper level washbasin waste is loose as well.

Recommendation: redecorate windows, refix security light and waste



7.4.4 EXTERNALS

C South side:

Block paved area, entrance gates are very rickety. Two low brick walls retaining some planting with a small acer tree. Bins are kept here. Modest ramp with rusting handrail, there is a step up on the threshold to the lobby.

Recommendation: redecorate handrail, improve gate fixing





C **North side:** Ramped and stepped area, the ramp provides disabled access down to the ground floor. Drainage grille at the bottom looks silted up and could do with being cleared out. Short brick retaining wall holding back a gravelled area.

Church fencing adjoining, part of which is leaning a bit into the tree, it will be wise to keep this tree in check.



Recommendation: clear out grille, keep tree in check, secure fencing

D **West side:** This is hard-up to the tarmac pavement and the cement pointing between pavement and wall is breaking up. Who's responsibility? It isn't a significant defect but it can become untidy quickly and lead to plant growth and further damp.

Recommendation: repair pavement pointing

- **East side:** This is adjacent to the parking area but separated by a pavement.

Recommendation: None.



- **Bellcote:**



Stone bellcote in good condition (probable repairs in c. 2010). Formed at the apex of the roof and creating a west window feature. The stonework is in good condition, some remedial pointing that doesn't quite match but no work to be done here. The window below it looks in good condition and the glass is clean, interestingly there is no protection on the glazing.

Recommendation: none

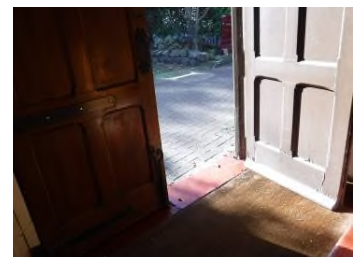
7.4.5 INTERIOR

B **Lobby 1:**

Partially formed from the separate little stone extension which has:

- Ceiling – Concrete, shuttered ok.
- Walls – Plastered, showing some damp penetration at low level. There are salts showing on the outside as well but to be expected.
- Floor – Concrete floor with an inset mat well.
- General – Painted, probably pine, panelled doors which have erosion to the bottom rails, the doors have also dropped slightly and are catching where the mould is detaching.

Recommendation: ease doors





B Lobby 2:

- Ceiling – Plastered.
- Walls – Plastered.
- Floor – Safety vinyl.
- General – Reasonable condition. This contains the fire panel, break glass and sounder. Entrance door doesn't quite fit firmly into the frame.



Recommendation: ease door

B Kitchen:

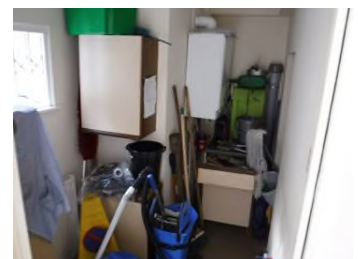
- Ceiling – Painted plaster.
- Walls – Painted plaster and ceramic tiling.
- Floor – Safety flooring.
- General – Fitted out with kitchen units and worktops, Central Island, broken wash hand basin. Safety guarded windows look ok. Room in generally fair condition.
- Fire door is slightly warped in the frame but ok, probably pulled in tight with the lock, might need a pull handle to pull the door in tighter when you lock it.
- Contains a 2kg Co2 extinguisher and fire blanket.
- Kitchen extractor fan reporting as needing repair.



Recommendation: repair extract, ease fire door/improve closing, repair wash hand basin

M Cleaner Store:

- Ceiling – As before.
- Walls – As before.
- Floor – As before.
- General – Bit of a jumble of loose items in here. Room contains a 6kg powder extinguisher. Door needs easing into the frame.



Recommendation: provide shelving and tidy up

B

Male WC:

- Ceiling – As before.
- Walls – As before.
- Floor – As before. The flooring is eroded a little at the urinals.
- General – Fitted out with 2 urinals and 1 W.C. the W.C. lid is broken.

Recommendation: repair wc



-

Nave:



- Ceiling – fibre board with taped joints coming away. It is not economic to renew the tape presently.
- Walls – plastered and painted
- Floor – Carpet on suspended floor. Some of the floor boarding is ridging, it is not a trip hazard but it is slightly un-level.
- General – Loose chairs. Some Ecclesiastical fittings from the previous church. Room is divided by large glazed folding screen recently renovated.



Recommendation: none

M **Storage area behind the Altar:** 6ltr foam spray extinguisher and a 2kg Co2 extinguisher. Full of toys and boxes.

Recommendation: tidy up?



C **Vestry:**



- Ceiling – Painted plasterboard.
- Walls – Old plastered walls that have been decorated over time, quite a build-up of paint on it.
- Floor – Carpeting fair condition on suspended floor, slight undulations but nothing to worry about.
- General – 2kg Co2 extinguisher. Room has 2 safes. Rather rudimentary worktop propped up off them. Platinum boiler with exposed pipework.
- Electrics are slightly rudimentary there is a few extension leads and room has a collection of miscellaneous furniture and could do with a bit more storage. Cupboard to the side with clergy robes is ok but the door keep is missing.

Recommendation: improve storage and electrics

B St. Hild Room:



- Ceiling – Painted plaster, slight cracking at mid-point but ok. Loft access to roof.
- Walls – Plaster is ok. Borrowed light window overlooking the stairs down.
- Floor – Fair condition carpet over suspended floor.
- General – Room contains a fitted servery, sink and a water boiler. Radiator cover is broken.

Recommendation: repair radiator cover

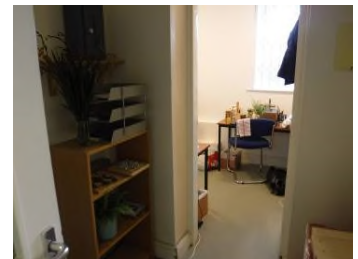
B Lower rooms:

Stairs down – Door from Nave is catching, the dado panelling has got some slight cracking to it. 3ltr foam spray extinguisher. Stair down ok. External door ok. Quite a bit of dust because of the operation in the workshop.

Recommendation: clean up dust and provide draught stripping to door. Ease door,



- **Workshop, Kitchen & Storage areas:**



- Ceiling – Some suspended.
- Walls – Plaster and painted.
- Floor- Solid with vinyl. Generally all in good condition.
- General –The rooms are being used for a workshop and contains is joinery equipment in.
- In the workshop there is a break glass fire point.

Small kitchen servery which is now nicely fitted out with modern units and contains an oven, fridge and wash hand basin. Small office area to the side of it, is full of things but itself is generally ok. There is a w.c. for disabled users, all in good order. The doors are ok. There is a Fire blanket in the kitchen and a 6ltr floor mounted foam.

Recommendation: none

8.0 PRIORITIES

The following order of priority sets out the relative urgency of foreseeable repairs over the next 5 years. It is not a definitive programme of work and subject to funding, items further down the list could be brought forward if desired. They are priced individually but savings can be made by grouping the works and taking advantage of scaffold for other works.

- A- Work requiring urgent attention,
- B- Within 1 year
- C- Within 2 years
- D- Within 5 Years
- E- A possible improvement or item to note
- M- Routine Maintenance or monitor/watching brief

Priority	Location and Scope	£
A - URGENT -none		
B- WITHIN 1 YEAR		
B	Roof general: remove moss, replace missing slates, check mineral felt roof condition, redecorate bargeboards	500
B	Rainwater goods: make repairs to the guttering, downpipes and gulleys	750
B	Kitchen: repair extract, ease fire door/improve closing, repair wash hand basin	250
B	Gas meter: Carry out annual test.	-
B	Fire matters: Carry our fire risk assessment	-
B	Asbestos: create an Asbestos Register	-
B	Lobby 1: ease doors	50
B	Lobby 2: ease door	50
B	Male WC: repair wc	75

B	St. Hild Room: repair radiator cover	75
B	Lower rooms: Stairs down clean up dust and provide draught stripping to door. Ease door,	50

C- WITHIN 2 YEARS

C	East elevation: redecorate kitchen fascia, repair windows	2,000
C	North Elevation: redecorate windows, refix security light and waste	1,000
C	South side: redecorate handrail, improve gate fixing	500
C	External, North side: clear out grille, keep tree in check, secure fencing	250
C	Vestry: improve storage and electrics	500

D- WITHIN 5 YEARS

D	Lightning conductor: Carry out five yearly test and recommendations of the test report.	-
D	Electricity and Lighting: Carry out the recommendations of the test report.	-
D	West side: repair pavement pointing	2,000

M- MAINTENANCE/ MONITOR

M	Trees: Keep the boundary trees in check.	-
M	West elevation: repair gas terminal	50
M	East Elevation: Inspect the kitchen east wall	-
M	Cleaner Store: provide shelving and tidy up	50
M	Storage area behind the Altar: tidy up?	100

APPENDICES

Explanatory Notes

Guide to Routine Maintenance & Inspection of Church Property



EXPLANATORY NOTES

- A Any electrical installation should be tested at least every quinquennium by a registered NICEIC electrician, and a resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the church log book. This present report is based upon a visual inspection of the main switchboard and of certain sections of the wiring selected at random, without the use of instruments.
- B Any lightning conductor should be tested every quinquennium in accordance with the current British Standard by a competent engineer, and the record of the test results and conditions should be kept with the church log book.
- C A proper examination and test should be made of the heating apparatus by a qualified engineer, each summer before the heating season begins.
- D A minimum of 2 water type fire extinguishers (sited adjacent to each exit) should be provided plus additional special extinguishers for the organ and boiler house, as detailed below.

Large churches will require more extinguishers. As a general rule of thumb, one water extinguisher should be provided for every 250 square metres of floor area.

Summary:

Location	Type of Extinguisher
General area	Water
Organ	CO ²
Boiler House	
Solid fuel boiler	Water
Gas fired boiler	Dry powder
Oil fired boiler	Foam (or dry powder if electricity supply to boiler room cannot easily be isolated)

All extinguishers should be inspected annually by a competent engineer to ensure they are in good working order.

Further advice can be obtained from the fire prevention officer of the local fire brigade and from your insurers.

- E This is a summary report only, as it is required by the Inspection of Churches Measure; it is not a specification for the execution of the work and must not be used as such.

The professional advisor is willing to advise the PCC on implementing the recommendations and will if so requested prepare a specification, seek tenders and oversee the repairs.

- F Although the measure requires the church to be inspected every 5 years, it should be realized that serious trouble may develop in between these surveys if minor defects are left unattended. Churchwardens are required by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 to make an annual inspection of the fabric and furnishings of the church, and to prepare a report for consideration by the meeting of the PCC before the Annual Parochial Church Meeting. This then must be presented with any amendments made by the PCC, to the Annual Parochial Church Meeting. **The PCC are strongly advised to enter into contract with a local builder for the cleaning out of gutters and downpipes twice a year.**

Further guidance on the inspection and the statutory responsibilities are contained in *How to Look After Your Church. The Churchwarden's Year* gives general guidance on routine inspections and housekeeping, and general guidance on cleaning is given in *Handle with Prayer*, both published for the CCC by Church House Publishing.

- G The PCC are reminded that insurance cover should be index-linked, so that adequate cover is maintained against inflation of building costs. Contact should be made with the insurance company to ensure that insurance cover is adequate.
- H The repairs recommended in the report will (with the exception of some minor maintenance items) are subject to the faculty jurisdiction.
- I Woodwork or other parts of the building that are covered, unexposed or inaccessible have not been inspected. The adviser cannot therefore report that any such part of the building is free from defect.

This appendix is based on *A Guide for the Quinquennial Inspection of Churches, Diocese of Birmingham 1993*.

A GUIDE TO ROUTINE MAINTENANCE AND INSPECTION OF CHURCH PROPERTY

It is good practice for the PCC to appoint a fabric officer to take care of the routine maintenance of the church. This officer must report to the PCC and remain subject to its control and direction. The Care of Churches and Ecclesiastical Jurisdiction Measure 1991 requires the churchwardens to inspect the fabric of the church at least once a year, to produce a report on the fabric of the church and the articles belonging to it to the PCC, and to make that report to the annual parochial church meeting on behalf of the PCC. The following list gives an indication of the time of year when certain jobs should be done. It is not exhaustive.

Spring, early summer	<p>Whenever necessary inspect gutters and roofs from ground level and inside especially when it is raining.</p> <p>Clear snow from vulnerable areas.</p> <p>Clear concealed valley gutters.</p> <p>Make full inspection of the church for annual meeting.</p> <p>Check church inventory and update log book.</p> <p>Check bird-proofing to meshed openings.</p> <p>Sweep out any high level spaces. Check for bats and report any finds to English Nature.</p> <p>Cut any ivy starting to grow up walls and poison.</p> <p>Spray around the base of the walls to discourage weed growth.</p> <p>Check heating apparatus and clean flues.</p>
Summer	<p>Arrange for routine service of heating equipment.</p> <p>Check interior between second week of April and second week of June for active beetle infestation and report findings to the professional adviser.</p> <p>Check all ventilators in the floor and elsewhere and clean out as necessary.</p> <p>Spring clean the church.</p> <p>Cut any church grass.</p> <p>Cut ivy growth and spray (again).</p> <p>Recheck heating installation before autumn and test run.</p> <p>Arrange for any external painting required.</p>

Autumn	<p>Check gutters, downpipes, gullies, roofs etc. after leaf fall.</p> <p>Rod out any drain runs to ensure water clears easily, especially under pavements.</p> <p>Inspect roofs with binoculars from ground level, counting number of slipped slates, etc. for repair.</p> <p>Clean rubbish from ventilation holes inside and out.</p> <p>Check heating installation, lagging to hot water pipes etc. and repair as necessary.</p>
Winter	<p>Check roof spaces and under floors for vermin and poison.</p> <p>Check under valley gutters after cold spells for signs of leaking roofs.</p> <p>Bleed radiators and undertake routine maintenance to heating systems.</p> <p>Check temperatures in different areas of the building to ensure even temperature throughout and note any discrepancies.</p>
Annually	<p>Arrange for servicing of fire extinguishers.</p> <p>Inspect abutting buildings to ensure there is no build-up of leaves or other debris against the walls.</p> <p>Check the condition of outside walls, windows, sash cords, steps and any other areas likely to be a hazard to people entering the building.</p> <p>Check the extent of any insurance cover and update as necessary.</p>
Every 5 years	<p>Arrange for testing of the electrical systems.</p> <p>Arrange for the testing of any lightning protection.</p>

It is vital, especially with older people, to keep them warm and well ventilated at all times. The fabric officer should ensure that such ventilation is taking place, especially after services.