

## All Saints' Church - Fabric

### 'Repeating Jobs Required' 23 February 2016

- |   |                       |                         |
|---|-----------------------|-------------------------|
| 1. Building.                                    | 3. Decoration (Ext.). | 5. Grounds and Graves . |
| 2. Cleaning – Decoration (Int.) – Housekeeping. | 4. Electrical         |                         |

#### 1. BULDING

| Job ref | Item and Location  | Due       | Allocation                  | Notes                         | Months cycle | Cross Ref    |
|---------|--|-----------|-----------------------------|-------------------------------|--------------|--------------|
| B9      | Check all tower to roof joints internally for signs of leakage and report  | Jan 2016  | Task Specialist             |                               | 12           |              |
| B8      | Fire appliance annual maintenance by contractor and annual risk assessment by Task Specialist                          | Jan 2017  | West One<br>Task Specialist | Contact West One January 2017 | 12           |              |
| B7      | Quinquennial   | Sept 2016 | West Waddy                  |                               | 60           |              |
| B6      | Remove moss from roof of new extension   | Mar 2012  | Builder                     | (Working at height)           | 60           | Q11, E1      |
| B5      | Clear tower gutters and gullies. Clear all other gutters. Check and report on condition of asbestos gutters for H & S. | Mar 2012  | Builder                     | (Working at height)           | 12           | Q1           |
| B4      | Clear surface water manhole  | Mar 2012  | Task Specialist             |                               | 12           | Q2, Q11, E5  |
| B3      | Flush drain to clear mud   | Mar 2012  | Task specialist             |                               | 12           |              |
| B2      | Check and report on French drains  | Mar 2012  | Task Specialist             |                               | 12           | s4.8, Q11,E2 |
| B1      | Check for wood worm under porch  | Mar 2012  | Task Specialist             |                               | 12           |              |

## 2. CLEANING - DECORATION (Internal) - HOUSEKEEPING

| Job ref | Item and Location  | Due        | Allocation      | Notes  | Months cycle | Cross ref         |
|---------|--|------------|-----------------|--|--------------|-------------------|
| C10     | Treat inside of Priest's door in Chancel<br><b>Danish oil</b>      | April 2017 | Task Specialist |  | 60           |                   |
| C9      | Install and remove Christmas Tree                                  | Dec 2016   | Task Force      | Working at height. Experienced climbers only | 12           |                   |
| C8      | Check that identification of switches and water stopcocks is clear | July 2015  | Task Specialist |  | 24           |                   |
| C7      | De-rust and paint inside of metal windows in S. Aisle and Nave     | July 2012  | Task Specialist | Also see D8                                  | 60           | 2.13, Q11, C1     |
| C6      | De-rust and paint inside of metal windows in Vestry                | July 2012  | Task Specialist | Also see D7                                  | 60           | 2.12, Q11, C1, C4 |
| C5      | Prepare and paint inside of toilet window                          | July 2012  | Task Specialist | Also see D3                                  | 60           |                   |
| C4      | Polish tiled floor   | April 2012 | Task Force      |  | 24           |                   |
| C3      | Clean ringing chamber including lights                             | April 2012 | Task Force      |  | 12           |                   |
| C2      | Treat inside of lower and upper room windows<br><b>Danish oil</b>  | April 2012 | Task Specialist |  | 36           | Q11, E3           |
| C1      | Treat inside of lower room and toilet doors<br><b>Danish oil</b>   | April 2012 | Task Specialist |  | 72           |                   |

### 3. DECORATION (External)

| Job ref | Item and Location  | Due       | Allocation      | Notes               | Months cycle | Cross ref         |
|---------|--|-----------|-----------------|---------------------|--------------|-------------------|
| D14     | Treat main door and sill<br><b>Danish oil</b>                    | July 2017 | Task Specialist |                     | 60           |                   |
| D13     | Treat new shed<br><b>Barrettine spirit based preservative</b>    | July 2016 | Task Specialist |                     | 12           |                   |
| D12     | Treat G of R seat<br><b>Wood Stain</b>                           | July 2017 | Task Specialist |                     | 36           |                   |
| D11     | Treat Lower Room and toilet door<br><b>Danish oil.</b>           | July 2015 | Task Specialist |                     | 36           |                   |
| D10     | Treat chain posts<br><b>Wood preservative</b>                    | July 2014 | Task Specialist |                     | 24           |                   |
| D9      | Treat Priest's door in Chancel<br><b>Danish oil</b>              | July 2013 | Task Specialist |                     | 12           | Q11 C3            |
| D8      | Derust and paint metal windows in S. Aisle and Nave              | July 2012 | Task Specialist | Also see C7         | 60           | 2.13, Q11,C1      |
| D7      | Free off, derust and paint metal windows in Vestry               | July 2012 | Task Specialist | Also see C6         | 60           | 2.12, Q11, C1, C4 |
| D6      | Treat notice board (ex village shop)<br><b>Wood Stain</b>        | July 2012 | Task Specialist |                     | 36           |                   |
| D5      | Treat wood under porch with ???                                  | July 2012 | Task Specialist |                     | 36           |                   |
| D4      | Treat Humfry Stevenson gate<br><b>Wood Stain</b>                 | July 2012 | Task Specialist |                     | 36           |                   |
| D3      | Prepare and paint toilet wooden window                           | July 2012 | Task Specialist | Also see C5         | 60           |                   |
| D2      | Prepare and paint weather vane with Hammerite. Grease pivot area | July 2012 | Painter         | (Working at height) | 60           |                   |
| D1a     | Treat lower Extension windows<br><b>Danish oil</b>               | July 2012 | Task Specialist |                     | 12           |                   |
| D1      | Treat upper Extension windows<br><b>Danish oil</b>               | July 2012 | Painter         | (Working at height) | 12           |                   |

#### 4. ELECTRICAL

| Job ref | Item and Location  | Due       | Allocation       | Notes  | Months cycle | Cross Ref |
|---------|--|-----------|------------------|--|--------------|-----------|
| E7      | Monitor heating equipment taking limitations and age into account                        | Jan 2016  | Fabric Committee | Request from PCC Dec 2015  | Continuous   |           |
| E6      | Lightening conductor check   | July 2019 | Contractor       | Installed and checked to 2014 by Earthing Equipment Supplies Southern (Mike Dicker)          | 60           |           |
| E5      | Fixed wiring inspection and report   | July 2017 | Contractor       | Undertaken in 2012 by Kennet Electrical (Shaun Cooper)                                       | 60           |           |
| E4      | Inspect and clean inside of organ. Also check motor and wiring                           | July 2017 | Contractor       | Undertaken in 2012 by Kennet Electrical  | 60           |           |
| E3      | Clean inside of GEC fan heaters and add 2 drops of 3in1 oil to the four lubricator tubes | Jan 2018  | Task Specialist  | Recommend removal of cut out reset button on piano heater at next service as per font heater | 24           |           |
| E2      | Review redundant wiring in loft space  | Oct 2012  | Task Specialist  |  | 24           |           |
| E1      | Portable appliance testing   | Jan 2018  | Contractor       | Use Kennet Electrical  | 24           |           |

## 5. GROUNDS and GRAVES

| Job ref | Item and Location  | Due        | Allocation                     | Notes  | Months cycle | Cross ref       |
|---------|--|------------|--------------------------------|--|--------------|-----------------|
| G12     | Clear and tidy both sheds  | -----      | Task Specialist                | Ongoing Feb 2016 (Each April in future)                                      | 12           |                 |
| G11     | Grass cutting including arranging program for year   | Dec 2016   | Berinsfield                    | Obtain estimate in December ready to include in yearly budget request.       | 12           |                 |
| G10     | Report on boundary walls, fences, posts and chains. Keep ivy in check.   | Oct 2015   | Task Specialist                |  | 12           |                 |
| G9      | Path maintenance   | Oct 2016   | Task Specialist?               | Clean resin bound paths, carefully using power washer if necessary           | 12           |                 |
| G8      | General tidy up for winter   | Oct 2016   | Task Force                     |  | 12           |                 |
| G7      | Check security of head stones and graves. Remove or reset any damaged stones. Consider security of old headstones against boundary wall by Rectory | Oct 2016   | Task Specialist                | Woodward grave no 75 deteriorating badly.                                    | 12           | Q11, E4<br>HR04 |
| G6      | Cursory check of trees and consider if necessary to engage tree surgeon. Check that there is adequate clearance for BT line and Power lines        | Sept 2016  | Task Specialist / Tree Surgeon | Concerns have been expressed about the large chestnut near the road in 2015. | 12           |                 |
| G5      | Dig over borders in G of R   | Oct 2016   | Task Specialist                |  | 12           |                 |
| G3      | Trimming of all shrubs, including G of R   | Feb 2016   | Task Specialist.               |  | 12           |                 |
| G2      | Trim West hedge if necessary   | April 2013 | Contractor                     |  | 6            |                 |
| G1      | Layer North hedge  | Jan 2019   | Task Specialist                |  | 36           |                 |

| KEY       |  |
|-----------|--|
| Red print | Priority and in 'current focus' group of jobs  |
| Q11       | Actions required from Quinquennial Review 2011 |
| HR 04     | Actions identified in 2004 Headstone Review    |
| Date      | Action not yet due                             |