

Index and Diary of 'Repeating Maintenance Jobs'. All Saints' Chilton.

25 Feb 2018

Building. Drains, Fire safety, Gutters & Gullies, Manhole, Porch wood, Quinquennial, Roof moss, Tower joints.
Page1

Cleaning, Decoration (internal), Housekeeping. Christmas tree, Danish oiling, Floor polish, Lights, Switch ID, Painting.
Page2

Decoration (external). Doors, Gates, Gutters, Notice board, Posts, Seat, Shed, Windows, Weather vane.
Page 3

Electrical. Heating, Lightening conductor, Organ, Portables, Wiring, Testing.
Page 4

Grounds and Graves. Boarders, Boundaries, Grass, Graves, Hedges, Paths, Sheds, Shrubs, Trees, Winter prep.
Page 5

Key	
Red print	Considered priority and /or mentioned in Quinquennial
Date	In need of action
Date	Action not yet due

'Repeating Maintenance Jobs' status 25 Feb 2018

Page 1 Building

Job ref	Item and Location	Due	Allocation	Notes	Months cycle	Task Specialist
B9	TOWER TO ROOF JOINTS: Check internally for signs of leakage and report	Jan 2018	Task Specialist*	Rechecked during Quinquennial Sept 2016	12	*JP
B8	FIRE SAFETY: Appliance annual maintenance by contractor and annual risk assessment review by Task Specialist	Mar 2018 Sept 2017 Oct 2018 Oct 2025	West One Task Specialist* Task Specialist Task Specialist	Contact West One January 2018 Review Fire Risk Assessment annually Check alarm battery in vestry Replace alarm in vestry	12 12 96	*JP / *JS
B7	QUINQUENNIAL INSPECTION: Liaise with architect	Sept 2021	West Waddy		60	
B6	NEW EXTENSION ROOF: Remove moss	Mar 2021	Builder	(Working at height)	60	
B5	TOWER GUTTERS AND GULLIES: Clear all tower and other gutters and leaded valley between south aisle & nave. Check and report on asbestos gutters for H & S.	Mar 2018	Builder	(Working at height) Quinquennial Sept 2016 (Remember small section of hidden gutter behind tower buttress). Estimate requested from Ray Cox Jan 2018	24	
B4	WATER MANHOLE: Clean to ensure free passage of storm water	Mar 2012	Task Specialist*	Pressure washer and special adaptor kindly offered by JP. Job earmarked for summer 2016	12	*JP
B3	LAND DRAIN: Flush to clear soil etc	Mar 2012	Task specialist*	(Attend to B4 at the same time?)	12	*JP
B2	FRENCH DRAINS: Check and report on condition	Mar 2019	Task Specialist*	See one off job M10 Quinquennial Sept 2016 (Regularly weed)	12	*JP
B1	PORCH: Check for wood worm under roof	Mar 2018	Task Specialist*		12	*JP

Cleaning - Decoration (internal) – Housekeeping

Job ref	Item and Location	Due	Allocation	Notes	Months cycle	Specialist
C10	MAIN DOOR & PRIEST'S DOOR inside: Danish oil application	April 2017	Task Specialist*	Quinquennial Sept 2016 (Side door to chancel in need of attention) BC has requested assistance April 2017.		*BC
C9	CHRISTMAS TREE: Install and remove	Dec 2018	Task Force	Working at height. Experienced climbers only	12	
C8	SWITCHES & WATER STOPCOCKS: Check that location and identification is clear	July 2015	Task Specialist*	JS looking into possibility of preparing laminate Feb 2017	24	*JP/*JS
C7	METAL WINDOWS IN S. AISLE & NAVE: De-rust and paint inside	July 2012	Task Specialist	Also see D8	60	
C6	METAL WINDOWS IN VESTRY: De-rust and paint inside	July 2012	Task Specialist	Also see D7	60	
C5	TOILET WINDOW: Prepare and paint inside	July 2012	Task Specialist	Also see D3	60	
C4	TILED FLOOR: Polish	July 2018	Task Specialist*		12	*AR
C3	RINGING CHAMBER LIGHTS: Clean	April 2018	Task Force		24	*AH
C2	LOWER & UPPER ROOM WINDOWS inside: Danish oil application	April 2012	Task Specialist*		36	*BC for lower only
C1	LOWER ROOM & TOILET DOORS inside: Danish oil application	April 2021	Task Specialist*		60	*BC

DECORATION (External)

Job ref	Item and Location	Due	Allocation	Notes	Months cycle	Specialist
D15	RAINWATER GOODS	April 2019	Decorator	Quinquennial Sept 2016 (Redecorate within 60 months. Note advice re adjusting fall on p6)		
D14	MAIN DOOR AND SILL and PRIEST'S DOOR IN CHANCEL outside: Danish oil application	July 2019	Task Specialist*	Quinquennial Sept 2016 (Priests door is now overdue decoration) Main door outside completed April 2017	12	*BC
D13	NEW SHED exterior: Retreat with Barrettine spirit based preservative	July 2018	Task Specialist*		12	*JR/*KR
D12	SEAT IN G of R: Prepare and retreat with Wood Stain. (NB Currently varnished?)	July 2018	Task Specialist*	In area subject to bird lime attack. Review possibility of enabling seat to be removed.	36	*PO
D11	LOWER ROOM & TOILET DOOR outside Danish oil application	July 2019	Task Specialist*		36	*BC
D10	CHAIN POSTS: Retreat with Barrettine spirit based preservative	July 2019	Task Specialist*	Wait for wood to dry out and clear a little below ground level to allow best treatment	24	*JR/*KR
D8	METAL WINDOWS IN SOUTH AISLE, NAVE & CHANCEL: Derust and paint.	July 2012	Task Specialist	Quinquennial Sept 2016 (Redecorate iron support bars to chancel and nave south window. Opening chancel casement inoperable)	60	
D7	METAL WINDOWS IN VESTRY: Free off, derust and paint.	July 2012	Task Specialist	Quinquennial Sept 2016 (In need of redecoration)	60	
D6	NOTICE BOARD (EX VILLAGE SHOP): Wood Stain retreatment after preparation	July 2022	Task Specialist*		60	*PO
D4	HUMFRY STEVENSON GATE Wood Stain retreatment after preparation	July 2012	Task Specialist	Refer to one off job M33 before taking action	48	
D3	TOILET WOODEN WINDOW outside: Prepare and repaint	July 2012	Task Specialist	Also see C5	60	
D2	WEATHER VANE: Prepare and paint with Hammerite. Grease pivot area	July 2021	Painter	(Working at height)	60	
D1a	LOWER EXTENSION WINDOWS outside Danish oil application	July 2018	Task Specialist		12	
D1	UPPER EXTENSION WINDOWS outside Danish oil application	July 2018	Painter	(Working at height)	12	

ELECTRICAL

Job ref	Item and Location	Due	Allocation	Notes	Months cycle	Specialist
E7	HEATING EQUIPMENT: Monitor taking limitations and age into account	Dec 2017	Fabric Committee	Request from PCC Dec 2015. (On going)	Continuous	
E6a	LIGHTNING CONDUCTOR: Check ribbon from ground level	Jan 2019	Task Specialist*	Request made by insurers 2016 who also quoted 48 months for contractor check	12	*JP
E6	LIGHTNING CONDUCTOR: Full test. NB. Copy of certificate must be sent to church insurers.	July 2018	Contractor	(Originally installed by "Earthing Equipment Supplies Southern". Contact is Mike Dicker). Last routine check by Mike Dicker 2014.	48	
E5	FIXED WIRING: Full inspection and report	July 2017	Contractor	Last routine check by Kennet Electrical Jan 2018. <u>Report awaited</u> . Recommend continue with Kennet (Shaun Cooper.) Quinquennial Sept 2016 . 'Next routine test certificate to be made available for Architect at 2021 Quinquennial'	60	
E4	ORGAN INTERIOR: Inspect, clean, check motor and wiring	July 2023	Contractor	Undertaken in 2018 by Kennet Electrical	60	
E3	GEC FAN HEATERS: Vacuum inside and add 2 drops of 3in1 oil to each lubricator tube	Jan 2018	Task Specialist	Recommend removal of reset button on piano heater at next service as per font heater	24	*AH
E1	PORTABLE APPLIANCE TESTING: Full inspection	Jan 2020	Contractor	Use Kennet Electrical Last routine check by Kennet Jan 2018	24	

GROUND and GRAVES

Job ref	Item and Location	Due	Allocation	Notes	Months cycle	Specialist
G12	SHEDS: Clear and tidy both sheds	Nov 2018	Task Specialist*		12	*JP
G11	GRASS CUTTING including arranging program for year	Dec 2018	Berinsfield	Obtain estimate in December ready to include in yearly budget request. (Include G2)	12	
G10	BOUNDARIES: Report on walls, fences, posts and chains.	Oct 2017	Task Specialist*	See Quinquennial	12	*JP/*JR
G9	PATHS: Pressure wash. Check and supply stock of rock salt and check application tools ok.	Oct 2018 Dec 2018	Task Specialist	Clean resin paths carefully using power washer Travis & Perkins stock rock salt. More needed following carol services and now in stock	12 12	*JR
G8	GENERAL TIDY UP FOR WINTER:	Oct 2018	Task Force		12	
G7	HEAD STONES & GRAVES: Check security. Remove or reset any damaged stones. Consider security of old headstones against boundary wall by Rectory	Oct 2018	Task Specialist*	Woodward grave no 75 deteriorating but considerably improved 2017.	12	*JR
G6	TREES: Cursory check and consider if necessary to engage tree surgeon. Check that there is adequate clearance for BT line and Power lines	Sept 2017	Task Specialist* / Tree Surgeon		12	*JR
G5	BORDERS IN G of R. Dig over	Oct 2018	Task Specialist		12	
G3	SHUBS: Trim shrubs, including G of R	Nov 2018	Task Specialist*		12	*DT
G2	WEST HEDGE: Trim	Dec 2018	Berinsfield		12	
G1	NORTH HEDGE: Layer	Jan 2019	Task Specialist*	Nicely extended 2016.	36	*JP