



**Repair grants for
places of worship
in England**

Maintenance plans

**This leaflet tells you how to prepare a schedule for the
planned maintenance of your place of worship.**



ENGLISH HERITAGE



You should read this leaflet in association with the ‘Guidance notes for applicants’ and the ‘Managing your grant’ leaflet. You should make sure that your professional adviser is also aware of this guidance.

Modest spending on regular maintenance can reduce the need for costly repairs, protect the fabric of your place of worship and save you money in the longer term. Although maintenance costs themselves do not qualify for a grant, this scheme aims to help congregations prepare appropriate and cost-effective long-term maintenance plans for their places of worship.

All grants are based on a two-stage process. We offer stage-one project-development funding for those projects that successfully meet our assessment tests and seem most likely to qualify for a stage-two grant towards the main repairs.

Preparing a costed 10-year maintenance plan is part of the project development stage. Once the repair work has been completed, you will need to:

- put the agreed maintenance plan into practice;
- keep a logbook of the maintenance you have carried out; and
- send us a return each year that we will send you to confirm that you have met this requirement.

The aim of this leaflet is to help you and your professional adviser to prepare a costed 10-year maintenance plan which meets the conditions of the grant scheme.

What is maintenance?

Maintenance is the routine, everyday work which is needed to protect the fabric of a building. When carried out on a planned basis, maintenance helps prevent the types of failure which can happen to a building.

Maintenance falls into three main categories:

- Inspection to assess the condition of a building, report any problems and decide whether repair or other work is needed;
- Specific tasks such as testing building services and clearing rubbish from gutters;
- Minor repairs such as fixing slipped slates, replacing broken glass and making temporary ‘flashband’ repairs to leadwork.

Maintenance is different to repair, which is work carried out to put right faults, significant decay or damage, and work to return a building to a good condition on a long term basis. You should not include repairs in your maintenance plan.

Why do you need a maintenance plan?

After your project has been completed, it is a condition of our grant offer that you put the agreed maintenance plan into action. We will send you a return each year for you to confirm that you have met this requirement. This means that, for the purposes of this grant scheme, your maintenance plan should only apply to the building for which you received a grant. Your plan should not include the contents of your place of worship.

However, it is in the interest of your place of worship that you carry out regular maintenance of all the buildings that you are responsible for, such as the vicarage or

church hall, the churchyard wall, lychgate, gravestones or paths, or the contents of your place of worship. We would encourage you to include these items in your maintenance plan. However, you should identify them separately because their maintenance will not be a condition of our grant offer. It is also a good idea for a conservation-accredited architect or Royal Institution of Chartered Surveyors conservation-accredited building surveyor to carry out a condition survey of your place of worship every five years. This survey will be a good way of showing how effective your maintenance plan has been. You should not use your maintenance plan as a replacement for constant care.

Identifying the maintenance tasks

Your costed maintenance plan, which your professional adviser must prepare, should contain the following information:

Building element

You should identify each element of the building, including:

- Roofs;
- Systems for getting rid of rainwater, both above and below ground;
- External walls, including doors and windows;
- The structure inside; and
- Building services.

You may find it useful to list the parts of the building in the same order as in the five-yearly (quinquennial) inspection report or condition survey for your place of worship. Your plan should not include the contents of your place of worship.

Maintenance tasks

List the maintenance tasks (inspection,

specific tasks and minor repairs) which you will carry out to each part of the building.

Responsibility

Identify who is responsible for carrying out each maintenance task. Categories could include:

- unskilled or voluntary workers, such as churchwardens or members of your congregation;
- building contractors; and
- specialists, such as electrical contractors, engineers or steeplejacks.

How often?

Decide how often each maintenance task should be carried out. This may depend on the condition of each part of the building, and could be:

- **occasional**, such as inspecting roof areas and rainwater goods during or after stormy weather;
- **regular**, for tasks carried out at least once a year, such as clearing rainwater goods every six months; or
- **cyclical**, for tasks carried out less than once a year, such as testing the electrical systems every five years.

Writing your maintenance plan

To turn this information into a 10-year maintenance plan you should plan when to do each of the regular tasks in an appropriate month (or months) of the year, taking into account who will be carrying out the task. For example:

- if you employ a building contractor to clear the gutters every six months, this task should be carried out in spring

and autumn, after the fall of blossom and leaves. Other tasks which your building contractor carries out, such as inspecting and carrying out minor repairs to roof coverings, could be done at the same time.

- And if the churchwardens check for signs of beetle activity in May, other non-skilled internal inspections, such as inspecting the internal structure for signs of structural movement, could also be carried out in May.

The Church of England's Church Care website www.churchcare.co.uk includes a 'Calendar of care' leaflet which gives useful advice to those responsible for places of worship of all faiths and denominations.

You should programme the cyclical tasks over a 10-year period starting from the day we make our final grant payment. This means that when working out the year in which your maintenance plan should start, you will need to allow time for completing the stage-one investigation work and the stage-two repair contract.

Finally, your professional adviser should get realistic budget estimates for the cost of carrying out your maintenance plan over the 10-year period. You will need to bear in mind that realistic costs will have to take account of safe working practices and means of access. For the purposes of this grant scheme, budget estimates are a guide to help you plan your future financial commitments and fundraising needs.

You may find it helpful to present your maintenance plan in the form of a table, as shown in appendix I on pages w to x. This is an example rather than a template, so you can tailor the contents and format of your maintenance plan to the particular needs of your place of worship.

Keeping a maintenance logbook

After your project has been completed, it is a condition of our grant offer that you:

- put the agreed maintenance plan into action;
- keep a logbook of the maintenance you have carried out; and
- send us the return each year that we will send you to confirm that you have met this requirement.

This grant condition will apply for a 10-year period from the date we make our final grant payment, and we may ask to see your logbook during that time.

Your logbook should be a simple record of the maintenance that has been carried out to your place of worship. You should update it whenever any maintenance tasks are carried out.

For each action, you should record:

- the date;
- the name of the person or contractor who has carried out the task;
- a summary of the action taken;
- before and after photos (where possible or relevant);
- any reports received; and
- invoices for work carried out.

An example of logbook entries is in appendix 2 on page 11.

Appendix 1 Example of a costed maintenance plan

Your costed maintenance plan must be prepared by your professional adviser after consultation with you.

1 Occasional and regular tasks

Ref	Part of the building	Maintenance task	Who will do the work?	How often?	Yearly cost £	J	F	M	A	M	J	J	A	S	O	N	D
Roofs																	
1	Roof areas generally	Inspect roof areas from the ground and report any loss or damage to the roof coverings.	Unskilled or voluntary	1 After stormy weather 2 Every year				✓									
2	Slate and tile roofs and vertical cladding	Inspect for cracked, displaced and broken slates and tiles. Replace tiles to match.	Contractor	Twice a year					✓								✓
3	Sheet metal roofs and cladding	Inspect the condition of panels, joints and clips. Make temporary repairs to cracks and splits.	Contractor	Twice a year					✓								✓
4	Ridge tiles	Inspect bedding and jointing between ridge tiles. Re-bed and repoint as necessary.	Contractor	Every year					✓								
5	Lead weatherings and flashings	Inspect the condition of lead flashings and weatherings.	Contractor	Every year					✓								
6	Asphalt roofs	Inspect the condition of flat areas and upstands. Make temporary repairs to splits and holes.	Contractor	Twice a year					✓								✓
Rainwater removal																	
1	Rainwater goods generally	Inspect rainwater goods from the ground and accessible high points and report any loss or damage.	Unskilled or voluntary	1 After stormy weather 2 Every year				✓									
2	Rainwater goods	Clear rainwater goods of rubbish and make sure overflows are clear. Rod if necessary. Check that stainless-steel guards are secure.	Contractor	Twice a year					✓								✓
3	Rainwater goods	Inspect rainwater goods for cracks and leaks. Repair or replace any cracked sections.	Contractor	Twice a year					✓								✓
4	Perimeter drainage channel	Clear drainage channel of vegetation and rubbish.	Unskilled or voluntary	Monthly, spring and summer					✓	✓	✓	✓	✓				
5	Perimeter drainage channel	Inspect drainage channel for cracks and open joints. Seal with appropriate sealant.	Contractor	Twice a year					✓								✓
6	Below-ground drainage	Open up inspection chambers. Check that all gullies and gratings are free from silt and rubbish and that water flows freely to mains sewerage or soakaway.	Contractor	Twice a year					✓								✓

Ref	Part of the building	Maintenance task	Who will do the work?	How often?	Yearly cost £	J	F	M	A	M	J	J	A	S	O	N	D
External walls																	
1	External walls generally	Inspect external walls from the ground and accessible high points and report any damage and signs of movement.	Unskilled or voluntary	1 After stormy weather 2 Every year			✓										
2	External walls, copings and parapets	Remove any vegetation, ivy and so on.	Contractor	Every year													✓
3	Ventilation	Make sure that ventilation grilles, air bricks, louvres and so on are free from blockages.	Contractor	Twice a year			✓						✓				
4	Bird screens	Check that tower, roofs and windows are bird-proof before nesting starts. Do not disturb bats as they are protected by law.	Unskilled or voluntary	Every year			✓										
5	Windows	Inspect windows and make essential minor repairs to glazing.	Unskilled or voluntary	Twice a year						✓							✓
6	Leaded-light windows	Inspect lead cames, putty, glass and wire ties and report any problems. Clear condensation drainage channels and holes.	Unskilled or voluntary	Every year						✓							
7	Doors and windows	Check hinges, bolts and locks and lubricate as necessary. Check the security of locks.	Unskilled or voluntary	Twice a year			✓										✓
8	Foliage and large trees close to walls	Check the churchyard trees and report any dead branches and signs of ill health, or root damage to the building or below-ground drainage.	Unskilled or voluntary	Every year			✓										
Internal structure																	
1	Internal spaces generally	Inspect roof voids and internal spaces, particularly below gutters. Report on any evidence of roof or gutter leaks.	Unskilled or voluntary	1 After stormy weather 2 Every year							✓						
2	Internal structure and fabric	Inspect the structure and fabric including roof timbers and bell frames, and report any signs of structural movement or damp, fungal growth and dry rot.	Unskilled or voluntary	Every year							✓						
3	Exposed woodwork	Inspect exposed woodwork and surfaces below for signs of active beetle infestation. Report any beetles or fresh wood dust.	Unskilled or voluntary	Every year									✓				
4	Roof and floor spaces	Check roof and floor spaces for signs of vermin and remove. Avoid using poison when bats are roosting.	Unskilled or voluntary	Every year													✓
5	Generally	Ventilate the church	Unskilled or voluntary	Monthly on dry days							✓	✓	✓	✓	✓	✓	✓

Ref	Part of the building	Maintenance task	Who will do the work?	How often?	Yearly cost £	J	F	M	A	M	J	J	A	S	O	N	D
Building services																	
1	Lightning protection installation	Visually inspect the lightning-conductor system including spikes, tapes, earth rods and all connections and fastenings.	Lightning conductor engineer	Every year						✓							
2	Heating system	Service the heating system and update the service schedule.	Approved code of practice engineer	Every year						✓							
3	Water	Make sure that all exposed water tanks, water pipes and heating pipes are protected against frost.	Unskilled or voluntary	Every year													✓
4	Fire-fighting equipment	Service fire extinguishers.	Specialist	Every year													✓
5	Fire detection and smoke alarm systems	Get a qualified engineer to test and service the fire-detection and smoke-alarm systems	Specialist	Every year					✓								
6	Burglar-alarm system	Test the system and inspect the wiring. Get a qualified engineer to service the alarm.	Specialist	Every year													✓
Total cost each year for occasional and regular tasks																	£

2 Cyclical tasks

Ref	Part of the building	Maintenance task	Who will do the work?	How often?	Yearly cost £	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Rainwater goods															
1	Rainwater goods	Repaint	Contractor	Every seven years			✓							✓	
2	Timber fascia boards	Repaint	Contractor	Every seven years			✓							✓	
External walls															
3	Spire	Steeplejack to inspect upper levels of spire.	Specialist	Every five years							✓				
4	Doors and window frames	Repaint	Contractor	Every seven years			✓							✓	
Building services															
	Wiring and electrical installations	Inspect all wiring and electrical installations in line with current regulations, including all wiring and electrical equipment associated with the organ and all portable electrical equipment.	Installation Contracting or Electrical Contractors Association												
Total cost each year for cyclical tasks															
					£										

Appendix 2 Example of a maintenance logbook

You should update your logbook whenever any maintenance action has been carried out.

Date	Who did the work?	Task completed	Enclosure
3 April 2010	Electrical contractor (name)	Inspected wiring and electrical installations. Discovered and replaced damaged section of wiring in roof void above vestry, which appears to have been chewed by rodent. No other problems reported.	1 Contractor's invoice 2 Contractor's report
8 April 2010	Vermin control contractor (name)	Investigated possibility of vermin activity in roof and floor voids. Although there were signs of past activity in vestry and choir vestry roof voids, no current infestation was found.	1 Contractor's invoice 2 Contractor's invoice
20 May 2010	Churchwarden (name)	Inspected underside of roof timbers using binoculars. No signs of beetle activity. Water staining on chancel ceiling reported to church architect.	
25 October 2010	Churchwarden (name)	Inspected downpipes during storm. No rainwater was emerging from downpipe at southwest corner of south porch. Reported problem to contractor (name).	
22 November 2010	Contractor (name)	Contractor carried out his twice-yearly gutter check, cleared blockage from gutter and replaced missing leafguard at top of blocked downpipe. While on the roof he noticed and re-fixed three slipped slates on north-aisle roof.	1 Contractor's invoice 2 Photos of gutters before and after clearing.

