

MINIMUM REQUIREMENTS FOR A RECTORY

INTRODUCTION

What Is A Rectory?

1. It is the private residence of the priest and family.
2. It is a centre of parochial administration and pastoral contact.
3. The design of a Rectory must take into account these dual functions, relating them in such a way that the privacy of each function is maintained.

The following requirements have been set down not only for parishes contemplating a new Rectory, but also to guide parishes to upgrade existing Rectories. They are to be considered as the basic *minimum* requirements, unless otherwise stated.

1. **FUNDAMENTALS**

1.1 The Site

- (a) Take into account characteristics of the site - size, aspect, slope, sun, prevailing winds and weather, other buildings, adjacent properties. The advice of an architect will be important.
- (b) If possible, to be so located that it could be sold separately.
- (c) To be fenced with a child proof fence.
- (d) To be properly drained. *This is particularly important for slab on ground buildings, in relation to cut and fill on boundaries, retaining walls and exterior recreation areas.* The advice of an architect will be important.
- (e) *Consider and address ambient acoustic problems and as required, apply appropriate treatment to counter adverse sound transmission within the building.*

1.2 The Building

- (a) To be of brick or brick veneer, *or other suitable low maintenance materials and construction.*
- (b) To have easy access to, from and within the building for aged and infirm people. *Particularly to the Study area.*
- (c) To be adequately insulated. *R 2.0 for walls and R 2.5 for ceilings.*
- (d) Adequate water storage to be provided where reticulated water is not available, *or the available water is not suitable for drinking..*
- (e) To have a screened private outdoor area.
- (f) To have an outdoors clothes drying facility (e.g. clothes hoist, retractable clothes line etc.)
- (g) Pathways and driveways to be provided.
- (h) To have insect screens on all windows. *All windows are to be fitted with keyed security locks so installed to provide a locked position fully closed and in the open position, approximately 100mm wide. Locks shall be keyed alike.*
In areas of potential security risk or vulnerability, provide fixed security screens to the windows.

- (i) To have screen doors on all external doors, but in the case of doors which are likely to be used by the public, these should be security doors *fitted with double cylinder deadlocks.*
- (j) External painted surfaces to be kept to a minimum so as to reduce maintenance.
- (k) To be provided with power points *as scheduled in the accompanying area schedule.*
- (l) To be provided with *suitable* stormwater drainage of both house and site *in compliance with local regulations.*
- (m) To be provided with telephone point *in the areas scheduled on the following schedule of areas.*
- (n) To have a hot water system adequate for a family of six. *investigate the most energy efficient units, and utilise where the energy source is commercially available.*
- (o) Outdoor and entrance lights to be provided *in accordance with the attached schedule.*
- (p) To have a garage *sized as attached, to suit a family sized car, with room for storage of tools etc, but if this is not possible in the garage other provision be made for this. If possible, this should be incorporated with the residence so as to provide all weather access from garage to house. A box room / storage area of 5 sq.m. and storage shelves within the Garage, as noted here in after, shall be provided.*
- (q) Provide a T.V. Antenna with outlets *as noted here in after. The booster shall be located within the roof space and an electrical connection point shall be provided by the builder within the roof space to facilitate connection.*
- (r) To be equipped with fire extinguishers , smoke detectors *and a fire blanket.*
- (s) To have circuit breakers installed in meter boxes *protecting all circuits. Unless noted otherwise, all circuits shall be protected with an earth leakage system..*
- (t) Provisions (r) and (s) above to apply to all clergy residences.

2. THE PASTORAL SECTION OF THE RECTORY - THE STUDY

- (a) Provided for the exclusive use of the clergyman.
- (b) To be large enough to accommodate a priest and three persons at least. *It is suggested that 18 to 20 sq.m. is adequate for the purpose.*
- (c) To have adjustable bookshelves of adequate depth and size, and cupboard space *as scheduled herein after, and consideration be given to the provision of a steel filing cabinet.*
- (d) To be in close proximity to, but isolated from, the living room.
- (e) To be adequately sound insulated to a level of 40 dB attenuation.
- (f) To have an entrance that provides privacy from normal family activities.
- (g) *Deleted*

3. THE RESIDENTIAL SECTION OF THE RECTORY

- (a) To contain 4 bedrooms, *all* of which are to have built-in wardrobes. *The requirements for wardrobes are scheduled here in after.*
- (b) To contain a Lounge Room suitable for entertaining.
- (c) To contain a Dining Room area suitable for entertaining.
- (d) To contain a Family Room.
- (e) To have a Kitchen of a size to include adequate bench and storage space. *Equipment provided shall include at least a good quality, large capacity stove*

3. THE RESIDENTIAL SECTION OF THE RECTORY (cont.)

(e)

,cooktop and associated range hood, space and power for a microwave oven, a family size refrigerator, a freezer and dishwasher. *Note that Stoves and ovens provided as standard inclusions in project homes do not always comply with the terms of this specification.*

(f) To have a bathroom with a bath, shower recess and hand basin.

(g) To have a W.C. which is not to be included in the bathroom, but adjacent to it.

(h) To have a second shower and W.C. with hand basin.

(i) To ablution areas (e), (f) and (g) to have adequate *light and* ventilation.

(j) To have laundry with adequate space, electric points and plumbing for an automatic washing machine, and space for a drier and broom cupboard. The laundry tub to be installed with a suds saver provision.

Steps from the laundry to the outside clothes drying area to be avoided if possible.

Positioning of Hot Water Systems shall be carefully considered to enable drainage of pressure relief , access for maintenance and replacement and adequate size for the accommodation being provided. Minimise the distance from HWS to all hot water taps to minimise heat loss and dead water.

(k) Given the mobility of clergy and the variation in residences, it would be desirable if there was a storage area suitable for bulky items.

(l) **Minimum** sizes of bedrooms to be as follows:

Bedroom 1 - 14 square metres plus wardrobe plus en-suite

Bedroom 2 - 10 square metres plus wardrobe

Bedroom 3 - 10 square metres plus wardrobe

Bedroom 4 - 10 square metres plus wardrobe

FURNISHINGS

(m) Blinds and/or curtains of a neutral colour for all rooms to be provided.

(n) Floor coverings to be provided for all rooms, and to be of a neutral colour.

Alternative finishes to flooring substrates such as polishing of timber boards or other non allergenic resilient flooring surface is also acceptable.

(o) Suitable light fittings to be fitted in all rooms. *Refer to the schedule for the minimum requirements.*

(p) Adequate built-in linen and vestment cupboards to be provided.

4. MINIMUM STANDARDS FOR ASSISTANT CURATES' RESIDENCES

The minimum standard for an assistant curates' residence is three bedrooms and a study. If the house is ever likely to become a Rectory in the future it should be designed so that it is capable of being brought up to the standard of a Rectory.

To this end, living areas including lounge room, dining room and family room shall also be incorporated.

5. In exceptional circumstances, the Board may consider variations from the above.

The following schedule is offered to parishes as a guide in determining an appropriate level of appointment and fitout in accordance with the current Diocesan requirements for Rectory buildings and Assistant Curates' residences. It makes provision for changing Ministry modes and needs, clergy family's privacy, and rapidly changing communications technology , availability and utilisation.

| ROOM | ELECTRICAL | LIGHTING | FIXTURES | FITTINGS | GENERAL |
|-----------------------|---|--|---|----------|--|
| Meals / Family | 2 x Double GPOs. | 2 x General Area Oyster "flush fitting" circular fluorescent. | | | Telephone outlet and wall mounted handset. Adjacent to kitchen bench. VHF/UHF Aerial outlet. A family oriented area protected/sound proofed from the Study/work area. Smoke Alarm to AS3786-93 and as appropriate to the room layout Hard wired. |
| Lounge | 2 x Double GPO. | 2x recessed downlights. Double back switched. | | | VHF/UHF Aerial outlet. One double GPO fitted adjacent. |
| Dining Area | | | | | Separate to the Lounge/Living and Family/Meals Areas. Of a size to suit an extendable table to seat 8 to 10 people. (approx. 3.5 to 4.0m length) |
| Study | Allow for the following: Fax GPO and dedicated phone point. Computer modem line. Power points, (surge protected for Computer CPU, VDU, Modem and Printer at least. Power for Mobile phone charger. Power for television and video. 2x other GPO's | Provision of ambient lighting and directed fittings over the bookshelf area. | Full length hanging cupboard 1m wide x 750mm deep, with a shelf overhead. Provide at least 5x 250mm deep x 1800mm long adjustable shelves supported on three slotted strips of a length to suit 300mm height divisions, complete with cantilever brackets of a strength and construction to sustain the weight of reference books. In a location within the Study to be determined by the parish representative. | | Size should be 18 to 20m ² provided with an entry separate to the Living Areas of the Rectory. VHF/UHF Aerial outlet Disabled access provisions of AS 1428 shall apply to door widths (Min. 870mm wide), thresholds, circulation within the Study and public approaches at least. |
| | | | | | Dividing wall to remainder of the Rectory shall provide a minimum sound attenuation of 40 dB. |

| ROOM | ELECTRICAL | LIGHTING | FIXTURES | FITTINGS | GENERAL |
|-----------------------|-----------------|--|---|--|---|
| Master Bedroom | 2 x Double GPO. | 1 x General Area Oyster "flush Fitting" Fluorescent. | <p>Built-in floor to ceiling wardrobes, 750mm deep. Sliding mirrored doors.</p> <p>Carcass and shelves to be 16mm HMR particle board with melamine laminate.</p> <p>Hanging rail to be 20mm dia. chrome plated hanging rails and vertical divisions to form double and single hanging. Provide two thirds double hanging and one third single hanging. The wardrobe shall be supplied in two banks.</p> <p>Separate mirror to be provided if doors are not mirrored. ie in walk in robe.</p> <p>Four drawer unit beneath shelves to each wardrobe. Wire baskets are acceptable.</p> <p>Note : Doors to extend the full width of the wardrobe, including under bulkheads and shall be to within 100mm of the underside of the ceiling.</p> | | <p>Telephone Outlet.</p> <p>Provide a space 14m² plus ancillary areas for wardrobe, Ensuite and so on.</p> <p>Refer to the details below for Ensuite requirements.</p> <p>Privacy latch to be fitted to Master Bedroom door.</p> |
| Ensuite | 1 x Double GPO. | <p>1 x "IXL Compact"</p> <p>1 x 18W Slimline fluorescent over mirror complete with diffuser.</p> | <p>Vanity to suit basin. To include cupboard and drawer storage.</p> <p>Vanity to be 900mm high. Min. 900mm wide.</p> <p>Minimum of 4 drawers. Drawers 400mm minimum width.</p> <p>Provide an extruded aluminium framed mirror.</p> <p>Frame to be anodised colour or powdered coating to suit.</p> <p>Mirror to be full width of vanity unit.</p> <p>Toilet to be 3/6 litre dual flush</p> | <p>Baked powder coated Solid brass lap set.</p> <p>Toothbrush holder and tumbler to match tap fittings. Locate as directed.</p> <p>900mm double towel rail or equival length multiple rails. Towel ring adjacent to vanity bench</p> | <p>"IXL Compact" incorporates exhaust fan. Exhaust to the outside air.</p> <p>Windows shall be provided with permanent ventilation and obscure glazing.</p> <p>Provide cavity sliding doors with privacy latch set to maximise limited space.</p> |

| ROOM | ELECTRICAL | LIGHTING | FIXTURES | FITTINGS | GENERAL |
|-------------------------------|-----------------|--|---|--|---|
| Bedrooms 2,3 and 4 | 2 x Double GPO. | 1 x General Area Oyster "flush Fitting" Fluorescent. | Built-in floor to ceiling wardrobes. Sliding mirrored doors. Carcass and shelves to be 16mm HMR particle board with melamine laminate. Hanging rail to be 20mm Dia. chrome plated hanging rails and vertical divisors to form double and single hanging. Provide two thirds double hanging and one third single hanging. Four drawer unit beneath shelves to each wardrobe. Wire baskets are acceptable. Note : Doors to extend the full width of the wardrobe, including under bulkheads and shall be to within 100mm of the underside of the ceiling. Corridors should be a minimum of 1000mm wide and preferably 1200mm wide. | | Wardrobe to be 750mm deep minimum. |
| Passage | 1x double GPO | 1 x General Area Oyster "flush Fitting" Fluorescent | | | Hardwired Smoke Alarms to AS 3786-1993. To be located in close proximity to sleeping areas. |
| Bathroom | | 1 x "IXL Tastic" or an extractor fan ducted to the outside air. | | 2 x 900mm double towel rails | Obscure glass with permanent ventilation. |
| | | | | Baked powder coated solid brass tap sel. | |
| Vanity Area | 1 x Double GPO. | 1 x 18W Slimline fluorescent over mirror complete with diffuser. | Fully recessed Basin Integrated with vanity. Vanity to include cupboard and drawer storage. Vanity to be 1500mm high minimum of 4 drawers. Drawers 400mm minimum width. | Baked powder coated Solid brass tap sel. | Supply Skytube where no exterior window is provided. |
| | | 2 x Recessed Downlights with moisture proof diffusers. | Provide an extruded aluminium framed mirror. Frame to be anodised colour or powdered coating to suit. Mirror to be full width of vanity unit. | Toothbrush holder and tumbler to match tap fittings. Locate as directed. Towel ring adjacent to vanity bench. | |

| ROOM | ELECTRICAL | LIGHTING | FIXTURES | FITTINGS | GENERAL |
|---------|---|---|---|--|--|
| Kitchen | <p>3 x Double GPO.</p> <p>1 x Double GPO for the fridge and freezer.</p> <p>2 x Single GPOs for the microwave and dishwasher.</p> | <p>1 x General Area Oyster "flush Fitting" fluorescent.</p> <p>1 Recessed downlight over sink.</p> <p>2 Recessed downlights over Breakfast bench.</p> | <p>Stainless Steel sink. Double bowl or one and a half bowl. Holes punched to suit Flickmaster mixer.</p> <p>Pantry minimum 1.2 sq.m.</p> <p>Aluminium non-slip floor (desirable) in base of Pantry cupboard.</p> <p>Benches and cupboard carcasses to be moisture resistant medium density fibreboard sheeted with melamine laminate.</p> <p>Bench tops to be laminate finished with rolled or timber edges.</p> <p>Benches 900mm high.</p> <p>Kickboards 125 - 135mm high.</p> <p>Provision for concealed kitchen lily.</p> <p>Microwave shelf above oven space.</p> <p>Provision for Dishwasher. Provide removable shelf, door, kickboard. Vinyl flooring to recess. (In the event that the occupants do not have a dishwasher to fit.)</p> <p>Underbench oven of good quality (gas or electricity)</p> <p>Cooktop minimum 4 burner (gas or electricity)</p> <p>900mm rangehood installed in accordance with manufacturer's requirements over the cooktop. The preference is for a system ducted to the outside air directly.</p> <p>Tea Towel rail.</p> | <p>Flickmaster mixer tap to sink or similar.</p> | <p>Telephone mounted on wall adjacent to Family Room and Kitchen areas.</p> <p>GPOs for Fridge and Freezer on a separate circuit without an earth leakage circuit breaker. "unprotected" notice to each point.</p> <p>Bulkheads to overhead cupboards, fitted with cornice to ceiling junction.</p> <p>The top of the cupboards shall finish within 100mm of the finished ceiling level.</p> <p>Fire blanket and Fire extinguisher adjacent to cooking facilities.</p> |

CONTRACT ADMINISTRATION CHECKLIST FOR THE CONSTRUCTION OF A RECTORY

TO BE PRESENTED , BY THE PARISH, TO BUILDERS PRICING /CONSTRUCTING THE PROJECT.

THESE REQUIREMENTS SHALL FORM PART OF THE CONTRACT BETWEEN THE BUILDER AND THE PARISH.

GENERAL

- * Prior to payment of any Progress Payment a Construction Progress Chart should be provided and updated since its previous issue.
- * Current Certificates of Insurance - Contract Works
 - Third Party Liability
 - Public Liability
 - Worker's Compensation
- * Evidence of the Contractor's Licence
- * Proof of insurance shall be provided under the B.S.C. scheme and the prevailing Home Warranty Insurance Scheme.
- * The Builder shall advise the name and contact phone number of the foreman.
- * The contractor shall provide certificates verifying that the glazing complies with AS 2047 and the Terrain Category specified.
- * A warranty shall be provided for the shower and wet area waterproofing.
- * A warranty shall be provided for the Termite protection treatment installed in the property.
- * **The following inspections should be carried out by an independent architect/ or qualified professional representative of the parish:**
 - Site preparation
 - Footing preparation
 - Concrete pours to slabs and footings
 - Completion of framing.
 - Lock up
 - Insulation and sarking installation
 - Installation of the Kitchen Joinery
 - Completion of the house excluding external works
 - Practical completion
 - Rectification of Defects identified during the Defects Liability Period.

FIRST PROGRESS CLAIM

- * Prior to the payment or processing of the first progress certificate the following are required to be submitted.

FIRST PROGRESS CLAIM (cont.)

- * Declaration from the Contractor that all wages have been paid up to the time that the progress claim has been made.
- * Updated Progress Chart
Engineer's Certificates for slab reinforcement
Frame bracing diagrams
Identification Survey
Evidence of the anti- termite soil treatment conforming to AS 2057
- * Bank Guarantee to be submitted to the Parish. (All contracts signed with contractors shall be conditional upon security being provided by the Contractor)

PRACTICAL COMPLETION

- * Council construction clearance certificate at Practical completion.
- * As built drawings and manuals indicating at least the following
Service pipe locations and power lines(underground installations)
Operation and maintenance instructions/ guarantees for all the installed equipment.
Paving layouts/landscaping as appropriate.
- * Builder shall supply three keys for each lock.

FINAL PAYMENT

- * 317AE certificate from the Council.
- * Certificate for Structural adequacy from the Structural Engineer.
- * Certificate of anti termite treatment to AS 2057 ,(Part A and B.
- * Certificates and warranties supplied from all subcontractors and suppliers.
The foregoing is offered to the parishes to assist them in the management of the building procurement process.
- * All correspondence and instructions to contractors should be in writing , in the form of an instruction. (*We confirm our verbal instruction of the <date> to....*)
- * No variation or instruction which initiates a variation should be permitted to proceed / authorised without a signed written fixed price quotation from the builder.
- * The builder should be instructed to accept instructions from only one appointed representative of the Parish .
- * Any security held on the builder during the Contract period should be returned as follows
50% at Practical Completion
50 % at the end of the Defects Liability Period.