

# GUIDELINES FOR THE INSPECTION OF PARISH BUILDINGS FOR MAINTENANCE PURPOSES

## INTRODUCTION

Inspections of buildings provides benefits to parishes such as advance warning of major problems so they can be dealt with at an early stage when the cost is least, the possibility of budgeting for inevitable major expenses and for programming work in a rational stage by stage way. Regular inspections are a first step in our stewardship of buildings. Parish Councils should realize that they may increase the frequency and scope of the maintenance schedule but cannot reduce it in any way.

A routine maintenance program is recommended for clearing out all valleys, gutters, downpipes, gullies and drainage pipes or channels at least twice a year. In some cases, this can be done by a member of the Parish, otherwise an outside contractor should be used.

JANUARY	<ul style="list-style-type: none"> <li><input type="checkbox"/> Visually check gutters, rainwater downpipes, drains and gullies, remove debris and visually check roofs.</li> <li><input type="checkbox"/> In country areas especially, ensure grass is mowed an adequate distance from the church building to minimize threat and danger from bushfires.</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li><input type="checkbox"/> Visually check roofs and flashings. Clear any concealed valleys in roof. Test gutters, downpipes and gullies by flushing with water.</li> </ul>
MARCH	<ul style="list-style-type: none"> <li><input type="checkbox"/> Remove any vegetation from walls and base of buildings. Spray weed killer if necessary and on paths. Remove any accumulation of rubbish which may be a vermin or fire hazard.</li> </ul>
APRIL	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check roofs of church, hall, rectory and other buildings for soundness and waterproofing. Where possible, check roof timbers and sub-floor for termite attack. Check all timber furniture for similar attack and treat if necessary. Ensure that any caps are in place and effective. Ensure that sub floor access exists.</li> </ul>
MAY	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check all electrical installations and carry out any maintenance required. Ensure heating devices are working adequately and correctly. Check fuel storage devices for safety and proper operation.</li> </ul>
JUNE	<ul style="list-style-type: none"> <li><input type="checkbox"/> Oil all locks and hinges of doors and windows of every building. Check boundary fences, gates and trees.</li> </ul>
JULY	<ul style="list-style-type: none"> <li><input type="checkbox"/> Visually check all gutters, downpipes and gullies.</li> </ul>

AUGUST	<input type="checkbox"/> Test gutters, downpipes and gullies by flushing with water. Rod Drains. Inspect roofs and make sure there are no leaks. Check toilets and soil and waste drainage systems of all buildings.
SEPTEMBER	<input type="checkbox"/> Check that lightning conductors are still secure and operative. Where possible and where accessible, check that water pipes or drainpipes under buildings are not leaking.
OCTOBER	<input type="checkbox"/> Check main walls, inside and out, for settlement, pointing, dampness and condition of internal surfaces. Take notes for comparison with next inspection using photographic evidence where considered necessary for evidential purposes. <input type="checkbox"/> Check tower and spire, and check windows for glazing and ventilation. Check sub-floor and other timbers again for termite infestation. <input type="checkbox"/> Check general condition of flagpoles, bells, bell frame and clocks. Also check for stability of these items. <input type="checkbox"/> Check exterior and interior painted surfaces for deterioration. Remedy deterioration if necessary.
NOVEMBER	<input type="checkbox"/> Check and test all fire protection and safety devices. Check and test all security devices (including screens and doors) to ensure proper operation. Inspect works of art, memorials, tombstones for deterioration or damage.
DECEMBER	<input type="checkbox"/> Oil all locks and hinges of doors and windows of every building. Check boundary fences, gates and trees. In seaside areas especially, check for metal corrosion of any part of the building and take corrective action.
GENERAL	<input type="checkbox"/> Every two years clean down all internal decorated surfaces and external decorated surfaces. <input type="checkbox"/> Every four years redecorate external wood and metal work. <input type="checkbox"/> In inspections throughout the year, do not hesitate to use photographic or video tape evidence where and when necessary. <input type="checkbox"/> Binoculars can be useful for checking roofs, flashings and valleys.