

## 2022 Maintenance Working Party – Saturday 20 August

V1 5 August

This is a list of the jobs to be done, depending on how we get on with the priority jobs and how many people we have. More detailed descriptions of each job are on following pages.

If any particular job grabs your attention, have a chat with Martin Wakefield, Martin Kennard or Johnny Gill. We'd like to have a team leader for each one.

Reference*	<b>Priority Jobs</b>	Team leader
	These are jobs we must do sooner or later.	
QI 7.4.1 & 7.5	Vestry windows – mend and paint putty.	
QI 8.5	Tower – doors onto rooves – paint and oil hinges.	
QI 8.6	Railings - rub down and prime as necessary.	
2020/13	Church – roof valleys – replace or refurbish duckboards.	
2022/05	Car park – fix loose wooden bollard.	
2022/08	Lounge – fix loose door frame.	
2022/12	Gents toilet – fix weeping seal on soil pipe.	
	<b>Other Jobs</b>	
	These are jobs that don't need to be done immediately but can be taken up if effort is available. In <i>approximate</i> priority order.	
2019/28	Hall – C&YP cupboard – mend collapsing shelves.	
2022/03	Flower cupboard – fit work surface.	
2022/06	Storeroom – service ladder mechanism.	
2022/13	Chancel – shorten the base of the free-standing cross	
2022/07	Chancel – replace bulb in organ light with LED.	
2021/13	Boiler house – general sweep and tidy, review stored materials.	
2022/14	Car park – pressure wash the wall	
2022/15	Church roof – attach ladders to wooden battens	
2021/17	Churchyard – dismantle old floodlight.	

\* The reference number is from the master Premises Work List. References beginning “QI” are items logged by our church architect in the latest Quinquennial Inspection report.

QI 7.4.1 & 7.5	<b>Vestry windows – mend and paint putty</b>
Original description	The architect says: “Vestry east window - overhaul the putty and the iron work of the window to ensure no loss or collapse from the opening hoppers. Choir vestry windows - should also be addressed to ensure longevity of iron work and glazing within the frames.”
Where	The vestry window facing the alms houses. The choir vestry windows looking out into the churchyard.
Specification	Replace or fill the white putty. Inspect the metal frame to see if any areas need taking back to bare metal and repriming. When dry, paint the putty black to match the rest of the window.
Materials	Putty, red metal paint, black paint, white spirit.
Tools	Scraper, sandpaper, putty knife, paint brush.

QI 8.5	<b>Tower – doors onto rooves – paint and oil hinges</b>
Where	The door part-way up the tower that leads onto the main roof. The door at the top of the tower.
Specification	Rub down the metal work and apply red primer – hinges, locks, etc. When dry, paint black. (Just the outside of the hinges.) Grease the hinges. While there, apply linseed oil to the woodwork.
Materials	Red metal paint, black paint, white spirit, grease, linseed oil.
Tools	Scraper, sandpaper, paint brushes.

QI 8.6	<b>Railings - rub down and prime as necessary</b>
Original description	The architect says: “Rubbing down of decorative railings and ironwork along the boundary wall and redecoration of the same with a suitable external paint.”
Where	The railings from the tower and all the way along the street.
Specification	Inspect the railings for areas of peeling paint. Rub down and apply red metal paint. When dry paint black.
Materials	Red metal paint, black paint, white spirit.
Tools	Scraper, sandpaper, paint brushes.

2020/13	<b>Church – roof valleys – replace or refurbish duckboards</b>
Where	Both main roof valleys. Also in the valleys either side of the chancel.
Specification	Inspect all the duckboards to identify wood that needs to be replaced. (The first duckboard in the north valley needs to be rebuilt). Replace wood as necessary and refix the chicken wire.
Materials	Wood, screws, staples. Possibly some replacement chicken wire. There is an old wooden ladder in the intermediate chamber in the tower that is no longer used. It may have enough wood for four runners and several cross pieces.
Tools	Saw, stapler.

2022/05	<b>Car park – fix loose wooden bollard</b>
Where	The large white wooden post that forms the west side of the car park entrance, protecting the metal sign post.
Specification	Remove the old post. It's probably snapped off.  Obtain a new post if the old one is not reusable, prime and then paint white. Two coats needed.  Refix in place using postcrete. Concrete up to ground level (don't bother with tarmac, just cut the old tarmac square.
Materials	Postcrete, possibly a new post and capping piece, paint, white spirit.
Tools	Spade, trowel to excavate hole. Saw to cut post to length. Paintbrushes. Bolster to cut tarmac – may need an angle grinder for a clean edge.

2022/08	<b>Lounge – fix loose door frame</b>
Where	The door into the lounge from the corridor.
Specification	Remove door and door frame.  Inspect to find out why it is working loose.  If possible, refix.  If not report as a job for Andrew Hull.
Materials	Bigger rawlplugs.
Tools	Screwdrivers.

2022/12	<b>Gents toilet – fix weeping seal on soil pipe</b>
Where	Cubicle in gent's toilet
Specification	Remove seal to find out why it is leaking.  May need to get replacement seal.  (When the seal is repaired, we'll get the flooring people in.)
Materials	Soil pipe seal
Tools	General tools.

2022/06	<b>Storeroom – service ladder mechanism</b>
Where	The loft hatch above the storeroom beside the kitchen.
Specification	Gradually disassemble the spring mechanism to find out why it is excessively difficult to put away and bring out the ladder. Care - the springs are very strong, and may need long pipes to give enough leverage. It might be that the bolts holding the pivot in place have tightened of their own accord and just need loosening. Consider if the mechanism needs to be modified 0 locking nuts, extra washers, etc.
Materials	Grease.
Tools	Spanners, general tools, long steel pole to go over the retaining arms.

2022/03	<b>Flower cupboard – fit work surface</b>
Where	Corridor
Specification	Fit a shelf about 500mm deep level with the top of the sink. Just needs battens on the back and side wall.
Materials	Wooden shelf (one has been found), battens, screws, rawlplugs.
Tools	General tools, electric drill.

2021/13	<b>Boiler house – general sweep and tidy</b>
Where	Boiler house!
Specification	Remove all items not associated with the boilers. Sweep out dirt and wipe down flat surfaces. Examine removed materials to see if they are worth keeping. NB, the boiler house is dry so is a good place to store cement.
Materials	Nil.
Tools	Broom, dustpan & brush, face mask, cloth to wipe down.

2021/17	<b>Churchyard – dismantle old floodlight</b>
Where	Just to the west of the covered way. Also a ground light in the corner of the railings next to the main signboard.
Specification	Disconnect both lights. There is no power to this circuit – the former time switch and isolation switch have been removed in the electrical distribution cupboard. Dismantle and remove both lights. Consider whether to cut off the post to avoid painting it. Put metal aside to take to scrap merchant.
Materials	Cap of some description for the post. May be able to use an existing fitting.
Tools	General tools, angle grinder to cut post.

2022/07	<b>Chancel – replace bulb in organ light with LED</b>
Where	At the top of the arch over the organ.
Specification	We want to change the 300W floodlight (excessive) for a 120W equivalent LED. On the first attempt we couldn't get the old tube out. So this job is mainly having another go at that. May need to prise it out. NB – first put a tape across the light switch to stop it being switched on accidentally.
Materials	LED bulb is in the light bulb cupboard in the inner vestry.
Tools	Ladder – you can place this on the arch and reach behind it if you have long arms. Or you may need to move the organists stool and get to it that way – but the ladder will be very steep. General tools – find something to prise out the old bulb.

2019/28	<b>Hall – C&amp;YP cupboard – mend collapsing shelves</b>
Where	Cupboard on the left as you enter the Large Hall. Key is labelled “Children’s cupboard” and is held in the office.
Specification	Clear shelves and remove them. Reaffix the shelf supports to the walls. Put everything back.
Materials	Screws, rawlplugs, cavity toggles – you will need to assess the job after taking out the shelves.
Tools	General tools.

2022/13	<b>Chancel – shorten the base of the free-standing cross</b>
Where	Chancel
Specification	The stand for the big “Easter” cross is a little too big and requires a lot of fabric to cover it. Remove around 15cm from each of the four arms.  (Note – the stand was originally built for the Christmas tree, but we now get a smaller one and don’t need to use the big stand for it.)
Materials	Nil.
Tools	Saw, sandpaper, screwdrivers.

2022/14	<b>Car park – pressure wash the wall</b>
Where	The west wall of the car park.
Specification	Using a low-power setting on a pressure washer, test a small patch of the black staining to see if it will come off.  Clean the whole wall when you are happy that the render will not come off.  (Note: the colouring is mixed in with the render, so won’t get washed off.)
Materials	Nil.
Tools	Pressure washer.

2022/15	<b>Church roof – attach ladders to wooden battens</b>
Where	Both roof valleys.
Specification	The ladders leading down from the door onto the roof need to be fixed to the battens at the bottom, to stop them slipping off and damaging the lead.  You will need to drill holes in the ladders.
Materials	Stainless steel brackets, bolts, screws.
Tools	Electric drill, file to smooth holes, screwdrivers.