

ALL CHURCH MAINTENANCE

Preserving Sacred Spaces

HANDBOOK

A Digital Interactive Record for Church Maintenance

2024!



All Church Maintenance

All Church Maintenance

LEAD BY MR. LEE PENDERGAST

Specialises in providing maintenance and building services to Churches
Serving Churches throughout the UK.

allchurchmaintenance@gmail.com

Telephone 020 8857 8100 Mobile 07930 634778

www.allchurchmaintenance.com

Welcome to your ACM Handbook. A highly effective digital checklist that can be conveniently typed on and utilised as a practical tool for your Church preservation.

Please feel free to share with other colleagues and wardens who may find it useful.

By Implementing the following measures, you can extend the lifespan of your structures, with prevention being a key factor in avoiding a costly future legacy. All Church Maintenance provide solutions to minimise the need for major repairs.

We are dedicated to serving you and your church community, offering professional advice, clarity and complimentary quotations.

We advise you to carry out a visual inspection of your structures or consult your quinquennial surveyor to identify any areas of concern. If you require assistance or would like to discuss any upcoming projects please do not hesitate to contact us.



- Restoration,
- Stone repair,
- Pointing
- Remedial repairs,
- Brickwork,
- Lime plaster,
- Render,
- Roofs,
- Lead work
- Gutter clearance,
- Internal and external Alterations,
- Pathways,
- Fencing,
- Drainage,
- Smart water DNA applications for enhanced security,
- Painting and full decoration.



Maintenance checklist

General Roof Areas

Inspect roof coverings from the ground and accessible high points for any damage using binoculars or drones.

Date

Slate /Tile Roofs and Vertical Cladding

Inspect for cracked, displaced, or broken slates / roof tiles.

Date

Sheet Metal Roofs and Cladding

Condition of the panels, joints and clips

Date

Lead Junction Weathering and Flashings

Inspect any unfixed lead sections or cracked mortar. Smart Water DNA for security every 5yrs.

Date

Gutters & Rainwater goods

Inspect rainwater goods from the ground and accessible high points for leakage during wet weather. Check for blockages in gutters, hoppers and downpipes where accessible. Pay attention to heavy moss and vegetation as they can cause water ingress and dampen internal walls. Regular checks can prevent damage.

Date




Maintenance checklist

Copings and Parapets

Check for loose copings. Inspecting for any vegetation and ivy. Look for any necessary repointing to open joints.


Date



valley / parapet gutters & inspect for external cracks and leaks

Rainwater goods should be cleared of debris and ensure overflows are clear. Rodding if necessary with inspections for cracks and leaks. Check areas they may require replacing or repainting.

Date



Drainage

Inspect gullies for open joints in perimeter drainage channels.

Open inspection chambers and check drains run freely to the soakaway or drain.

Check for tree roots causing potential damage.


Date



External Walls

Inspect external walls from the ground and accessible high points. Look for any signs of movement, cracks and defective mortar, Check for any plant growth, ensuring both the structural and visual integrity of the building.

Date





Maintenance checklist

Boundary Walls, Monuments, Memorials and Paths

Inspect for stability, condition and any signs of collapse, damage or hazards.

Date

External Timber

Inspect for any necessary maintenance required to extend the life of the timber, such as repainting or staining for protection.

Date

Exposed woodwork

Inspect exposed woodwork and report any beetle infestation or signs of rot/ decay. Note and seek advice on the need for further investigation

Date

Windows & Ventilation

Inspect windows, for any minor essential repairs. Ensure ventilation grills, air bricks, louvres etc. are clear. Check opening window vents for necessary maintenance.

Date

Door and Windows

Check that doors and windows are operational and secure. Including lock, bolts, and hinges. Oil where necessary.

Date

Bird Screens

Check that birds cannot get into the tower or building through any broken mesh or identify any potential problems.

Date



Maintenance checklist

Roof and floor voids

Inspect roof and floor voids. Note any signs of vermin and any beetles or fresh wood dust.

Date

Internal

Inspect each part of the building for damp or staining to the ceiling and walls.

Date

Internal Spaces

Inspect roof spaces and all internal spaces, particularly below and adjacent to gutters, checking for any evidence or leaks.

Date

Internal Fabric and Structure

Inspect internal structure and fabric including roof timbers and the bell frame, for any signs of structural movement, damp, or fungus.

Date

Water systems

Inspect any unfixed lead sections or cracked mortar. Check taps and pipes for leaks. Ensure insulation is in place

Date

Heating and hot water system

Check the operation. Report any faults. Conduct a Gas boiler (if applicable) inspection and testing. Conduct an Oil boiler (if applicable) inspection and testing.

Date



Maintenance checklist

Electrical fixed wiring

Routine checks annually by a NICEIC/ECA registered contractor.

Date

Portable Electrical equipment

Formal inspection and PAT Testing by a contractor.

Date

Fire-fighting equipment

Service annually by a contractor.

Date

Hearing amplification system

(if applicable)

Check the operation and security of all fittings and wiring. Report any faults.

Date

Lightning protection (if applicable)

Check condition of lightning conductor. Report faults, periodic inspection and testing. (every 11 months) Lightning protection contractor.

Date

Fire alarm system

Conduct a weekly test Attention should be given to systems with open-cell batteries or the use of a standby generator. Conduct a monthly test by a specialist contractor. Conduct a professional inspection quarterly for systems with vented batteries.

Date




Maintenance checklist

Emergency lighting (if applicable)

Perform a daily check to ensure it is operational. Conduct a monthly functional check by trained volunteer. Conduct annual duration test by a contractor.

Date



Intruder alarm system / roof alarm

Service annually by a contractor.

Date



Lift (if applicable)

Service annually by a contractor.


Date



Legionella (if applicable)


Review and update the risk assessment for Legionella prevention. Implement any necessary preventative measures as determined by the risk assessment. Conduct inspections and maintenance by a specialist contractor.

Date




Other

Date



Other

Date



Notes

NAME OF CHURCH & WARDENS

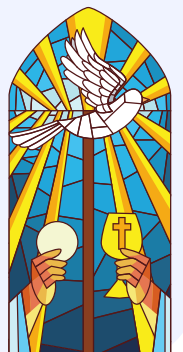
2024

Action





For more information or to schedule maintenance, Visit
Telephone **020 8857 8100**

www.AllChurchMaintenance.Com





Names and Contact Details (Professional advisors & contractors)

NAME	 CONTACT 	NOTE
ALL CHURCH MAINTENANCE Lee Pendergast	T: 020 8857 8100 M: 07930 634778 E: allchurchmaintenance@gmail.com	Estimates & Building Repairs / Maintenance





Notes





Names and Contact Details Contractors & Volunteers

NAME	 CONTACT 	NOTE



All Church Maintenance Call: 020 8857 8100 M: 07930 634778 Mr Lee Pendergast

Notes





Names and Contact Details Contractors & Volunteers

NAME	 CONTACT 	NOTE

All Church Maintenance Call: 020 8857 8100 M: 07930 634778 Mr Lee Pendergast

Notes



Notes

Action



For more information or to schedule maintenance, Visit

Telephone **020 8857 8100**

All General Building Work, Repair & Maintenance.



www.AllChurchMaintenance.Com

