

2015 Quinquennial Recommendations

- Category 1: to be carried out as a matter of urgency
Category 2: to be carried out within the next 12 months
Category 3: to be carried out within the next 5 years
Category 4: eventual: i.e. future desirable repairs, renewals and redecoration
Category 5: items of routine maintenance
Category 6: requiring specialist advice.

Church Building – Quinquennial Recommendations

ROOFS, RIDGES, HIPS

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| 1 | Make arrangements to extend the length of the lightning conductor on the Tower roof so that it is not hanging across from the flagpole to the parapet and causing a trip hazard. The lightning conductor should also be fixed back more securely at ground level. | 1 |
| 2 | A few of the render fillets to the Nave and Aisle ridge tiles are falling out; monitor and repair on an ongoing basis | 5 |
| 3 | Fix back Tower lead flashings where these have become detached and point | 1 |
| 4 | Fix a handrail onto iron vertical ladder up to Nave roof – suggest black painted wrought iron to match existing ladder | 2 |
| 5 | Point brickwork to north stone stair where there is a crack at North Aisle roof level | 5 |
| 6 | Repair rotted structure to flagpole | 2 |
| 7 | Bell tower roof needs general overhaul | 5 |

STRUCTURAL WALLS, BUTTRESSES, PARAPETS

Parapets

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| 8 | Tower parapet pointing required south-west corner. The coping stones generally require pointing in most of the crenellated parapet walls | 5 |
| 9 | Nave: point and check stability of west end parapets of Nave and aisle walls adjacent to the Tower | 1 |
| 10 | Nave; point south face of parapet brickwork at eastern end in sacrificial mortar | 5 |
| 11 | Brick chimney needs strapping and pointing before water penetrates to the choir vestry | 2 |
| 12 | Point cracks to choir vestry walls north and east facades and repair render | 2 |
| 13 | Remove weeds to parapet brickwork to the main entrance (south) porch and clear out gutters | 2 |
| 14 | Various areas on all external walls requiring some repointing and should be done as a routine maintenance item with sacrificial lime mortar and monitored. | 5 |
| 15 | Remove bituminous black paint from North Aisle wall and stone cill | 3 |
| 16 | Tree south-east corner – keep cut back to prevent any root damage, or damage to walls and point crack which has opened behind tree trunk. Preferably remove spiked metal guard or adapt spikes to be less dangerous | 1 |
| 17 | Fill cracks to the East gable above the Chancel arch, which is showing cracking at high level to the North East corner around the hopper head | 5 |
| 18 | Repair projecting coved stone detail to the choir vestry south wall to prevent staining and water damage | 4 |

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| 19 | The tile course around the upper level of the bell tower has several cracked and broken tiles. These need to be monitored although repair is difficult due to inaccessibility, but falling tiles will drop directly onto areas at ground level used by public and church users. If any tiles look like they may fall, remove under supervision. | MONITOR |
| 20 | Reset and point one coping stone to south aisle east parapet wall & NE corner nave parapet | 2 |

FOUL DRAINAGE AND VISIBLE RAINWATER SYSTEMS

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| 21 | Rainwater gullies reasonably clear. Continue to clean out, rod pipes, open chambers and flush through. Keep clear during autumn particularly. | 5 |
| 22 | Gutters; check and clear after autumn leaf drop | 5 |
| 23 | Some hoppers and downpipes are not fixed back – all need checking – particularly at the south-west end of Clerestory and east wall adjacent buttress. | 2 |
| 24 | Clean plant growth around hopper between choir vestry and Chancel (though this does seem to be dead) | 1 |
| 25 | Rub down, paint with rust inhibiting paint and redecorate in black gloss all cast iron down pipes and hoppers, and north porch gutter | 2 |
| 26 | There are remnants of an old waste pipe on the west wall of the Nave (south of Tower) – remove, cap off/seal pipe remains and make good wall. | 3 |

DOORS, WINDOWS, GLAZING

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| 27 | The wrought iron window bars to all windows need maintenance and redecoration | 3 |
| 28 | Repoint in sacrificial mortar the joints in the stone cills and to stone frames generally; and repair cills where they are spalling. All cills – particularly to the north and east faces should be checked. | 3 |
| 29 | Repair or replace the window guards which are bent up and damaged – particularly the north and west facades (above west entrance) | 2 |
| 30 | Repair broken Clerestory lead light clear glass panes | 2 |
| 31 | West entrance – generally overhaul top of stone frame (repoint in sacrificial mortar where cracks are forming) | 2 |
| 32 | Window guards – monitor and refix as necessary as an ongoing maintenance item | 5 |

TOWER AND BELFRY

NOTE: In these health and safety conscious days, it should be noted that the stairs are not entirely sound and the access to the roof of the bell tower via the bell chamber is hazardous – potentially dangerous. Anyone who climbs the stairs – even to the level of the clock mechanism and the organ blower – should be made aware that they do so at their own risk, and no-one should climb the stairs unless they are accompanied. It is also imperative that anyone accessing the upper levels of the bell tower should check that there is no imminent ringing of the bells due.

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| 33 | Obtain a structural engineer's report on the soundness of the main timber supporting structure to the bells and bell frame. | 1 |
| 34 | Replace any stair treads that deflect when stood upon. Improve the access hatches by providing hooks and hinges where none existing so these can be lifted more easily and hooked back when open. Provide additional hand grab rails and improve handrails. The whole stair is hazardous and the advice of a local Fire Brigade Officer would be helpful to prevent accidents and to upgrade to be made safe to comply with current Health and Safety standards. | 1 |

- 35 There is a stored material some of which is flammable in the clock room and as this provides the only fire escape route through the Tower a fire resistant storage facility should be provided or the material removed. 1
- 36 The stone steps providing external access to the bell ringing room have been partly repaired on the outer edges of the tapered steps, some further repairs required and weeds to base of steps need removing. Remove builders debris (from organ restoration) which has been left on the approach to the steps 3
- 37 Because of the extent of the worm damage to the timber structural members as well as other timber elements in the Tower, Church Wardens should monitor regularly to check for live worm activity. A report from a specialist treatment company should be considered in the foreseeable future 3 & 5

EXTERNAL IRONWORK AND WOODWORK

- 38 External ironwork to cat ladders, handrails, balusters, door hinges and glazing supports are generally in need of rubbing down, repainting with rust inhibiting paint + black gloss oil top coat. Includes gates to south Entrance porch (these are more urgent than other items). 5
- 39 There are several metal grilles mainly to the north and south aisles at the base of the walls set horizontally into the ground, which appear to be part of a ventilation system – perhaps part of a former heating system. These are becoming broken and overgrown and should be checked and made sound – if nothing else to prevent rats or squirrels gaining access below the body of the Church. The ones on the north face of the building are missing and should be replaced; the ones on the south side are being blocked with grass cuttings and need clearing out. 2

CEILINGS

- 40 General cleaning required of ceilings and high levels of walls to remove cobwebs and check that there is no fungal growth (this work will have to be done from a tower scaffold) – particularly in areas which have previously been affected by damp, such as the North Aisle timber brackets. 5
- 41 The painted ceiling canvasses in the Chancel and Sanctuary are separating in some areas, particularly on the north side from the boards and require specialist restoration. Maintaining the roof in good condition above will help to slow down any additional deterioration and is essential to protect all interior surfaces. 6

INTERNAL PARTITIONS, WALLS, DECORATIONS, SCREENS + INTERNAL DOORS

- 42 At the West end of the Nave the tri-form pilasters each side are spalling to the lower plaster surfaces where damp is penetrating from the base of the Tower. The damp is also affecting the plaster finishes to the walls either side of the Sacristy entrance and the surround to the north porch exit door. Rub down and redecorate in limewash finish 3
- 43 While these are the worst areas of plaster blowing (apart from those listed below) there are many areas of plastered walls (particularly at high level) which need rubbing down and redecorating as a long-term undertaking. 4
- 44 Several areas of the plastered internal walls have been repaired and need rubbing down and limewashing. A small area of the original dado tiling has been exposed – it would be a laudable long-term goal to expose more of the tiles and remove the paint finish. 3 & 4
- 45 The damp penetration behind the dado tiling to the Aisles is causing loss of adhesion in some areas. E.g. where rusting conduit is breaking through. While the tiling to these walls is not likely to prevent damp, in the short term areas should be made good and tiles reinstated but with spots of adhesive rather than full bed in order to try to allow at least some ventilation of the fabric of the wall. 5
- 46 The worst area of blown and stained plaster in the Church is above the Raynton Memorial in the north-east corner where former roof leaks caused serious water

damage. Any work to this will have to be done from a tower scaffold and to be cost effective, work to this area should be carried out at the same time as other work to walls/ceilings at high level, particularly on the north aisle wall where several areas of blown plaster are present. Initially, all stained and blown plaster should be removed and the walls allowed to dry out. The current nature of the walls above the arches to the Clerestory indicate that leaving the walls free of plaster internally is the optimum solution for the walls. However, given that all outside walls are plastered on the inner face, it will probably be necessary, once the walls have properly dried out, to replaster these with lime plaster and limewash. The damage to the plaster has penetrated to the lower areas of walling in this corner. It should be noted that a comparison of photographs from the last and current quinquennial inspections indicate no further deterioration, which implies that the active leaks have been addressed. 2

47 Timber doors generally, both internal and external, need rubbing down and oiling 3

48 It would be preferable if the rusting metal collection boxes in south Aisle wall adjacent main entrance porch are replaced (with stainless steel or brass) as these will damage the walls if allowed to continue rusting. Noted that some repairs have taken place since the last visit in 2009. 2

FLOORS

49 There is a damp patch in the Choir vestry by the wall which separates this space from the Raynton Memorial There is no immediate obvious cause. Monitor and do not cover. MONITOR

FURNITURE AND FITTINGS, MONUMENTS

50 Keep loose furniture that is placed around the external walls away from these walls to allow ventilation behind. Preferably do not put paper items of art on the walls, or remove after a short period 1

SERVICES INSTALLATIONS

51 Obtain gas safety certificate for gas boiler and heating system from qualified gas installer. Forward to Quinquennial Inspector and the LDAC 1

52 Obtain electrical safety certificate from a person registered with the NICEIC, ECA or JIB. This should include the electrics to the organ blower where the wiring needs tidying/completing. Forward to Quinquennial Inspector and the LDAC. PAT tests of all electrical appliances required. 1

53 Provide lighting (emergency lighting would be appropriate) in the stair to the roof of the North Aisle; this may also be a recommendation of the Fire Risk Assessment 2

54 Provide emergency lighting to bell tower and Church; this may also be a recommendation of the Fire Risk Assessment 2

55 Straighten up or replace louvre metal covers to boiler air inlet on side of external housing to prevent open access for rats, mice and squirrels. 3

56 Dismantle and remove old boiler and associated electrics and pipework. 3 & 6

57 Clear flammable material away from the vicinity of the incoming electrical boards in the Sacristy. 1

ORGAN, BELLS, CLOCK

58 The bells are checked frequently by the Tower Captain, but a specialist report is required, which should be forwarded to the Quinquennial Inspector and the LDAC. 1

59 Clock last inspected by specialist (from Smiths of Derby) 1.3.2012. Jack Thornton regularly checks clock. MONITOR

CURTILAGE, INCLUDING BOUNDARY WALL, PAVING, PATHS, EXTERNAL STEPS/RAMPS, CHURCHYARD

NOTE; the below items do require attention – whether this is carried out by the Council or the PCC. Particularly the listed wall and the subsiding gravestones require urgent action. An agreement on whose responsibility these items are is necessary so they are not ignored.

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| 60 | Generally check, lift and reset various stones around tombs and gullies to make sure these don't pose a trip hazard. | 1 |
| 61 | Three or four of the gravestones in the Churchyard are subsiding and hazardous – particularly one to the west of the main entry porch; the soil under tombstones is subsiding and needs ongoing maintenance so that no danger is presented to pedestrians or anyone working here. | 1 |
| 62 | Ongoing maintenance required to perimeter painted cast iron railings, particularly where corrosion is evident. | 5 |
| 63 | To the Grade II brick wall to the Vicarage, remove all weeds growing in the joints and also all ivy and other climbers which have destructive characteristics. Repairs to the mortar pointing should be carried out by carefully raking out defective areas and repointing in a sacrificial lime mortar. Pay particular attention to the wall where it fronts the Silver Street pavement where it is showing extensive erosion and the top courses are leaning outwards. The east boundary wall to the Parish Centre car park is at the point where bricks are falling out of the wall and need urgent stabilisation. | 1 |
| 64 | Remove weeds from between stone flags of main paths and paved areas adjacent Church including Main (south) Entrance and clear litter as an ongoing maintenance exercise | 5 |
| 65 | Remove elderberry bush between ramp to west entrance and adjacent tomb | 2 |
| 66 | Discuss with Council lawn mowing to churchyard grass – grass cuttings should be kept away from vent grilles around foot of church walls (see also item 39 above) | 5 |

DISABLED ACCESS AND FACILITIES

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| 67 | Consider painting external stone step edges to south porch entrance white to aid visually impaired | 1 |
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FIRE PRECAUTIONS

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| 68 | Fire Risk Assessment to be carried out – pay particular attention to bell tower and address issues such as means of escape, alarms, notices, evacuation procedures and practices (assistance for deaf and visually/physically disabled), precautions at special events, possible fire hazards (candles), electrical hazards (annual electrical inspection) etc. | 1 |
| 69 | When new boiler installed in choir vestry, ensure that a dry powder fire extinguisher is also provided | 1 |
| 70 | Emergency lighting to be installed | 1 |
| 71 | Fire exit signage to be installed | 1 |
| 72 | Smoke/fire alarm system to be installed – points required in bell Tower, Sacristy and choir vestry as well as main body of Church | 1 |
| 73 | Make sure that escape from the Church and ancillary rooms is possible in the event of a fire, at the least keys to deadlocks should be available, or turn snibs fitted on the inside face of the escape doors. | 1 |

SECURITY and GENERAL

- 74 A report from a security consultant may be useful in order to agree how escape provisions can be provided without prejudicing security of the Church or providing visually unacceptable solutions. 6
- 75 Risk Assessment. The Risk assessment which has been produced needs expanding to cover more specific issues in the churchyard and church. Some points raised above can be addressed – particular events should also be mentioned such as concerts and related provisions.

Parish Centre – Quinquennial Recommendations

GENERAL ITEMS

- 1 A Fire Risk Assessment in tandem with the church needs to be completed 1
- 2 Church Wardens and staff to be aware of, and report any evidence of asbestos found. Noted that a report was prepared in the last decade. 1
- 3 It is recommended that an up-to-date electrical report by an NICEIC qualified electrician be prepared if none is current. This can be done together with the church report. 2 & 6
- 4 A Gas Safety record is required for the boiler installation if no recent one exists. The room heaters were not individually checked during the visit 1 & 6
- 5 All electrical appliances should have a PAT certificate, which should be kept updated 5 & 6

ROOM 'A' MEETING ROOM

- 6 The cupboard is damp and mouldy. Needs some permanent ventilation. There is an air brick in the wall (seen from outside) which appears to divide this space from the exterior – check that this is exposed and functioning. Wash down walls and decorate in a mould-resisting emulsion paint. Any stored items should be moved away from the walls – until damp issues are resolved it is preferable to store as few items as possible in this cupboard. Tighten loose door handles. Leaking flashings may be contributing to the damp patches – refer also later under roof covering. 1
- 7 There are movement cracks around the window. Rub down and redecorate and monitor. 3
- 8 There are minor hairline cracks at wall/ceiling junction. These should be resolved when the room is next decorated. Rub down, fill with flexible filler + emulsion paint 3
9. There is a damp patch on the ceiling which may be historic. Paint over locally with barrier paint; make good decoration. Monitor. 3

ROOM 'B' MEETING ROOM

- 10 There are minor hairline cracks at wall/ceiling junction. These should be resolved when the room is next decorated. Rub down, fill with flexible filler + emulsion paint 3
- 11 There are damp patches on the ceiling by the inner beam which may be historic. Local repairs have been made. When the next decorative maintenance occurs, tidy up repairs, paint locally with barrier paint and monitor for any further damp patches. This is under the ridge of the roof. Refer also later under Roof Coverings 3
- 12 There is some evidence of mould in the store cupboard – clean off, decorate with emulsion and monitor. Additional ventilation may be required to the space. 1

PASSAGE OUTSIDE KITCHEN

- 13 There are damp patches on the ceiling, which are likely to be historic. Treat as above, and monitor. 1
- 14 There are movement cracks in the ceiling, which generally follow the pattern of applied boards. Rub down, fill with flexible filler + emulsion paint at next decoration 3

UTILITY CUPBOARD

15. The cupboard is overly full – it would be beneficial to its use if some rationalisation of the contents could be achieved – more shelves might help. It is appreciated that there is never enough storage space but even so, some paring down of the quantity stored would help. 2
- 16 There is mould at high level on the wall. The space is in urgent need of ventilation and as it is internal this may need to be achieved with a duct taken to the outside through the adjacent store. A vent in the wall to the store and then vents in the store door to the outside would be a start and easy to achieve. Wash down walls and decorate in a mould-resisting emulsion paint. Any stored items should be moved away from the walls where they are growing mould. 1

KITCHEN/SERVERY

- 17 Maintain smoke/heat alarm – service annually 5
- 18 There are (historic) areas of damp and mould – particularly in the exit lobby – as well as (historic)(repaired) minor cracks to the ceiling. Treat as elsewhere above. Wash off mould with fungicide. Ventilate the lobby (e.g. with a permanent vent in the door) 2
- 19 Mechanical ventilation is required to the kitchen – room fan at 30 l/sec or 60 l/sec as cooker hood. 1

DINING/COMMON ROOM

- 20 The floor tiles are showing some wear around the perimeter. These may still be the original tiles (in most rooms the floors have been replaced) and it is possible they contain some asbestos (chrysotile) although the asbestos report carried out in the last decade will have noted this. Protect tiles until funds are available to replace them by maintaining sealer. 1

ENTRANCE HALL

There are 2 mains smoke alarms.
There is a water extinguisher by the doors to the hall.
There are some historic repairs to the ceiling

- 21 The doors into the hall are largely glazed and while the lower panels are in Georgian wired safety glass, this would not constitute classifying the doors as fire check doors. It would be preferable to glaze the lower panels in laminated safety glass in the long term as the hall is used by groups of children. 2
- 22 There is some damage to the door frame to room 3. Repair when next redecorating. 3
- 23 The heater cages need securing 1
- 24 There are various (historic) cracks in the ceiling – the most prominent at the meeting of the two sloping ceiling areas of ceiling under the roof valley. These have been partly repairs in the past but need flexible filler. Monitor cracks for further movement. 3

- 25 There is a small area of damp under the crack noted in 23 above. Make good as elsewhere. See also under Roofs below. 3
- 26 There are some movement cracks at the junction of the brick pier next to the single door to the hall. Monitor by recording width of cracks over coming months). If movement continues, fix a tell-tale and record movement. If this continues, refer to a structural engineer.
- 27 There is a pipe-end projecting from the wall by the toilet doors. Purpose not identified. Remove if not required or make good around where pipe come through wall. 5
- 28 The floor tiles are showing wear and tear, particularly by the entrance doors. As these may still be the original tiles, it is possible they contain some asbestos (chrysotile) although the asbestos report carried out in the last decade will have noted this. Protect tiles until funds are available to replace them by maintaining sealer. 1

MAIN HALL

- 29 There are various areas of (believed historic) damp from roof leaks at points where valleys in the complex roof structure meet. Refer also to Roof works later. When the roof is watertight the decoration can be made good. 3
- 30 At the meeting of the roof beams there is some sign of movement of beams across each other. This may be historic, or indeed original. Monitor and if any additional movement is noted, refer to structural engineer. MONITOR
- 31 The timber fire exit doors have an air gap at the bottom – the exterior face needs redecorating and a draft seal could be fitted to the bottom of the doors at the same time.
- 32 There is minor bubbling and movement in the floor covering which has been repaired in the past. Continue with similar repairs as and when required. 5

SERVICES CUPBOARD

- 33 There is hazard tape on the floor to mark an area to be kept clear away from the meters and electricity board. The toys are beginning to encroach on this – make sure meters and boards are clear of stored material 1

DISABLED TOILET/BABY CHANGING

- 34 Although the disabled toilet has a mechanical extract fan on a timer, it is worth replacing when fans are installed in the other toilets with a more efficient one, and change the flat extract duct which runs through the male w.c. with a square one, which is more efficient and should run across the whole room to be less unattractive. Leave running while centre is open. 1
- 35 The space needs more thorough cleaning 5
- 36 Floor covering needs replacing in the not-too-distant future 2

MALE TOILET

- 37 The lobby is used as a store – it would be preferable to build a cupboard to store loose items 2
- 38 There is a patch of (historic) damp on the ceiling – make good as elsewhere at next point of decoration 3
- 39 There is a redundant pipe end on the floor (gas? Water?); removal would be preferable. If it is full of water it will eventually rusty through and cause a leak. When a plumber is next on site, it would be useful if it could be identified. 6

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| 40 | The floor covering is in need to replacement soon, which would also deal with the unsightly repair and the staining. | 2 |
| 41 | It is essential that a mechanical extract fan is installed, which should be left to run during Centre opening hours. | 1 |
| 42 | The space and the toilet pans need more thorough cleaning | 5 |

FEMALE TOILET

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| 43 | The lobby contains stored material – it would be preferable to build a cupboard to store loose items and to accommodate those in the lobby to the male toilet as well. | 2 |
| 44 | There is a redundant pipe end on the floor (gas? Water?) ; removal would be preferable. If it is full of water it will eventually rusty through and cause a leak. When a plumber is next on site, it would be useful if it could be identified. | 6 |
| 45 | The floor covering is in need to replacement soon, which would also deal with the staining. | 2 |
| 46 | It is essential that a mechanical extract fan is installed, which should be left to run during Centre opening hours | 1 |
| 47 | The space needs more thorough cleaning – particularly walls around hand dryer. | 5 |
| 48 | The veneer has peeled off the end of one of the cubicle panels – replace | 1 |

EXTERIOR

Paving

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| 49 | The ramp to the main entrance needs pointing where the mortar has fallen out | 1 |
| 50 | There are various areas where paving is uneven and may present a trip hazard. Where this is in the main pedestrian walking areas, lift paving stones and rest on mortar dabs to ensure paved areas are flat | 1 |

Roofs

NOTE: the valley gutters and the metal flat roof to the hall were inaccessible and could not be surveyed.

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| 51 | The felt roofs have been extensively patched and the evidence of leaks over many years is visible in the staining to the ceilings below. They appear currently to be reasonably watertight, though the ceilings inside should be monitored for new patches of damp indicating roof leaks. However, where the new felt meets the existing, the junction is not watertight and local repairs should be made. Also, the original detail of lead flashings to cover the junction of the turned-up felt and masonry wall has not been repeated. It is noted that on the older felt, the lead still exists so presumably has not been stolen. Metal flashings (lead or zinc or lead alternative) should be inserted to cover the upturned felt at the abutment with the brick walls. | 2 |
| 52 | There is a rooflight above Meeting Room B, which appears to have been covered over – presumably this was broken into at some stage. An access panel exists below. The repair arrangement on the roof looks frail and if the rooflight is not required it should be removed and the section of roof felted over when next carrying out repairs. | 3 |
| 53 | The tiled fillets to the gable ends of the concrete tiled roofs are breaking out and need raking out and repointing with lime mortar. | 2 |
| 54 | All rainwater hoppers should be checked as a routine maintenance item and cleared out if overflowing or damaged – signs of (historic) leaks | 5 |

Rainwater goods

55	The black plastic gutter in the corner to the right of the entrance door needs some attention	2
56	Remove the black tape hanging from some of the downpipes – unless this has a specific purpose in which case it should be fixed properly so it doesn't hang down.	2
57	The felt sleeve to the SVP where it passes through the felt roof outside the 1 st floor flat should be replaced with lead.	2
58	The grating to the trench drain in the car park emanating from outside room A is broken at the end nearest the Centre and has been covered over in tarmac for most of its length. The drain needs to be exposed and the grating replaced where broken.	2
59	Some of the gullies around the perimeter of the building are either covered over, have missing gratings, or are in need of some t.l.c. Check all and clear out/repair where required.	2
60	Clean out valley gutters from moss and other detritus, which has built up. Take care not to damage valleys themselves.	2
61	One of the downpipes to the rear of the hall is cracked – replace section. One downpipe on east façade has been repaired – monitor for leaks, or preferably replace section in black plastic.	1
62	The black plastic gutter outside Room A needs a stop end	1

Doors and Windows

63	The timber windows to the toilets are rotting and need repairing, new timber (or resin repair) piecing in and priming, undercoating and top coat.	1
64	Painted timber doors. The remaining timber doors which are painted red need rubbing down, priming at the base where paint has peeled off, and redecorating 2 coats when next redecoration cycle is due (in next 2 years preferably). The timber cills need rubbing down and 3 coats clear preservative oil e.g. Saddolins	
65	The entrance door threshold needs cleaning out and the mortar fillet to its junction with the ramp cleaned out and replaced where it is breaking out.	1
66	The entrance door to the flat needs rubbing down and preservative oiling (2 coats) including threshold.	2
67	Redecorate head above hall glazed exit doors	2

Masonry

68	There is a movement crack in the masonry at high level to the right of the main entry doors. Fill with sacrificial mortar and monitor and if crack reopens, affix a tell-tale and monitor.	2
69	There is a larger crack in the brickwork above the flat entrance at first floor level. Fill open joints with sacrificial mortar (lime mortar) and affix a tell-tale. If movement continues, refer to structural engineer.	2
70	There is a small patch of graffiti on the brickwork to the west wall of Meeting Room B. No doubt this is an ongoing problem. Clean off as part of regular maintenance works.	5
71	There are occasional small areas where pointing is missing – repair in sacrificial (lime) mortar as part of maintenance programme.	5

Fascias

72	The fascias which are at high level to the 1 st floor roofs to the flat and the hall, and white painted soffites and fascias to felted roofs all need redecoration – rubbing down, bring forward, priming + 2 top coats	2
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Sundry

73	Clear rubbish away from bottom of steps up to 1 st floor flat	1
74	The concrete steps up to the 1 st floor flat are breaking out – particularly at the bottom. Carry out local repairs.	3
75	Rub down, prime and redecorate black the railings to 1 st floor flat and beside the ramp to the main entry	2
76	The tiled entrance area to the 1 st floor flat is in need of overhaul; the asphalt to the front of the top step is slumping and the tiled surface is on felt which may not be capable of carrying this finish. There is no proper flashing to the felt. If leaks continue in the space below, considering re-roofing in asphalt with balcony tiles. This will also involve putting in a new threshold to the door.	3
77	Clear out rubbish from behind hall – including water butt unless this is intended for use	2
78	The tarmac is bubbling in places where adjoining the brick walls. Carry out local repairs	3
79	One of the gullies in the car park adjacent the tree pit is subsiding. Needs proper repair to lift – cut out area of tarmac finish and relay. Currently marked with bollard but is a trip hazard.	1
80	The perimeter brick wall, which is at least in part Grade 2 listed, is deteriorating. It has already been mentioned within the QI for the church, but where the cars park right up to the wall on the south side bricks are falling out and could cause damage to vehicles. Any unclarity about ownership of the wall should be resolved in order that it can be repaired in a proper manner with matching bricks and lime mortar.	1