|  |  |  |  |
| --- | --- | --- | --- |
| **Frequency** | **Task** | **Responsibility** | **Date** |
| **Weekly** | Check for faulty lighting internally | Eg. Churchwarden | Eg. Every Tuesday |
|  | Safety check all areas | Churchwarden |  |
|  | Clean interior of church | Churchwarden |  |
|  |  |  |  |
| **Monthly** | Check the building externally for any maintenance required eg broken or slipped tiles, leaking outside tap etc | Churchwarden |  |
|  | Check the interior for any damage to the fabric | Churchwarden |  |
|  | Risk assess all areas internally and externally | Churchwarden |  |
|  |  |  |  |
| **Twice Yearly** | Inspect roof area from ground, and after every storm | Churchwarden |  |
|  | Check the rainwater goods for any signs of leaks, blockage or damage, and after every storm | Churchwarden |  |
|  | Clear rainwater goods of debris and ensure overflows are clear.  Rod if necessary. | Contractor |  |
|  | Check and clear all gullies and drains | Contractor |  |
|  | Inspect leaded light windows and report any problems | Churchwarden |  |
|  |  |  |  |
| **Yearly** | PAT test all portable electronic equipment | Contractor |  |
|  | Service the oil boiler | Contractor |  |
|  | Remove any vegetation from external walls and repoint as necessary | Contractor |  |
|  | Check trees for dead branches and report any problems | Churchwarden |  |
|  | Check lightning protection system and report any issues (LPS should be checked by a contractor every 2.5 years.) | Churchwarden |  |
|  |  |  |  |
| **Five-yearly** | Quinquennial Inspection to be undertaken | Architect |  |
|  | Electrical inspection to be completed and complete any related advisories | Contractor |  |
|  |  |  |  |
| **Fabric meetings** | The Fabric Committee to meet at least three times per year to discuss possible improvements to the environment, to review the maintenance plan, and discuss any major work that needs to be completed eg as advised in the recent Quinquennial Inspection Report or suggested by the PCC members |  |  |

**One-page Maintenance Plan - Template**

\* You can edit this maintenance plan template as necessary for your own church. We also recommend that you include **interior, exterior, churchyard and elevation church building plans** in your Maintenance Plan, as a useful reference for contractors and volunteers.