

## Hook Norton Baptist Church Premises Maintenance Policy

This policy relates to the Chapel, Hall and Hall Extension at Netting Street, Hook Norton, including the grounds and outbuildings.

### **Spring, Early Summer**

Make annual inspection of site and properties and report as necessary.

Sweep out high level spaces in porches. Check for bats and report any finds to English Nature.

Renew grass cutting contract

Pull up ivy starting to grow up walls and gravestones, treat if necessary.

Spray around the base of the walls to discourage weed growth.

Check interiors for active beetle infestation between second week of April and second week of June and arrange treatment as necessary.

Check external underfloor ventilators and clean out as necessary.

Spring clean the Church premises.

### **Summer**

Cut back shrubbery and inspect the trees. Arrange tree surgeon if necessary.

Inspect boundary walls and arrange with adjacent owners to cut back shrubbery and remove ivy growth as necessary.

Check heating systems and arrange for routine servicing.

Arrange for any external painting/staining required.

### **Autumn**

Bleed radiators and undertake any maintenance of heating systems.

Re-check heating systems and run test.

Inspect gutters and downpipes to ensure there is no build-up of leaves or other debris.

**Winter**

Ensure snow is cleared from pathways, entrances and vulnerable areas.

Check under floors and roof spaces for vermin and apply poison if necessary.

Check under gutters after cold spells and roof voids for signs of leaking roofs.

**Annually**

Arrange for the test, inspection and servicing of the fire alarm and detection installations and emergency lighting.

Arrange for the test and inspection of fire extinguishers.

Check the insurance policy on properties and third party cover and renew.

Check the condition of outside walls, windows, steps and pathways likely to be a hazard to people entering the building.

**Every 2 years**

Arrange for the test and inspection of all portable electrical appliances (PAT testing).

Arrange for the test and inspection of the fixed electrical systems

**Every 5 years**

Arrange for a Quinquennial Inspection Report in accordance with the guidelines of the Baptist Union Corporation. The most recent Report is dated November 2015.

END