

Maintenance Plan Template

ACTION/PRIORITY	MAINTENANCE TASK	RESPONSIBILITY	FREQUENCY	COST	J	F	M	A	M	J	J	A	S	O	N	D
E.G	Red / B	Clear gullies	Vol /Prof / Cont													
Roofslopes																
1																
2																
3																
4																
5																
6																
7																
8																
9																
External Walls																
A																
B																
C																
D																
E																
F																
G																
H																
I																
Gutters & Downpipes, Gullies, Drains & ground levels																
A																
B																
C																
D																
E																
F																
G																
H																



ACTION/PRIORITY		MAINTENANCE TASK	RESPONSIBILITY	FREQUENCY	COST	J	F	M	A	M	J	J	A	S	O	N	D
E.G	Red / B	Clear gullies	Vol /Prof / Cont														
Roofslopes																	
Windows and Doors																	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
Internal Walls																	
i																	
ii																	
iii																	
iv																	
v																	
vi																	
vii																	
viii																	
Ceiling and Floors																	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
Tower/Spire & Roofspaces / Bell Frame & Clock / Organ																	
1																	
2																	
3																	
4																	
5																	
6																	

ACTION/PRIORITY	MAINTENANCE TASK	RESPONSIBILITY	FREQUENCY	COST	J	F	M	A	M	J	J	A	S	O	N	D
E.G	Red / B Clear gullies	Vol /Prof / Cont														
Roofslopes																
Windows and Doors																
Services - Plumbing / Electrical / Heating / Fire Safety																
Outside / the Churchyard - Boundary Walls																
Paths																
Gravestones, Tombs and other Monuments / Lytchgate																