

Equipment List

The following is a recommended list of equipment for your kit box. Remember to replace the first aid kit when it goes out of date.

- Goggles
- High vis vests
- Plastic scraping tool
- Drain unblocker
- Disposable Facemasks
- Scrubbing brush
- Disposable gloves large
- Heavy duty gauntlet rubber gloves
- Trowel
- Dustpan and brush
- Secateurs
- Garden waste bags
- Kneeling pad
- Ladles
- Head torch
- Litter pickers
- Binoculars
- Dentist mirror
- Telescopic mirror
- Scrubbing brush
- Microfiber cloths
- Clip board Ring binder
- Maintenance Calendar



Place of Worship Information Sheet

Complete one of these sheets for each place of worship in your Maintenance Co-operative.

Contact Details

Place of worship name	
Address including postcode	
Can the site be found by Sat Nav?	Yes/No
Details of person responsible for liaising with the Maintenance Co-operative	Name: Address: Phone no: Mobile no: Email:
Details of spiritual leader responsible for the place of worship (if applicable)	Name: Phone no: Mobile no: Email:
Details of building's keyholder(s)	Name: Phone no: Mobile no: Address: Email:

Emergency Procedure

Procedure for reporting an accident	
Nearest pharmacy	
Nearest GP	
Nearest hospital with an A&E – name, address & phone no.	
Nearest hospital with a Minor Injuries Unit – name, address & phone no.	
Location of first aid kit	
Location of accident report book	
Location of nearest defibrillator (if applicable)	

Facilities

Does the site have the following?

	Yes	No
Toilets		
Accessible toilets		
Baby changing facilities		
Kitchen		
Mains electricity		
Landline (please give number)		

If no to any of the above, where can the nearest facilities be found? Make a note here any other facilities available to Maintenance Co-operatives.

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Maintenance Records

Location of maintenance logbook	
Location of quinquennial inspection (QI) report	

Equipment List

Item	Location	Owner

Notes

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Caring for Churchyards

The following advice and guidance documents may be of help in caring for your churchyard or burial ground:

Caring for God's Acre

www.caringforgodsacre.org.uk

- Advice sheets, including their five steps to burial ground care
- Risk Assessment template
- Graveyard Recording Pack
- Involving the Community: fundraising and working parties case study
- Caring for Grassland

Ministry of Justice

www.gov.uk

Guidance on managing unstable gravestones

Historic England (formerly English Heritage)

www.historicengland.org.uk

- Guidance and best practice for the assessment, planning and implementation of conservation work to monuments, as well as legal frameworks and statutory duties
- Paradise Preserved: an introduction to the assessment, evaluation, conservation and management of historic cemeteries

Church of England

www.churchofengland.org

Scotland's Churches Trust

www.scotlandschurchestrust.org.uk

How to understand and interpret your local churchyard

Divine Inspiration

www.nationalchurchestrust.org

An initiative based at the Diocese of Coventry has produced a very useful Toolkit

ChurchCare

www.churchcare.co.uk

- Guidance on managing wildlife
- Advice on archaeology and ruins
- Advice via Shrinking the Footprint on caring for the biodiversity of nature in your churchyard



Sample Risk Assessment

Carry out a risk assessment for each place of worship and each activity you carry out. This form gives you an example of what a risk assessment can look like. **More examples and advice on Health and Safety including safe use of ladders can be found on www.hse.gov.uk.**

The Site Risk Assessment section should be reviewed annually or after a significant change e.g. at the start of any building work on-site or after a storm when trees may have fallen. The Activity Risk Assessment should be updated each time a new activity or piece of equipment is introduced. Example risks have been included, but these are only designed as guidance, you should carry out your own on-site assessment.

This form should be kept on file and a copy brought along whenever maintenance activity is carried out. The designated organiser for maintenance activities is responsible for ensuring that the recommended precautions have been carried out and that volunteers do not engage in activities deemed to be of High Risk.

Name of Site	Site Postcode
Assessment carried out by	Date

Site risk assessment

Hazard	Risk	Risk Level	Precautions	New risk level
Bumpy paths	Trips and falls resulting in pains, sprains and breaks	low	Advise volunteers to wear appropriate footwear	low
Fallen trees				
Loose masonry				

Activity risk assessment

Hazard	Risk	Risk Level	Precautions	New risk level
Sharp tools	Cuts	Medium	Emphasise sensible use. Locate first aid kit	Low
Working at height	Falls	High	Maintain ladders, have ladder training, two people per ladder	Med

Risk level matrix

Likelihood x Severity gives a risk rating. For each risk use the matrix below to estimate the risk level before and after precautions. If the risk level remains high after precautions have been taken the activity should not go ahead.

		Severity			
Likelihood		1 (minor injury)	2 (non-life threatening)	3 (serious injury)	4 (fatal injury)
	1 (unlikely)	1 - Low	2 - Low	3 - Low	1 - Low
	2 (possible)	2 - Low	4 - Low	6 - Medium	8 - Medium
	3 (Likely)	3 - Low	6 - Medium	9 - High	12 - High
	4 (very likely)	4 - Low	8 - Medium	12 - High	16 - High

Emergency Procedures

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Nearest pharmacy	
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Drawing Floor and Roof Plans

The Baseline Survey Form includes room for a roof plan and floor plan of your place of worship. We suggest these are marked up to give each element of the building a number or letter that corresponds with number or letter at the head of the column for the questions related to that element on the form.

Roof and floor plans are also very useful to mark on the exact location of any problems or issues you find when carrying out your annual survey or check up of your place of worship. The plans do not need to be completely accurate, but need to show the correct layout of the spaces inside your place of worship, the location of windows and doors and perhaps the trickiest part, the often complicated connections between the roof slopes above. Below are a few guidance notes to help you prepare these plans. We have also included examples of a number of roof and floor plans to give you an idea of how they might look.

The Floor Plan

If you are lucky your Quinquennial Inspection Report or equivalent property report prepared by your professional advisor will include a floor plan of your place of worship. If not your church records may include an older plan that can be used as a base to create an up to date plan of the church. If you have neither of these you will need to draw your own floor plan. You can either estimate the dimensions of the spaces in relation to one another or if you are feeling adventurous carry out a full or partial measured survey. You could also use the aerial view of the church as a base template, available through google or bing maps (see below) . Remember when drawing the plan that the walls have a thickness rather than just being a line. In addition if you can mark on the location of any significant fittings such as pews, pulpit organ etc. and changes in floor level and finish.

The Roof Plan

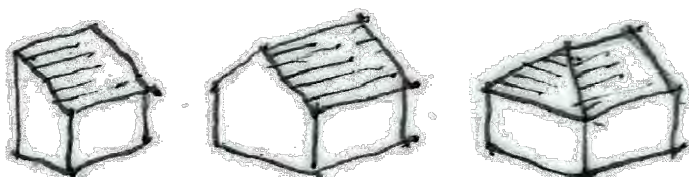
Roof plans are not usually provided as part of a Quinquennial or property report, so will involve a bit more work. They can though be created by using the outline of your floor plan in conjunction with one of the online mapping programmes available through a number of search engines:

(google maps—<https://www.google.co.uk/maps/> or bing maps—<https://www.bing.com/mapspreview>)

If you know your postcode you should be able to find your place of worship fairly easily giving you a view from above showing the layout of the various roof slopes and how they interconnect. (use the 'earth' tag in the bottom left for google maps and the 'aerial' tag in the top right drop down for bing maps)

Unfortunately, it is not always possible to get a clear view of the whole of the roof as it is quite often shadowed, or the image is of low resolution. This is where you need to visit the church in person to work out the missing bits. If you have a tower or high point that will allow you to look down on the roof, this will help a lot. On most places of worship, the roof forms will be a pitched roof either side of a central ridge, or a single, mono pitch or flat over a lean-to or side aisle. The roof will probably either finish with a gable end or where all sides slope down to the walls, form a hip.

As a general rule when two roofs interconnect at right angles to one another, either at a valley gutter or at a hip, if they are of the same pitch and their eaves are at the same level they will meet at 45 degrees on plan. If they are not the same pitch it is more complicated, but generally where a steeper pitch meets a shallower pitch they will meet at less than 45 degrees and vice versa. Where roofs of differing eaves height the higher eaves line extends over the lower until the point where the two roofs meet, again at 45 degrees. Where to roof edge or eaves is hidden by a wall parapet, the width of the parapet is less than the full width of the wall below with enough room for the lead valley gutter behind. (see example on page 2)



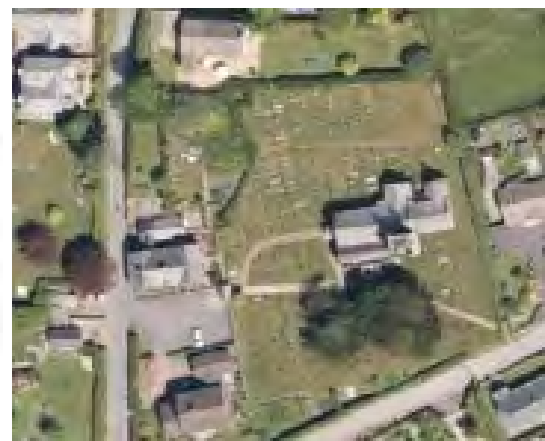
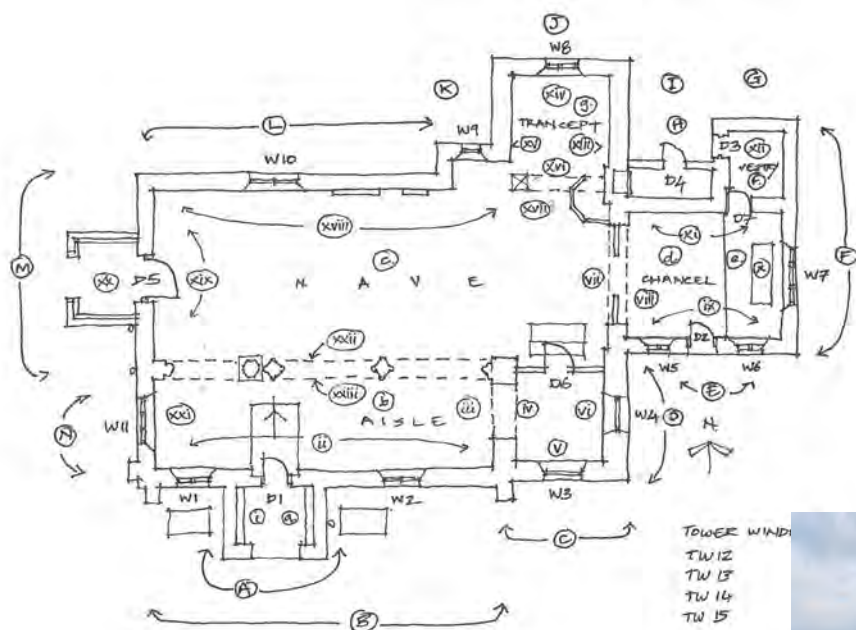
Roof Forms (left to right)

- Mono pitch
- double pitch with gable end
- double pitch with hipped end

Marking up your plans

Once your plans are complete you now need to mark them up to correspond with the columns on the survey form. For each element you will need to work your way around the building and count up the number of roof slopes or walls or windows as appropriate to ensure you have enough pages for that element (see 'Editing and filling out the Baseline Survey form'. Give each roof slope / wall / window and corresponding column a number or letter as follows:

- Roof slopes:** Number
- Gutters and downpipes:** Capital letter, as the walls
- Walls:** Capital letters
- Windows and Doors:** 'W' with number of 'D' with number ('TW' tower window with number)
- Internal walls:** roman numerals
- Floors:** lower case letters
- Ceilings:** Same numbering as roof slopes above

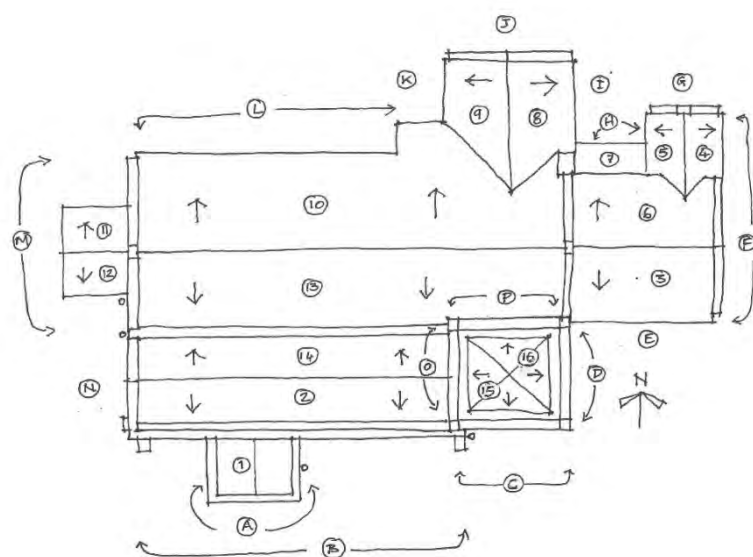


Google aerial view of church

Marked up floor plans based on plan in Q1 (if



Southwest corner showing nave



Marked up roof plan based on floor
Google aerial view



West end showing valley between nave
and south aisle

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Details of spiritual leader responsible for the place of worship (if applicable)	Name: Phone no: Mobile no: Email:
Details of building's keyholder(s)	Name: Phone no: Mobile no: Address: Email:

Church Maintenance Calendar

Regular checks are a vital part of building maintenance. Check as frequently as you can, but preferably no less often than is suggested below. The best time to check gutters and rainwater goods is during or just after rain as this will help you to spot any leaking sections.



Tick the boxes as you complete each task.
You can also use this chart to identify any points of concern that need to be addressed.



JANUARY

Things to do:

- Have the electrical systems checked by a qualified person at least once every five years.

CHECKED ☐ ACTION NEEDED ☐

- Smoke alarms should be regularly tested and cleaned. Remember to replace the batteries too!

CHECKED ☐ ACTION NEEDED ☐

- Parapet and valley gutters need to be cleared of snow to prevent melt water rising above them and causing damp internally. Extra caution is needed in icy conditions.

CHECKED ☐ ACTION NEEDED ☐



FEBRUARY

Things to do:

- Parapet and valley gutters need to be cleared of snow to prevent melt water rising above them and causing damp internally. Extra caution is needed in icy conditions.

CHECKED ☐ ACTION NEEDED ☐

- Make sure that the tower, roofs and windows are bird-proof before nesting starts. **Do not disturb bats.**

CHECKED ☐ ACTION NEEDED ☐

- Check the condition of any ladders in the tower and ask the tower captain to ensure that the bells and bellframe are in good order.

CHECKED ☐ ACTION NEEDED ☐



MARCH

Things to look for:

- Check that eaves gutters and downpipes have not been damaged by frost. Look for cracks and leaks in rainwater goods and note damaged sections.

CHECKED ☐ ACTION NEEDED ☐

Things to do:

- Parapet and valley gutters need to be cleared of snow to prevent melt water rising above them and causing damp internally. Extra caution is needed in icy conditions.

CHECKED ☐ ACTION NEEDED ☐



APRIL

Things to look for:

- Check the roofs for frost, snow and wind damage. Debris on the ground from broken slates and tiles indicates that there may be a problem.

CHECKED ☐ ACTION NEEDED ☐

- Check for splits and cracks in areas of flat or sloping sheet roofing.

CHECKED ☐ ACTION NEEDED ☐

- Inspect lead flashings and mortar fillets at chimneys for signs of decay. Problems will include holes or splits in leadwork and erosion of mortar fillets.

CHECKED ☐ ACTION NEEDED ☐

Things to do:

- Clear leaves and debris from gutters and rainwater pipes regularly. Frequent attention may be needed if the building is surrounded by trees, or perched on by pigeons. Cast iron gutters may also require repainting.

CHECKED ☐ ACTION NEEDED ☐



MAY

Things to do:

- Gulleys beneath rainwater pipes should be cleaned out regularly and drains should be rodded out if they overflow during wet weather. Remove silt and debris and ensure water discharges freely.

CHECKED ☐ ACTION NEEDED ☐

- Make sure that windows and ventilators are operable so that the building can be ventilated on dry days during the summer months. Lubricate door and window ironmongery and check security of locks.

CHECKED ☐ ACTION NEEDED ☐

- Shut down the heating system and have the boiler serviced. Bleed radiators if you have them and ensure that the frost thermostat is operational.

CHECKED ☐ ACTION NEEDED ☐

- Clear away any plant growth from around the base of the walls and in particular from the drainage channel.

CHECKED ☐ ACTION NEEDED ☐



JUNE

Things to look for:

- Inspect all windows. Check the glazing, putty, lead cames and wire ties for signs of damage.

CHECKED ☐ ACTION NEEDED ☐

- Check timberwork for signs of rot including less accessible areas such as floor and roof voids, under stairs and in cupboards.

CHECKED ☐ ACTION NEEDED ☐

Things to do:

- Clear any dirt from condensation drainage channels and holes at the base of windows.

CHECKED ☐ ACTION NEEDED ☐

- Remove any vermin from floor and roof voids.

CHECKED ☐ ACTION NEEDED ☐



Safety

- Ensure you maintain your building safely. Ladders, lofts and roofs present particular hazards. It is best not to work alone, but think of the safety of helpers and others beneath if working above ground level. Safety equipment is needed for some jobs, including gloves for the clearance of drains or removal of pigeon droppings from gutters.
- Do not touch gas or electrical supplies unless you are qualified.
- If in any doubt about safe access, particularly on roofs and in attics, use a reputable, professional builder for inspection or work. Binoculars can be a useful tool to help you inspect roofs and other high level items.
- For further advice contact the Health and Safety Executive – www.hse.gov.uk



Name and contact details for architect or surveyor

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Church Maintenance Calendar

Regular checks are a vital part of building maintenance. Check as frequently as you can, but preferably no less often than is suggested below. The best time to check gutters and rainwater goods is during or just after rain as this will help you to spot any leaking sections.



Tick the boxes as you complete each task.
You can also use this chart to identify any points of concern that need to be addressed.



JULY

Things to look for:

- Look at timber windows, doors, fascias and bargeboards. Check for cracked and rotten wood. Redecoration may be required.

CHECKED ☐ ACTION NEEDED ☐

Things to do:

- Clear away any plant growth from around the base of the walls and in particular from the drainage channel.

CHECKED ☐ ACTION NEEDED ☐

- Have the lightning conductor system serviced once every five years.

CHECKED ☐ ACTION NEEDED ☐

- If your building has a steeple consider having it inspected by a steeplejack once every five years.

CHECKED ☐ ACTION NEEDED ☐



AUGUST

Things to do:

Take a break!



Things to look for:

- If your roof space has safe access and is boarded, check whether there is evidence of leaks or damage to the roof covering during heavy rain, especially below gutters.

CHECKED ☐ ACTION NEEDED ☐

Things to do:

- Clear away any plant growth from around the base of the walls and in particular from the drainage channel.

CHECKED ☐ ACTION NEEDED ☐

- Make sure that water tanks and exposed water and heating pipes are protected from frost. Any leaks should be repaired.

CHECKED ☐ ACTION NEEDED ☐

- Make sure that any airbricks or under floor ventilators are free from obstruction and clean if necessary.

CHECKED ☐ ACTION NEEDED ☐



OCTOBER

Things to look for:

- Check masonry for signs of damage. Report any deeply eroded mortar joints or cracks or signs of movement.

CHECKED ☐ ACTION NEEDED ☐

- Check that snowboards and access walkways are in a good state of repair.

CHECKED ☐ ACTION NEEDED ☐

Things to do:

- Clear leaves and debris from gutters and rainwater pipes regularly and check for any storm damage. Frequent attention may be needed if the building is surrounded by trees, or perched on by pigeons.

CHECKED ☐ ACTION NEEDED ☐



NOVEMBER

Things to look for:

- Check that the flagpole is secure.

CHECKED ☐ ACTION NEEDED ☐

- Check the roofs for damage. Debris on the ground from broken or missing slates and tiles indicates that there may be a problem.

CHECKED ☐ ACTION NEEDED ☐

Things to do:

- Clear leaves and debris from gutters and rainwater pipes regularly and check for any storm damage. Frequent attention may be needed if the building is surrounded by trees, or perched on by pigeons.

CHECKED ☐ ACTION NEEDED ☐



DECEMBER

Things to do:

- Parapet and valley gutters need to be cleared of snow to prevent melt water rising above them and causing damp internally. Extra caution is needed in icy conditions.

CHECKED ☐ ACTION NEEDED ☐

- Gulleys beneath rainwater pipes should be cleaned out regularly and drains should be rodded out if they overflow during wet weather. Remove silt and debris and ensure water discharges freely.

CHECKED ☐ ACTION NEEDED ☐

- Make sure that fire safety equipment has been serviced.

CHECKED ☐ ACTION NEEDED ☐

Well done! You've kept your building well maintained for another year.



Safety

- Ensure you maintain your building safely. Ladders, lofts and roofs present particular hazards. It is best not to work alone, but think of the safety of helpers and others beneath if working above ground level. Safety equipment is needed for some jobs, including gloves for the clearance of drains or removal of pigeon droppings from gutters.
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Glossary of architectural terms

Before starting your baseline survey, if you are not already familiar with the words used to describe architectural features you might find a glossary useful. There is a short glossary below, alternatively, you might like to visit the Looking at Buildings website (www.lookingatbuildings.org.uk). This is an educational resource created by the Pevsner Architectural Guides. It contains a wealth of information to help you understand historic buildings, styles of architecture and methods of construction.

Abutment	This word can be used in two senses. It is the point at which a roof meets a wallhead and also a massive structure supporting the ends of a bridge.
Ashlar	Masonry that has been shaped into regular squared blocks and given a smooth face. It is laid in level courses and tends to have very fine mortar joints.
Bargeboard	Bargeboards are fixed to the gable ends of roofs to conceal and protect the ends of the roof timbers or thatch. They often project over the wall face and are frequently decorative.
Buttress	A masonry support that gives additional strength to a wall and resists outwards thrust.
Came	A strip of lead with an H-shaped profile used to join pieces of glass together in a leaded window.
Cill (or sill)	The horizontal bottom member of a window or screen.
Clerestory	The section of the main wall below the eaves and above the top of the aisle roof which is pierced with windows giving light into the interior.
Conservation	Action necessary to preserve anything of acknowledged value.
Coping	A protective covering of brick or stone on the top of a wall. The coping will usually project to help throw rainwater away from the wall.
Corbel	A block of masonry that projects from the wall and carries the end of a roof truss or beam. Corbels are often carved with grotesque human or animal figures.
Cornice	A continuous horizontal feature running around the top of a wall or the top of a room.
Crypt	An underground chamber or vault often used for burials.
Curtilage	It is difficult to define curtilage exactly but it is generally taken to be a piece of ground ancillary to a building and necessary to the function and/or enjoyment of that building. The important factors are the physical relationship between the ground and the building; past and present ownership; and the past and present use.
Eaves	The underside of a sloping roof where it overhangs the wall below.
Efflorescence	A white powdery deposit found on the surface of stone, brick or plaster. It occurs when excessive moisture causes the soluble salts present in the masonry to dissolve. They are then drawn towards the internal surface of the wall, as this is usually warmer than the external surface. Once they reach the face of the wall the water evaporates and the salts re-crystallise on the surface. Efflorescence is unsightly but relatively harmless and can be brushed off when dry, although it is usually a sign that there may be too much moisture in the fabric.
Encaustic tiles	Earthenware tiles fired with a pattern and glaze
Fabric	The materials from which a building is constructed.
Faculty	A faculty is a licence authorising an agreed package of work granted by an ecclesiastical body.
Fascia	A strip of timber boarding fixed to the ends of the rafters or fitted below a wall head on a building with a flat or low-pitched roof. It is sometimes decorative but often supports the gutter fixings.
Ferramenta	The metal framework of internal saddle-bars and external stanchions used to support the glazing in large windows. Ferramenta were originally made from wrought iron but are now more likely to be manufactured from mild steel or sometimes stainless steel.

Fillet	A fillet is a thin flat band, running between mouldings, the purpose of which is to separate and define them. It is also a wedge shaped strip of mortar used to protect a junction such as that between a roof and a wall from the weather.
Flashing	A protective strip of lead, copper or zinc covering a joint that is exposed to the weather. Where a horizontal surface meets a vertical surface, flashings are often in two parts – an upstand or soaker, which turns up the vertical surface and a cover (counter) flashing, which turns down over it. Soakers are small individual flashings laid with each course of slate or tile.
Gargoyle	A projecting water spout, usually grotesquely carved in the form of an animal or human figure.
Hood moulding	A projecting stone moulding over an arch, door or window, which is designed to throw rainwater clear of the building. (Also known as label mould)
Ironmongery	A general name for door and window fittings including hinges, locks and catches, handles and knobs.
Jamb	Blocks of masonry forming the side of a door or window.
Lancet	Slender single-light, pointed-arched window.
Lime	Traditional binder used to form a mortar. Lime mortars are usually off white in colour, although they can be tinted with brick or stone dust. Old lime mortar is usually crumbles in the hand in contrast to cement based mortars that are greyer in colour and hard or brittle. Quicklime (calcium oxide) is made by heating limestone (calcium carbonate). When water is added to quicklime (slaking) heat is given off. The slaked lime is mixed with sharp sand to produce a mortar or can be applied to a wall surface as a render or plaster. There are a number of different grades of lime and mortars and renders have to be accurately specified, mixed and applied in the right conditions.
Limewash	A coating or paint finish for masonry or render made from slaked lime mixed with water.
Maintenance	The process of slowing down the rate of decay by keeping the fabric of a building in good condition.
Mullion	A vertical timber or stone bar dividing a window into 'lights'.
Parapet	A low wall built around a roof to prevent people falling over the edge.
Pier	A solid vertical mass of masonry supporting a vertical load.
Pinnacle	A tall pointed decorative feature, usually at a corner of a building or above the top of a buttress.
Plinth	A projecting platform supporting a building or providing the base for a column or sculpture.
Putty	Glazier's putty is a mixture of whiting (crushed chalk) and linseed oil and is used to fix glass panes into a window frame. Lime putty is the product of slaking quicklime with water.
Quoin	A large, usually dressed stone used to form the corner of a building.
Rafter	The sloping beam in a timber roof structure that connects the ridge beam to the wall plate. A roof may have principal rafters and/or common rafters. A purlin is a horizontal timber member that transfers the load from the common rafters to the principal rafter.
Render	A covering to the outside walls for protection from the weather.
Roughcast	A form of external rendering mixed with a coarse aggregate such as gravel.
Repair	Work that is carried out to put right defects, significant decay or damage.
Soffit	The flat ceiling under a lintel, gallery, beam, stair or overhanging roof etc.
String Course	A horizontal course or moulding projecting from the surface of an exterior wall. Usually at the junction between floors or towards the top of the wall.
Tracery	Slender moulded stone bars which intersect to form patterns at the head of a window. Tracery is usually a feature of the Gothic style of architecture.
Transom	In any large window with mullions, the transom is a horizontal bar of wood or stone running across the whole window. It will usually have a similar profile to the mullions.
Vestment	Any of the various garments worn ceremonially by members of the clergy and church choirs.
Wallhead	The top of a masonry wall sometimes visible from the roof space.
Wall plate	Horizontal timber member placed on top of the wall to support the load imposed upon it by the roof structure.