

MOT Checklist



Diocese of
Liverpool

Welcome to your MOT Checklist

Your church buildings can be one of your greatest assets or a major drain on resources. Often the problems come because we haven't done regular checks around our buildings and then the small issues become big problems.

We want to help you maintain your buildingw to the best of your ability.

We have produced this checklist to help you make sure you can spot the problems that may occur with the buildings you own and maintain. The checklist covers all the main areas that need attention, from the roof to the floor, inside and out. It gives advice on what to look for and the action you need to take.

Our buildings are important. They are visible presences in our communities, a place for gathering and base for mission. Our hope is this checklist will make it easier for you to preserve them as living buildings for this generation and the next.

If you need any further help or support then contact

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Completed by:

Date:

Roofs

Clay tiles, natural slate and stone

What to look for

- Is there any sign of frost, snow or wind damage
- Are there any loose, slipped or missing slates or tiles
- Is there debris from broken slates or tiles on the ground
- Are there any large areas of moss on the roof covering

Action to take

- Record the location of any slipped or missing slates and tiles
- Replace missing slates and tiles
- Investigate cause of moss growth

Ridges and hips

What to look for

- Are there any missing ridge tiles or hip tiles
- Are there any areas where the pointing is missing

Action to take

- Carry out repairs as soon as possible to avoid further damage and water ingress

Roof valleys and parapet gutters

What to look for

- Check to see if there are any obvious blockages such as plant growth, birds nests etc

Action to take

- Clear debris from these areas at least once a year (twice a year is recommended)

Sheet metal roofing

What to look for

- Are there any splits or cracks in areas of flat or sloping roofing sheets

Action to take

- Repair any damaged areas and check joints in sheeting
- Consider marking with Smartwater

Asphalt roofs

What to look for

- Are there any splits, cracks, blisters or bumps that are allowing water to penetrate the roof covering

Action to take

- Mastic repair tapes can be used as an emergency measure until a professional repair can be carried out

Flashings

What to look for

- Are all flashings in good order without holes or splits
- Are all flashings securely fixed
- Is any mortar pointing missing

Action to take

- Repair any damaged flashings and pointing
- Consider marking any leaded areas with Smartwater

Towers and steeples

What to look for

- Look for any dislodged blocks of masonry, damage to louvres, weathervanes or lightning conductors (binoculars are a handy tool for this)

Action to take

- Report any obvious damage to your Quinquennial Architect
- Have your lightning conductor checked at regular intervals

Flagpoles

What to look for

- Is the flagpole secure and are the fixings in good condition and free from rust

Action to take

- Check annually

Rainwater goods and drains

Gutters and downpipes

What to look for

- Do the gutters slope towards rain water pipe outlets
- Is the water carried away effectively
- Are there any stains on the walls suggesting blocked or damaged sections
- Are the fixings secure
- Do the gutters and downpipes need to be repainted

Action to take

- Clear away leaves and debris regularly
- Consider fitting bird/leaf guards
- Secure all loose fittings
- Consider installing water butt to collect rainwater for re-use

Gulleys

What to look for

- Does the gully catch all the water from the downpipe
- Are gullies free from leaves and other debris
- Does water flow away effectively after rainfall

Action to take

- Clean out gullies regularly and remove any silt or debris
- Clear any blockages using drain rods
- Empty silt traps every three months

Ground culverts and gutters

What to look for

- Are the bricks or flags cracked or broken
- Is any pointing between the bricks or flags missing

Action to take

- Replace broken flags or missing bricks
- Repair damaged joints

Surface water drains

What to look for

- Is water satisfactorily carried away from the structure

Action to take

- Consider installing a water butt to collect and re-use rainwater

Foul and combined drains

What to look for

- Are accessible drains, manholes, inspection chambers and outlets clear
- Is there any sign of damage

Action to take

- Clear any obvious blockages. Refer to specialist drainage contractor for more serious problems
- Repair or replace any damaged inspection covers/manholes

Soakaways

What to look for

- Does the water drain away quickly after rainfall

Action to take

- Check for silting or contamination every couple of months
- Remove any silt deposits when the soakaway chamber is empty

External - walls

Structural

What to look for

- Look for any unusual or progressive cracks or bumps
- Look for spalling (flaking) edges and corners of blocks of masonry

Action to take

- Note down the position of any existing cracks, bulges etc and if you feel they are getting worse consult your Quinquennial Architect for advice
- Report any major changes to the Architect immediately

Masonry and Brickwork

What to look for

- Look for signs of damage to key features such as string courses, cornices and mouldings
- Look for any deeply eroded areas
- Look for missing, crumbling or deeply recessed areas of pointing

Action to take

- Make a note of damaged areas and consult your Architect to ensure correct materials are used for any repairs
- Ensure there is free flow of water away from the building

Render

What to look for

- Check for any missing areas of render exposing the substrate underneath
- Check for any cracks that may allow water to penetrate the core of the wall

Action to take

- Carry out any necessary repair work

Timber

What to look for

- Check for any signs of decay or possible insect infestation

Action to take

- Consult your Architect if decay or infestation is present
- Ensure the integrity of the paint finish is maintained by regular external painting at least every three to five years

Air bricks and ventilators

What to look for

- Check air bricks and ventilation grilles are in good condition and free from obstruction

Action to take

- Clean airbricks etc on a regular basis
- Consider fine mesh behind ventilators to exclude rodents and insects

Ground level

What to look for

- Check to ensure water drains away after rainfall

Action to take

- Keep areas clear

Plant growth

What to look for

- Check to see if there are any plants or shrubs growing close to the wall
- Check are there any plants growing on the walls or other obvious areas such as gullies etc

Action to take

- Clear away plant growth from around the building
- Consider removing ivy and other climbing plants

External - doors, windows and all other woodwork and metalwork

Timber doors and windows

What to look for

- Do all doors and windows open and close easily without using force
- Do all locks and security fittings work
- Are there any gaps around the frames
- Are there any signs of rot or damage
- Is the paint finish up to standard

Action to take

- Lubricate all hinges and ironmongery
- Check security of locks etc and replace or repair as necessary
- Repoint or replace mastic
- Repair as required
- Repaint every three to five years

Metal windows

What to look for

- Do all windows open and close easily without using force
- Is the metal in good condition and free from corrosion
- Is the paint finish up to standard

Action to take

- Lubricate all hinges and ironmongery
- Check security of locks etc and replace or repair as necessary
- Remove all rust and corrosion and make good paintwork
- Repaint every three to five years

Leaded windows

What to look for

- Is the lead matrix in good condition
- Do any opening lights open freely
- Are all drainage channels free from obstruction

Action to take

- Refer to specialist contractor
- Clear any dirt etc from channels

Glass

What to look for

- Are there any broken, cracked or missing panes of glass

Action to take

- Replace using competent persons

Other external woodwork

What to look for

- Are there any areas of cracked or rotten wood
- Is the paint finish up to standard

Action to take

- Repair affected areas
- Repaint every three to five years

Other external metalwork

What to look for

- Is the metal in good condition and free from corrosion
- Is the paint finish up to standard

Action to take

- Remove all rust and corrosion and make good paintwork
- Repaint every three to five years

Inside the building

Tower and spire

What to look for

- Are there improvements that could be made to allow easier/safer access
- Are there any signs of water ingress
- Are there any signs of bird droppings or nests

Action to take

- Check condition of any ladders/handrails in the tower
- Ensure all lighting is in working order
- Check any possible areas of blocked gutters or pipes
- Clear away any debris left by birds

Bells and bell frames

What to look for

- Are the bells and bell frame in good condition and well maintained
- Is the metal in good condition and free from corrosion

Action to take

- Liaise with your tower captain to check that the bell chamber, bell frame and bells are working satisfactory
- Consider preparing and implementing a maintenance plan for the bells and bell frame if one is not already in operation

Clocks

What to look for

- Are all necessary safety checks carried out
- Is the clock mechanism regularly maintained

Action to take

- Ensure that the appropriate safety checks for the clock, weight lines, pulleys etc have been carried out and a record kept
- Consider preparing and implementing a maintenance plan for the clock if one is not already in operation

Accessible roof spaces

What to look for

- Is there any evidence of water ingress or damage to the roof covering during heavy rain
- Does any roof insulation restrict the ventilation to the roof

Action to take

- Make a note of damaged areas and seek professional advice
- Ensure free air flow through ventilation ducts

Ceilings

What to look for

- Is there any evidence of water stained patches or large cracks

Action to take

- If any new stains or cracks appear consider carrying out a detailed inspection of the roof covering and rain water goods around the affected area
- Make a note of damaged areas and seek professional advice

Wall areas

What to look for

- Is there any evidence of water stained patches
- Are there signs of excessive dampness or large cracks

Action to take

- If any new stains or cracks appear consider carrying out a detailed inspection of the roof covering and rain water goods around the affected area
- If possible, open windows and doors on dry days during the summer to help water vapour in the air to escape
- Make a note of damaged areas and seek professional advice

Internal woodwork and metalwork

What to look for

- All as for external doors, windows etc

Action to take

- All as for external doors, windows etc
- If possible check less obvious areas such as floor and roof voids, under stairs, underside of pews and in cupboards

Organs

What to look for

- Is the organ in good working order

Action to take

- Liaise with your organist to ensure the organ is in a good state of repair and well maintained and tuned
- Consider preparing and implementing a maintenance plan for the organ if one is not already in operation

Services

Plumbing

What to look for

- Check all toilets, cisterns, urinals, washbasins and sinks are functioning correctly
- Check all fittings are securely fixed and not broken
- Check for drips or leaks

Action to take

- Fix dripping taps and leaks immediately to prevent damage to adjacent areas

Electrical systems

What to look for

- Check if there are any faulty fittings or appliances
- Check all portable equipment has been PAT tested
- Check to see if there are any extension cables running under carpets

Action to take

- Check date of last Electrical Inspection. NB Inspection to be carried out by a qualified person at least once every five years
- Replace faulty fittings
- Remove faulty appliances
- PAT test any portable equipment that has not been tested

Heating systems

What to look for

- Check if heating system is operating correctly
- Check all exposed water tanks and heating pipes are protected against severe frost and cold weather

Action to take

- Have the system regularly serviced

Fire Safety

What to look for

- Check that a fire risk assessment has been carried out and a copy kept on file in church

Action to take

- Test and clean smoke alarms regularly
- Ensure fire extinguishers are checked and serviced annually

