

January

- Check your boilers and make sure that the frost thermostat is working.
- Check that your rainwater gutters (especially valley gutters), hopper heads, downspouts, gullies and drains are clear and allowing free flow of water away from the building. The best time to check this is when it's raining.
- If there has been a snowfall it may be necessary to clear lying snow in gutters to prevent melt water rising and causing damp internally.
- Check all exposed water tanks, water pipes, heating pipes and oil feed pipes are protected against freezing conditions.
- Test your alarm systems (Electrical system needs checking by a qualified person at least once every five years). Ensure all Portable Electrical Appliances have been PAT tested within the last two to three years.

February

- Check roof areas (a pair of binoculars are a useful tool for this) to ensure that no slates have slipped, especially if there has been falls of snow. If you spot any damage to the roof, arrange for it to be repaired as soon as possible to prevent water ingress to the interior of the building. Especially after any extreme weather conditions.
- Check gutters and downspouts for any damage caused by snow or freezing conditions.
- Check any bird-proofing is in good repair before nesting starts.
- If you have bells, ask your tower captain to check everything is in good order in the tower (including all access ladders).
- Now is a good time to plan your spring-cleaning for April. Is a working party needed?

March

- Check roof areas (as February).
 - Check gutters and downspouts and exterior brickwork and stonework for any damage caused by snow or freezing conditions.
 - This is a good time for oiling hinges and locks on doors and windows. Whilst in the process check the security of the building.
 - Give your buildings an annual MOT inspection and compare it to last years. Are any noted defects in a worse condition, why have they not been repaired? Prepare a report for your next Parish Church Council meeting.
- Download a MOT from www.liverpool.anglican.org

April

- The Annual Parish Meeting is normally held in April. Present your building report to this meeting. This is a good time to discuss any necessary repairs needed or programme in possible fundraising for larger projects.
- Check your inventory is up to date prior to the Archdeacon's visitation service. If there has been a change in church wardens at the annual meeting, outgoing wardens should run through the inventory with any new church wardens.
- Carry out the spring-clean that was planned in February.
- Ensure old furnishings, monuments, floors and windows are not damaged in the cleaning process. If in doubt, seek advice from your DAC Secretary.
- Tidy the churchyard and areas surrounding the church.

May

- Shut down your heating system, have your boiler serviced and ensure that the boiler house and boiler are well ventilated to prevent condensation.
- Check all electrical systems, replace any broken light fittings.
- Check all gutters and downspouts are clear and free from fallen leaves.
- Cut back any vegetation from around the outside walls of the church.
- If you have a churchyard then a Management Plan is a useful tool for planning the future use of the churchyard and care of its wildlife. Now is a good time to set up a small group to draw up such a plan. If you already have a plan, does it need revising? Check for loose and dangerous headstones and have them lowered to a safe position.

June

- Check that windows that open are in good working order. Ventilate the church on dry days when the building is occupied.
- Look out for woodworm or death watch beetle on exposed woodwork. June is the time of year when the larvae hatch and the beetles take flight.
- Has your lightning conductor been tested in the last five years? Arrange to have this done if it's overdue.
- Continue work in churchyard and surrounding areas.

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July

- Check the building for any signs of decay.
- Cut back any vegetation from around the outside walls of the church.
- Check condition of exterior woodwork. When was the last time it was painted? Redecorating may be required.
- Look at your energy bills for the previous winter months. Is there any way you can be more energy efficient? Take advice from your DAC or Quinquennial Architect.

August

- Take a break and enjoy the summer!

September

- Check exterior security lighting is in good order
- Test your boiler and heating system for leaks. Bleed any air from the system.
- Check that you have made adequate arrangements for supply of fuel throughout the winter.
- If you have a church organ, does it need tuning?
- Cut back any vegetation from around the outside walls of the church.

October

- Check all gutters and downspouts are clear and free from fallen leaves.
- Check all exposed water tanks, water pipes, heating pipes and oil feed pipes are protected against freezing conditions.
- If you have a flagpole, ensure it is secure.
- Final grass cutting, remember to have lawn mower serviced.

November

- Check roof areas (a pair of binoculars are a useful tool for this) to ensure that no slates have slipped. If you spot any damage to the roof, arrange for it to be repaired as soon as possible to prevent water ingress to the interior of the building during the winter.

December

- If there has been a snowfall it may be necessary to clear lying snow in gutters to prevent melt water rising and causing damp internally.
- Ensure your fire safety equipment has been serviced.

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