



## MONTHLY CHECKLIST

### January

1. Check the church boiler and make sure that the frost thermostat is working.
2. Be sure that the rainwater gutters (especially valley gutters), hopper heads, downspouts, gullies and drains are clean and working satisfactorily. The best time to do this is when it is raining.
3. Double check that all exposed water tanks, water pipes, heating pipes and oilfeed pipes are protected against severe frost.

### February

1. Check the roof, using a pair of binoculars if necessary, to ensure that no slates have slipped during the snow. If you spot any damage to the roof, arrange for it to be mended as soon as possible.
2. Check the gutters and downspouts for any damage caused by frost.
3. Now is a good time to plan spring-cleaning for April. Is a working party needed?

### March

1. Using a pair of binoculars, look at the roof carefully for any frost, snow and wind damage. Also check that gutters and downspouts are in good working order.
2. Carry out a visual examination of all external brickwork and stonework for signs of frost damage.
3. If any damage is spotted, contact your architect/surveyor quickly. Also check your insurance policy to see if any of the damage is covered. Contact your DAC Secretary about the necessary permissions prior to carrying out repairs.
4. Think about how secure your church building is; is any action necessary?
5. Prepare a report for PCC meeting before the Annual Parochial Church Meeting on the fabric and furnishings of the church, and on actions taken in the past year, and proposed for the future. Check the last Quinquennial Inspection to ensure all recommended works have been put in hand. Produce the terrier/inventory and log

book to the PCC at the same meeting with a signed statement that their contents are accurate.

6. If the PCC revises the fabric report, amend it for presentation to the annual Parochial church Meeting.

7. Is a Quinquennial Inspection due this year? Contact your architect/surveyor to arrange one if necessary.

## April

1. The Annual Parochial Church Meeting will normally be held in April. At this meeting the churchwardens will present the report on the state of the building and of the progress of any necessary work. Will a fundraising effort be necessary this year to pay for building repairs? The parish meeting is a good time to plan this,

2. If there has been a change of churchwarden at the annual meeting, the outgoing churchwardens should run through the duties with the new ones.

3. Respond to the Articles of Enquiry sent by the archdeacon prior to the visitation.

4. The spring clean that was planned in February can take place in April. Ensure all areas of the church are cleaned but remember that old furnishings, monuments, floors and windows may be damaged by cleaning and that no chemicals should be used on them. For advice on how to clean such things look through the Conservation pages on this website or contact your DAC Secretary.

5. Ask the bell captain to check the bells and ringing chamber are in good order and that the steps and ladders in the tower are safe,

6. Tidy the churchyard and start to cut the grass if necessary.

## May

1. Shut down the heating system, have the boiler serviced.

2. Clear gutters, downspouts and other rainwater goods (again!).

3. Cut back any new vegetation from around the outside walls of the church.

4. A management plan for the churchyard is very useful for planning future use of the churchyard and the care of its wildlife. Now is a good time to set up a small group to draw up such a plan.

## June

1. Check that windows which open are in good working order. Ventilate the church on dry days.
2. Look for woodworm or death watch beetle on exposed woodwork. June is when the larvae hatch and the beetles fly.
3. Continue work in the churchyard

## July

1. Look out for fungus and dry rot.
- 2 Check any bird screens.
3. Take a good look at the notice board a well-presented notice board can greatly enhance the image of your church. Is it in good order and tidy? Are the notices up-to-date?
- 4, Are there any ways in which the energy efficiency of the church could be improved ready for next winter? Discuss this with your architect/surveyor.

## August

Enjoy the summer!

## September

1. Replace any broken bulbs including outside and security lights.
2. Test the boiler and check the heating system.
3. If your church is heated using oil or Calor Gas make sure you will have adequate fuel for the winter.
4. Does the organ need tuning? Clear out any rubbish accumulating round the organ.

## October

1. Treat the snowboards with creosote or similar and repair any which have broken. Put them in place.
2. Check that all exposed water tanks, water pipes, heating pipes and oilfeed pipes are protected against severe frost.
3. Cut the grass for the final time and service the lawn mower.

4. When Daylight Saving Time finishes at the end of the month take the opportunity to check your turret clock.

#### November

1. Clear fallen leaves from gutters, downspouts and drains.

#### December

1. Check frost protection.

2. Be ready for snow.

3. Ensure all repairs or alterations have been entered in the Church Log Book.

4. Clean church and decorate for Christmas.

5. Ensure that all fire extinguishers have been serviced before any candlelit events.