

MAINTENANCE POLICY

The principal aim of the Trust's maintenance policy is to ensure that all churches are effectively, properly and regularly maintained at the lowest sustainable cost. By inspecting regularly and executing work promptly, the cost of longer term repairs and the need for resources should be reduced

1. Maintenance is defined as regular or frequent activity related to protecting the integrity of the physical fabric of the church. It is fundamental to sustained conservation of churches in the Trust's care. Good quality maintenance enables the Trust to present churches in as professional manner as possible within limited budgets, to prevent additional problems developing with the fabric and to minimise overall conservation expenditure. Maintenance can include "cosmetics" such as cleaning, presentation, storage and tidiness, as these impact heavily on the perception of the church and Trust.
2. 'Routine Maintenance' is defined as the minimum twice yearly visit by a qualified contractor to, for example clear rainwater goods, and undertake other small scale but essential work e.g. put back slipped slates. The requirements will differ for each church and a 'maintenance profile' should be agreed by Conservation Manager, Development Manager and Contractor, and with reference to the term consultant's sextennial inspection report.
3. 'Routine Inspection' is defined as the minimum twice yearly visits to inspect fabric and fittings and identify problems as early as possible. Each inspection will generate an 'inspection report'.
4. Regional teams will jointly establish the most effective routine inspection schedule in relation to planned workload to minimise cost. Development Managers are responsible for ensuring that those inspections are carried out, either in person or by a suitably qualified individual. They will also ensure that work arising from the inspections and instructed by the Conservation Manager is carried out, that it is completed satisfactorily and pass the approved invoice to Conservation Managers for payment.
5. With effect from the beginning of the 2005/6 financial year, all maintenance budgets will be held by Conservation Managers at a regional level, thus giving them responsibility for all budgets relating to expenditure on building fabric.

These budgets provide for routine inspection and routine maintenance visits, and specific work such as tests and attention to specialist items such as organs.

Churchyard maintenance will be included in these budgets where relevant but provision is **not** made in these budgets for cleaning, general housekeeping or utility costs. The latter will fall within the Development Manager's budget.

6. Where necessary, the Conservation Manager will be responsible for instructing work identified by the routine inspections and for briefing suitably qualified contractors to undertake the same. The Trust will undertake periodic reviews of suppliers to ensure adequate performance and value for money, recognising that there are limited numbers of acceptable contractors.
7. Routine inspections and reports may be augmented through professional management of appropriately qualified volunteers. Increasing use of volunteers to advise, monitor and report could augment Trust capability, make the Trust more cost-effective and maximise the effectiveness of professional staff. The Trust will arrange courses for briefing and training these volunteers, and provide appropriate levels of support and indemnity cover. Initiative for recruiting volunteers lies with Development, with Conservation establishing the criteria for recruitment and providing the necessary briefing and training programmes.
8. This is a general policy, with the same principles applied to all churches. Consistent corporate standards in terms of expertise, training, observing Health and Safety requirements, quality management and use of local resources and volunteers will be applied. However, each church will be treated with sensitivity to local conditions so that the most cost effective position for the Trust is achieved.

01 November 2005