

## **ST FRANCIS OF ASSISI – ASCOT**

### **PROPERTY MAINTENANCE RECORD.**

#### **Maintenance**

#### **Alterations, Additions, Removals, Repairs to the Church and Friary.**

#### **Date Work**

### **2011**

16th Jan	Remove Llandii hedges
21st Feb	Fit chains on front doors
23rd Feb	Fire Extinguishers annual Check-up
24th Feb	Start building new car park fence
01st Mar	Carpenter (Doors) maint'ce work
22nd Mar	QQ-report survey/report 2012
27th Mar	Review and correct Friary heating
04 <sup>th</sup> Apr	Fire safety risk assessment
10 <sup>th</sup> Apr	Review and correction Church Heating
14 <sup>th</sup> Apr	Rain down-pipe grills clearance & Garden work to avoid recurrence
14 <sup>th</sup> Apr	Parishioners clear-out new Garage Area for increased car park bays.
20th Apr	Fit new Car Park fence railings
20 <sup>th</sup> Apr	Review Church/Friary Gas/Electricity & Heating Certification.
10Jul	Project Management quote obtained.
30Jul	Contract signed for Friary Loft insulation
10Aug	Restore St Francis statue
26Aug	Start Parish Car park expansion – Planning Permission granted
29Aug	Modify car park security barrier for extra width

01Oct	Obtain quotes for improved security at the Friary
03Oct	Arrange for removal of Ivy growth at the Friary
05Oct	Solar Panels option evaluation phase
15 Nov	Install security door
05Dec	Parish loan approved by Diocese Loan approved
05Dec	Obtaining contractors' bids for A + B class Items identified in QQ report
5Dec	Install intruder alarm at the Friary
6Dec	Obtaining bids for Block floor/to/Stone replacement.
06Dec	Builders full inspection of Church roof status
06Dec	Appoint project manager (AED Practice)

## **2012**

15 Jan	Roof repairs – Lead work
15Jan	Repair lean-to roof over north corridor
15Jan	Repair guttering & Rainwater goods
20Jan	Localised high level area repointing
20Jan	Reconstruct Friary chimney stack
25Jan	Comprehensive repointing lower areas
25Jan	Clean and repair Gullies
25Jan	Check and build necessary soak away
30Jan	Church Moat create French-drain & soak away
30Jan	Repair Friary road boundary wall
30January	Replace basement window
30January	Repair church gallery support pillars
05 Feb	Electricity safety check carried out and certified
10Feb	Hire and provide shipping container (Pews storage)

10Feb	Remove baptistery to safe area to relocate later
10Feb	Evaluate and provide underfloor conduit for any cables.
10 Feb	Locate, recondition and prepare heating grills for re-instatement
10Feb	Remove and re-install STONOR plaques onto south wall
15Feb	Remove block wood floor and replace with stone flooring
15Feb	Repairs to the Friary roof void felt lining
15Feb	Build Friary bathroom ducts & extractors
12 Apr	Refurbish church Audio system
30 Apr	New plastic invalid access ramp purchased
02 May	New Sacred Heart Marble statue purchased
15May	Dig out, treat and re plaster historical damp areas
31 May	Old porch removed (QQ work) new Church Porch installed
15 May	Decoration work on Street Narthex entrance and front windows
30 May	Deep Clean including high windows after restoration work
01 Jun	High radiator in Monks chapel removed
7 Jun	New Monks Chapel pews lantern lights installed
10 Jun	New WiFi broadband extender installed on system/St Clare room
15Jun	Prepare church for return of services
18 Jun	Restoration work completed and all Stations of the Cross re-installed
19 Jun	Sacred Heart and Ladies Chapel Mosaic work completed
27 Jun	Front Door & remote lock operation maintained
29 Jun	Plumbing work Friary toilet tap/ Flower room tap and leaking radiator
30 Jun	New number security lock fitted on parish Office door

**RETURN TO CHURCH SERVICES – JUNE 2013**

15 Jul	Fit stair railings to cellar access
18 Jul	New BAND SYSTEMS wireless burglar alarm installed
01 Aug	Delivery two new tables (Offertory & Lectern)
10 Aug	New (St Anthony) plinth installed
09 Aug	Purchased total of 100 new chairs and one High Back chair
13 Aug	Roof Valley/Tiles rain leak inspection
15 Aug	New tables for Sacred Heart & Ladies Chapel
28 Aug	Friary garden overgrown flower borders cleared and new membrane/shingled
10 Sept	Taken out PEST UK vermin contract for Friary garden
12 Sept	Dry Rot repair and re-instate two longer pews
15 Sept	Old confessional kneeler refurbished and returned to use
21 Sept	New Glass (Safeguarding) doors installed North Corridor & Sacristy
19 Sept	Friary and Narthex gutters and windows cleaned
28 Sept	School/Friary garden gate widened to allow motorised mower maintenance
03 Oct	Two new Church street signs and one car park sign renewed
07 Oct	Five stained glass window cills (flaking damage) returned by stone mason
15 Oct	Parish Seal restored and returned by Hays & Finch
22 Oct	Repair to water ingress lead valleys and missing tiles
25 Oct	New Wooden frames/Stained glass unites installed in Monks chapel
30 Oct	New garden annual garden maintenance/weed clearance contract
04 Nov	New St Francis stained glass window installed
10 Nov	Eight new stained glass window shelved supplied and installed for Christmas
15 Nov	Purchased of eight new up-light standalone light units
15 Nov	Purchase two new fans for altar area
02 Dec	Parquet flooring Sacristy/Sacristy lobby/Monks chapel maintenance restored

07 Dec Eight new hanging lantern lights installed in the church  
20 Dec New Friary (lobby) lock installed

## 2014

15Jan Cellar Gas installations safety check by Gas Suppliers  
20 Jan Friary Fire alarm (Contract) annual safety check carried out  
24 Jan New Parish office glass door installed.  
25 Jan One Modesty kneeler badly damaged by dry rot in cellar – disposed off.  
28 Jan Garden surgeon remove 24 foot Llandii fence to locate Container  
30 Jan New 24 foot shipping container deliver to Friary Garden  
01 Feb Car Park sewage drain overflowing – cleared and serviced.  
02 Feb Organ balcony flooring re-carpeted  
05 Feb Choir Hymns number-boards removed  
10 Feb Friary Garden/school fence extended to 2 meters  
12 Feb Friary central heating overhauled to cure pressure loss and performance  
15 Feb Friary central heating control and thermostat re located and hard wired  
17 Feb Two Doors (Parish office and North Corridor) stored in Container  
25 Feb Bi-Annual fire extinguishers serviced  
30 Feb A new CAM-monitoring camera installed at narthex/Office entrance  
12 Mar New stone-masonry (St Theresa) plinth Installed  
25 Mar New Master-key system installed for key-red areas  
27 May Resurfaced entrance to car park and repaired pot-holes etc.  
30 May Convert Flower room to Confessionary Plumbing/decorated/parquet restored.  
2 Jun Agreed new central heating and boiler systems contract with Robert Bujaakowski  
8 June Restored Flower room parquet flooring (Anthony Brian)

- 15 Jul Installed six new power points (Sanctuary & Side door area)
- 18 Aug Completed setup of new confession booth.
- 20 Aug Replaced garage broken window.
- 24 Aug Narthex skyline window replaced (Morris & Blunt) due to water inlet.
- 15 Sep New Car Park signs installed (Direct Signs Sunningdale)
- 20 Nov Scheduled annual gutter cleaning & window cleaning work.

## **2015**

- 15 August Check on Church roof leaks 2-3 slipped tiles. Gutters & Valleys need maint.
- 12 August Quote from M & B for repairs --- Requested Diocese/Fr Danny/Peter Hermon  
Go ahead.
- 22 August Narthex roof-light window replace due to ongoing leakage.
- 10 September Friary windows cleaned.
- 28 September Gutters and Valleys clearance Church & Friary.
- 10 October Friary kitchen sink drain broken – new drain piping installed.
- 20 October Annual survey roof areas Church & Friary with damage report.
- 05 November Friary sink tap-mixer replaced.
- 10 November Identified damage repairs for all roofing areas Church/Friary/Narthex.
- 08 December Friary Kitchen neon tube replaced.

## **2016**

- 15 January Sanctuary microphone replace. New goose-neck lectern microphone fitted.
- 29 January Church heating not switching off. Checks advise controls wiring need replacing.  
Project for coming summer.
- 10 February Friary front door remote access control replaced.
- 12 February Organ area access door lock replaced due to damage to organ.
- 12 February Locks repairs Friary kitchen/garage access.

05 March BT phones re-positioned to improve bandwidth and reduce one phone line.

12 April Llandi hedge across all Friary garden reduced and cut back

15 April Sanctuary microphone system upgraded to goose neck multidirectional Goosenech Microphone.

18 March Friary garden Llandi trimmed by about a meter all round.

20 April Broken Ciborium sent for repairs and refurbishment.

25 April Friary garden-to-carpark gate overhaul due broken posts & security.

12 May Arbout and Sacristy wall cupboard restored to provide new modern Arbout and a wall unit to hold the silverware ciboriums/chalices/etc

24 June Renewed contract with Pest Control

4 July AED Surveyor requested to advise on settlement main altar arches.

02 August Electrical PAT testing (Thames Valley PAT Test)

5 October General work on Church boilers. Changed faulty parts and re-programmed to provide separate controls for Church - Narthex/St Clare/Print rooms & St Francis. New temperature controllers installed in St Clare and Church.

10 October Cleaned gutters and drain boxes & Maintenance report pre winter

12 October First set of four Altar Candlesticks restored.

20 October The second set of Altar candlesticks restored restoration.

21 October Arranged for carpenter to service the Porch and various doors in the Narthex Doors which did not open smoothly.

30 October Arbout (Holy Oil Case) Restored and replaced with new glass door/lock

12 November Sacristy Oak cabinet upgraded and restored to hold Ciboriums and Chalice

02 December Annual Roof maintenance survey, gutters cleaned.

10 December 6 of the 14 Roof Lead Valleys renewed.

## **2017**

15 January Gas company carried out Gas safety checks

- 25 February Construction engineer and Surveyor inspection of Main altar settlement cracks
- 27 February Past Parish Priest brass plate updated with new names
- 2 March New Repository display case ordered. (Delivery June17)
- 16 March Drains outside narthex window blocked – cleared
- 17 March All church and Friary fire extinguishers maintained
- 18 March Camera checks on the drainage clay pipes under Friary garden inspected – showed Llandi root infestation – need action soon
- 18 March Purchased new Micro oven for Friary
- 19 March Purchased new Fridge/freezer for Friary
- 21 March Re negotiated contract for new Front Gardener, Cancelled Contract for Friary back garden and made new upkeeping arrangements
- 20 March Quotes taken to remove Friary Garden Llandii, removal of stumps, levelling and prepare ground, lay new turf over cleared area, clean old container vacated area, plant new laurel hedge, amend school fence to 2-meters
- 23 March Replaced two broken glass windows In the Friary and Print room
- 10 April Main Church Organ annual maintenance check.
- 15 April A3 Riso Printing machine broken – repaired and new 3-year contract signed
- 25 April Church boilers expansion valve broken and replaced
- 27 April Eight outstanding electrical jobs required attention.  
 Sacristy Neon light replaced  
 Two LED lights in the Parish Office replaced[  
 Ceiling light opposite flower room replaced  
 All 16 the Narthex lights changed to LED light  
 3 Adjustable spotlights in Narthex changed to LEDs  
 5 Old Ceiling lights in ‘St Francis’ Meeting room replaced to match rest  
 One high level Nave light changed  
 Two new electric hand dryers installed in toilets.
- 3 May Carpet changed in the Narthex, St Clare and St Francis
- 10<sup>th</sup> May 5-Yearly QQ survey Church and Friary
- 15 May A New Sanctuary lighting system installed to improve area lighting
- 5 May Quotes taken for new QQ-Survey for church and Friary



18May	Acquired a New overhead projector
26May	Trees cut down at 31 Beaufort Gardens
28 <sup>th</sup> May	Roof leaking over Monk's Passage – Inspection and repairs
6 <sup>th</sup> June	Fire Extinguishers annual service
8 <sup>th</sup> June	Church DVD Player replaced
18 <sup>th</sup> June	Friary intruder alarm system
17 <sup>th</sup> Sep	Annual PAT Testing electrical safety check
19 <sup>th</sup> Sep	St Clare redecorated
25 <sup>th</sup> Sep	New Sanctuary Lectern lighting upgrade
2 <sup>nd</sup> Oct	Annual roof maintenance checks and gutter cleaning
3 <sup>rd</sup> Oct	5-yearly Electrical wiring installation checks
10 <sup>th</sup> Oct	Completion of structural engineer tests on Main Altar structure
11 <sup>th</sup> Oct	Annual Church heating system maintenance
17 <sup>th</sup> Oct	New PC for Parish Office
17 <sup>th</sup> Oct	New Church heating pump replacement
25 <sup>th</sup> Oct	New Friary heating system boiler replacement and annual maintenance
6 <sup>th</sup> Nov	New Car Park lighting

## **2018**

28 <sup>th</sup> Jan	Roof (Slate Slipping tiles) repairs to St Clair Meeting Rooms
1 <sup>st</sup> Feb	Repairs, redecoration and refurbishing of Friary Bathroom-1 [QQ-Item]
10 <sup>th</sup> Feb	Repairs, redecoration, refurbishing of Friary Bathroom-2 [QQ-Item]
22 <sup>nd</sup> Feb	Repairs, redecoration and refurbishing of Friary Bathroom-3 [QQ Item]
23 <sup>rd</sup> Feb	Install new toilet-roll holders and refix toilet seat in Narthex [QQ-Item]
30 <sup>th</sup> Feb	Replacing Sacristy lights with new suspended units.

Mar	Quote for Rebuilding of Low brick fence in front of Friary [QQ-Item]
7 <sup>th</sup> Mar	Rebinding of two Altar Lectionaries
12 <sup>th</sup> Mar	Repairs to Stained Glass Window protective mesh [QQ-Item]
14 <sup>th</sup> Mar	Altered Sacristy lighting and installed new neon tubes fixtures
15 <sup>th</sup> Mar	Obtained 3-quotes for repairs and restoration Main altar stonework [QQ-Item]
25 <sup>th</sup> Mar	Installed new Confessionary 'Available signage'
28 <sup>th</sup> Mar	Fitted new spotlighting over Max Kolbe wrought iron door
1 <sup>st</sup> Apr	Purchased new TV for Lenton presentation and other occasions
10 <sup>th</sup> Apr	Repaired Toilet door handles and installed splash tiling on hand dryers
6 <sup>th</sup> Jul	Repairs to damp 3-damage in the Narthex and re-laying rain disposal [QQ-Item]
7 <sup>th</sup> Jul	Repainting of Narthex after above work completion
10 <sup>th</sup> Jul	Repairs to Narthex entrance concrete tile filler [QQ-Item]
18 <sup>th</sup> Sep	Replaced Seminarian room furniture
22 <sup>nd</sup> Sep	Redecorated Friary Study room and Bedroom for Seminarian
01 <sup>st</sup> Nov	New plinth for St Francis statue
06 <sup>th</sup> Nov	Annual Church and Friary gutter clean and Repairs check
13 <sup>th</sup> Nov	Kennel Road Tree damage
27 <sup>th</sup> Nov	Narthex drains re-engineered and new housing built
2 <sup>nd</sup> Dec	New St Francis sanctuary statue,
7 <sup>th</sup> Dec	New St Francis glass case and new Ambry
18 <sup>th</sup> Dec	Annual Church Roof repairs incl two new valleys replaced
28 <sup>th</sup> Dec	Kennel Road Tree surgeon trees removals

## **2019**

17 <sup>th</sup> Feb	Friary ground floor toilet re-engineer and redecorated
20 <sup>th</sup> Apr	Car Park security gate bar repaired

8 <sup>th</sup> May	New Stained Glass window
2 <sup>nd</sup> Jul	Annual Organ maintenance
11 <sup>th</sup> July	Sacristy sink unit refurbished
17 <sup>th</sup> Jul	50 New Hymn book purchased
18 <sup>th</sup> Jul	Pest Control checks
20 <sup>th</sup> Jul	Ciborium repair and re-plated
23 <sup>rd</sup> Jul	Fire alarm annual maintenance
25 <sup>th</sup> Jul	Friary burglar alarm annual maintenance
01 <sup>st</sup> Aug	Four new garden benches purchased
8 <sup>th</sup> Aug	Ciborium repairs and re-plating
15 <sup>th</sup> Aug	Annual boilers maintenance and part replacement
29 <sup>th</sup> Aug	Friars brass commemorative plaque repolished
26 <sup>th</sup> Sep	Narthex Drains cleared to carpark manhole
18 <sup>th</sup> Oct	Annual roof checks and gutter cleaning
20 <sup>th</sup> Oct	New Parish Office printer contract (replaces old equip)
25 <sup>th</sup> Oct	New stained glass window plaque ordered/fitted
6 <sup>th</sup> Nov	New Micro oven for Narthex
27 <sup>th</sup> Nov	Roof repairs and Friary chimney stacks repointed
5 <sup>th</sup> Dec	Nativity statue set repaired and restored
7 <sup>th</sup> Dec	Fr K audio body-pack maintenance
10 <sup>th</sup> Dec	70 old hymn books rebound
12 <sup>th</sup> Dec	Church emergency road door repairs and weather proofed
12 <sup>th</sup> Dec	New cellar-basement neon light replaced

**2020**

5th Jan New Yale lock on St Clare meeting room.

10<sup>th</sup> Jan Parish Office redecorated, new lighting and flooring.

10<sup>th</sup> Feb Installed new paving area Friary garden outside Narthex door.

12<sup>th</sup> Feb Main bathroom toilet seat and shelves installed.

13<sup>th</sup> Feb Installed safe-wire trunking at foot of sanctuary steps (H & S)

14<sup>th</sup> Feb Repaired blue-tack damaged to Narthex walls.

15<sup>th</sup> Feb Replaced Friary garden/Carpark fencing.

15<sup>th</sup> Feb Re-Roofed and repaired Friary garden shed.

## **KEY DATES**

ELECTRICITY CHECKS -	NEXT CHECK JUNE 2022
GAS CHECKS -	NEXT DUE JANUARY 2020
FRIARY BOILER MAINT -	NEXT DUE SEPTEMBER 2020
CHURCH BOILER MAINT -	NEXT DUE SEPTEMBER 2020
PEST CONTROL CONTRACT	CONTRACT RENEWAL AUGUST 2020
GARDEN/ WEED CONTROL CONTRACT	MARCH – NOVEMBER WEED CONTROL
ROOF, GUTTER AND DRAINS CHECKS & REPAIRS	ANNUAL REVIEW EVERY NOVEMBER

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