**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

04th Apr Fire safety risk assessment

10th Apr Review and correction Church Heating

14th Apr Rain down-pipe grills clearance & Garden work to avoid recurrence

14th Apr Parishioners clear-out new Garage Area for increased car park bays.

20th Apr Fit new Car Park fence railings

20th 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-masonary (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/chalaces/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

10th 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

28th May Roof leaking over Monk’s Passage – Inspection and repairs

6th June Fire Extinguishers annual service

8th June Church DVD Player replaced

18th June Friary intruder alarm system

17th Sep Annual PAT Testing electrical safety check

19th Sep St Clare redecorated

25th Sep New Sanctuary Lectern lighting upgrade

2nd Oct Annual roof maintenance checks and gutter cleaning

3rd Oct 5-yearly Electrical wiring installation checks

10th Oct Completion of structural engineer tests on Main Altar structure

11th Oct Annual Church heating system maintenance

17th Oct New PC for Parish Office

17th Oct New Church heating pump replacement

25th Oct New Friary heating system boiler replacement and annual maintenance

6th Nov New Car Park lighting

2018

28th Jan Roof (Slate Slipping tiles) repairs to St Clair Meeting Rooms

1st Feb Repairs, redecoration and refurbishing of Friary Bathroom-1 [QQ-Item]

10th Feb Repairs, redecoration, refurbishing of Friary Bathroom-2 [QQ-Item]

22nd Feb Repairs, redecoration and refurbishing of Friary Bathroom-3 [QQ Item]

23rd Feb Install new toilet-roll holders and refix toilet seat in Narthex [QQ-Item]

30th Feb Replacing Sacristy lights with new suspended units.

Mar Quote for Rebuilding of Low brick fence in front of Friary [QQ-Item]

7th Mar Rebinding of two Altar Lectionaries

12th Mar Repairs to Stained Glass Window protective mesh [QQ-Item]

14th Mar Altered Sacristy lighting and installed new neon tubes fixtures

15th Mar Obtained 3-quotes for repairs and restoration Main altar stonework [QQ-Item]

25th Mar Installed new Confessionary ‘Available signage’

28th Mar Fitted new spotlighting over Max Kolbe wrought iron door

1st Apr Purchased new TV for Lenton presentation and other occasions

10th Apr Repaired Toilet door handles and installed splash tiling on hand dryers

6th Jul Repairs to damp 3-damage in the Narthex and re-laying rain disposal [QQ-Item]

7th Jul Repainting of Narthex after above work completion

10th Jul Repairs to Narthex entrance concrete tile filler [QQ-Item]

**Key dates**

Electricity checks - Next check June 2022

Gas Checks - Next due January 2017

Friary Boiler Maint - July 2018 first check

Church Boiler Maint - next due July 2018

Pest Control Contract Contract renewal may 2018

Garden/ weed control Contract March – November weed control

ROOF, Gutter and drains - Annual review every November

Freecom://Parish/Church works/ Parish works/Parish Maintenance Register Feb 18.doc