

## **ST FRANCIS OF ASSISI – ASCOT**

### **PROPERTY MAINTENANCE RECORD.**

#### **Maintenance**

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

#### **Date Work**

#### **2011**

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

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

## **2012**

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

|             |   |
|-------------|---|
| 10February  | Remove baptistery to safe area to relocate later                      |
| 10February  | Evaluate and provide underfloor conduit for any cables.               |
| 10 February | Locate, recondition and prepare heating grills for re-instatement     |
| 10February  | Remove and re-install STONOR plaques onto south wall                  |
| 15February  | Remove block wood floor and replace with stone flooring               |
| 15February  | Repairs to the Friary roof void felt lining                           |
| 15February  | Build Friary bathroom ducts & extractors                              |
| 12 April    | Refurbish church Audio system   |
| 30 April    | 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 June     | High radiator in Monks chapel removed                                 |
| 7 June      | New Monks Chapel pews lantern lights installed                        |
| 10 June     | New WiFi broadband extender installed on system/St Clare room         |
| 15June      | Prepare church for return of services                                 |
| 18 June     | Restoration work completed and all Stations of the Cross re-installed |
| 19 June     | Sacred Heart and Ladies Chapel Mosaic work completed                  |
| 27 June     | Front Door & remote lock operation maintained                         |
| 29 June     | Plumbing work Friary toilet tap/ Flower room tap and leaking radiator |
| 30 June     | New number security lock fitted on parish Office door                 |

### **RETURN TO CHURCH SERVICES – JUNE 2013**

|         |                                     |
|---------|-------------------------------------|
| 15 July | Fit stair railings to cellar access |
|---------|-------------------------------------|

18 July New BAND SYSTEMS wireless burglar alarm installed

01 August Delivery two new tables (Offertory & Lectern)

10 August New (St Anthony) plinth installed

09 August Purchased total of 100 new chairs and one High Back chair

13 August Roof Valley/Tiles rain leak inspection

15 August New tables for Sacred Heart & Ladies Chapel

28 August Friary garden overgrown flower borders cleared and new membrane/shingled

10 September Taken out PEST UK vermin contract for Friary garden

12 September Dry Rot repair and re-instate two longer pews

15 September Old confessional kneeler refurbished and returned to use

21 September New Glass (Safeguarding) doors installed North Corridor & Sacristy

19 September Friary and Narthex gutters and windows cleaned

28 September School/Friary garden gate widened to allow motorised mower maintenance

03 October Two new Church street signs and one car park sign renewed

07 October Five stained glass window cills (flaking damage) returned by stone mason

15 October Parish Seal restored and returned by Hays & Finch

22 October Repair to water ingress lead valleys and missing tiles

25 October New Wooden frames/Stained glass unites installed in Monks chapel

30 October New garden annual garden maintenance/weed clearance contract

04 November New St Francis stained glass window installed

10 November Eight new stained glass window shelved supplied and installed for Christmas

15 November Purchased of eight new up-light standalone light units

15 November Purchase two new fans for altar area

02 December Parquet flooring Sacristy/Sacristy lobby/Monks chapel maintenance restored

07 December Eight new hanging lantern lights installed in the church

20 December New Friary (lobby) lock installed

## **2014**

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

- 15 July Installed six new power points (Sanctuary & Side door area)
- 18 August Completed setup of new confession booth.
- 20 August Replaced garage broken window.
- 24 August Narthex skyline window replaced (Morris & Blunt) due to water inlet.
- 15 Septemeber New Car Park signs installed (Direct Signs Sunningdale)
- 20 November 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 May Church boilers require expansion valve replacement – Awaiting Spares. Currently switched to fallback boiler.
- 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

## **KEY DATES**

|                               |  |
|-------------------------------|--|
| ELECTRICITY CHECKS -          | JUNE 2012    NEXT JUNE 2017            |
| GAS CHECKS            -       | NEXT DUE JANUARY 2017                  |
| FRIARY BOILER MAINT -         | OVERHAUL DUE SUMMER 2016               |
| CHURCH BOILER MAINT -         | CONTROL WIRING SYSTEM ??               |
| PEST CONTROL    CONTRACT      | QTRLY VISITS – CONTRACT RENEWED MAY 16 |
| GARDEN/ WEED CONTROL CONTRACT | MARCH – NOVEMBER WEED CONTROL          |
| ROOF, GUTTER AND DRAINS -     | ANNUAL REVIEW EVERY NOVEMBER           |