

ST. COLUMBA'S PARISH PASTORAL COUNCIL

Maintenance and Fabric Sub-committee

Planned Regular Annual maintenance check schedule 2020

Item	Contractor	Date planned	Resp	Comments
Church, Presbytery Hall Boiler & CH Annual Maintenance	Lothian Heating		PJW	Get report on status of each system and any recommendations. Get landlord gas certs reports
Church, presbytery & hall chem clean/flush	Lothian Heating			Every 5 years? OK
Check gas fires Presbytery	Lothian Heating		PJW	
Bleed radiators	Lothian Heating		PJW	Twice yearly or as needs.
Boiler Software/Control system	Lothian/In Depth		PJW	5 year contract next 2024
Toilet water heaters Halls				Checked sacrificial anodes
Fire extinguishers	Chubb		JR	annual contract
Fire Alarm system Church	FMS Bilston		PJW	Annual contract two visits. ST3148/ST2834
Fire alarm Church Test	MaFT	Regularly	PJW	Note in log books
Fire Alarm system Hall	FMS Bilston		PJW	Annual contract two visits
Fire alarm Hall test	MaFT		AF/RD	Note in log books
Inspect roofs March/Oct	B&M	July		
Clean rones March/Oct	B&M	Ann. contract		March Dec
Check down pipes M&O	B&M	Ann. contract		March Dec
Check all grids and covers	B&M	Ann. contract		March Dec
Elect. App. Check PAT Church, Presbytery Halls	Ritchie & Goodwin			Annual. Discussions extra work
Presbytery Electrical System	R&G	Aug. 2020		Every five years EICR
Church Electrical System	R&G	Aug. 2020	PJW	Every five years EICR
Church Emergency Lights	R&G		PJW	MaFT regular checks. 3 hour test annual
Hall Electrical System	R&G	Aug. 2020	PJW	Every five years EICR
Hall Emergency lighting	R&G		RD/AF	MaFT regular checks. 3 hour test annual
Sump pump maintenance	R&G			Lift pumps, clean sumps.
Stonework Inspect C.P.H			PJW	Annual
Light bulb Check Halls				monthly
Light bulb Check Church				monthly
Gardening	Nuns + Eco Group			
Vermin Control		As required	PW	Problems with food left, monitoring required
Clean kitchen & halls	Minster	Regularly		Problem behind heavy equipment, lady cannot move.
Clean kitchen upper hall	Minster	Regularly		