

MAINTENANCE TOOLKIT FOR DEANERIES

Benefits of Regular Maintenance

Regular maintenance is defined as ‘the routine work necessary to keep the fabric of a place in good order’. It stops small issues causing greater damage or escalating into expensive and challenging problems.

When do Repairs require Permission?

Works of maintenance, not involving repair or substantial replacement of material, carried out as part of a regular course of care and upkeep, do not require a faculty or the archdeacon’s written notice, and may be undertaken without consultation. This type of work is known as [List A](#).

With regards to works of repair and maintenance under [List B](#) or requiring a faculty, the principle is that repairs should where appropriate be done on a like for like basis. Under List B, works of repair affecting the fabric or historic material, should not introduce material of a type which does not already form part of the fabric or historic material, nor should it involve substantial replacement of fabric or historic material. Major works affecting the fabric of listed buildings in particular will generally require a faculty.

More information about applying for permission for work to church buildings or in churchyards can be found on the [Diocesan website](#).

If you have any questions with regards to permission for works of maintenance or repair, ask your archdeacon or contact the [Church Buildings team](#).

Five Top Maintenance Groups

Specialist contact information for trusted local (or regional) firms working within your area should be shared with other churches in the deanery area. We encourage you to list and share contact information using the template below.

1. **Gutters and drainage**
2. **Roof Repairs/slates**
3. **Heating**
4. **Churchyard Works**
5. **High Level Access Works**

1. Gutters and Drainage

Clear gutters allow rain water to drain away quickly so that it doesn’t have time to seep into the building. Water damage affects stonework, woodwork, internal fittings and decorations but it can be easily prevented.

Regular inspection of rainwater goods is a significant part of a good maintenance regime. The best time to inspect rainwater goods is just after rainfall as this will help you to identify any

leaking attention. Inspection and clearance should be carried out at least once a year after the leaves have fallen and before adverse weather sets in over the autumn and winter periods.

Contractor/Company Name	Specialism/Type of Work	Contact Details

2. Roof Repairs

In addition to the regular inspection and cleaning of the rainwater goods and drainage, it is important to maintain church roofs to retain their weatherproof properties. It is recommended that you inspect your roof twice-yearly.

Slipped roof slates or tiles can be fixed and replaced under List B, but advance consultation with the DAC is always recommended. Debris like leaves, twigs can be removed without permission, to prevent build-up potentially leading to more extensive repair.

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3. Heating

One of the main challenges facing churches today is providing sufficient comfort for the many different users of the building. Achieving this whilst cutting greenhouse gas emissions and conserving historic interiors creates specific technical challenges for church buildings.

A key part of any maintenance plan should be the annual servicing of your boiler and heating system. This way you can stay ahead of potentially expensive and extensive maintenance works when systems fail unexpectedly.

In winter months there are small changes you can carry out to ensure you are using your church building efficiently and reducing heat loss. For example, consider introducing draught-proofing strips (List A) or draft-excluders, around doors or windows. Check the heating controls on your thermostat; review your frost settings and background heating levels. More information on energy saving tips is available in a Heating and Reducing Energy Use in your Church Building produced by the Church Buildings Team.

When considering a change to your heating system, speak to the Church Buildings team as early as possible to discuss options and permissions for the changes you wish to make. The DAC has a [heating checklist](#) and [heating toolkit](#) which can help you find an appropriate solution for heating your church building or hall.

Contractor/Company Name	Specialism/Type of Work	Contact Details

4. Churchyards

The common types of work undertaken in churchyards are works to trees; the repair of headstones and monuments; maintaining boundary walls and gates; lawn/grass care; maintaining churchyard paths; and the introduction of sheds, water butts and composting bins.

Some of these works may require faculty, although several matters not requiring faculty permission are appended to the faculty jurisdiction rules apply to both open and closed churchyards.

Works to felling, pruning, crowning, thinning dead, dying, diseased or dangerous trees generally follow the following faculty jurisdiction rules. [List A](#) allows, 'the lopping or topping of any tree that is dying or dead or has become dangerous' without consultation. [List B](#) allows, 'the felling of a tree that is dying or dead or has become dangerous' without a faculty but subject to consultation. Beyond the conditions prescribed in List B, the felling of a tree in a churchyard requires a faculty. Planting new trees can be permitted under List B.

If your churchyard is in a Conservation Area or National Park, it is important to consult the local authority before any significance changes are proposed, particularly for works to trees where Tree Preservation Orders (TPO) may be in place.

Contractor/Company Name	Specialism/Type of Work	Contact Details

5. High Level Access Works

High level access works include the inspection and maintenance of church roofs (and rainwater goods if you have high external walls); lightning conductors; telecoms equipment (generally carried out by professionals employed by the telecoms company); and works to clocks.

Contractor/Company Name	Specialism/Type of Work	Contact Details