

St. Peter's Church, Falcon Avenue, Morningside, ANNUAL REPORT ON PARISH ACTIVITIES: PROPERTY

Property maintenance works carried out during the past year 2014 / 2015

1 Legislation Requirements for religious places of worship

Health & Safety & Fire Risk & Fire Precaution Legislation as Fire (Scotland) Act 2005 as amended and the Fire Safety (Scotland) Regulation 2008 and The Management of Health & Safety Regulations 1999. To accommodate this legislation, there is a requirement for regular ongoing testing, inspection & servicing of the various mechanical, electrical, fire alarm & emergency lighting systems within the church premises, to be carried out on a weekly, annual and triennial basis and recorded in a prepared HSE log book for record purposes. The testing & inspections are carried out for each of the various systems as noted below:

- Fire alarms & emergency lighting systems tested on a weekly basis.
- Portable electrical equipment (PAT testing) carried out on an annual basis.
- Fire extinguisher inspections & testing carried out on annual basis.
- Gas boilers & heating systems inspections & servicing (House & church) carried out on an annual basis.
- Fire alarm system inspections carried out on an annual basis.
- Electrical services installations being fully inspected, tested & certified on a triennial (5 yearly basis). The next electrical testing is due during 2017.
- Roof inspections and cleaning out all gutters and rainwater collections systems on an annual basis.

2. Diary of works carried out over the past year

The following list of works has been carried out within the church properties over the past year and has been itemised for record on a monthly basis. A property maintenance spread sheet covering a fuller description of works with dates etc. has been prepared as live document for future reference.

May 2014

- Installation of replacement church fan heater scroll assemblies on 2 No. heating units.
- Flat roof repairs due to wind damage, reseal of lead flashings raggles, re-point open cope joints, re-bolt, clean & re-paint Rhone's. Re-instate loose flashings & re-seal, remove all debris from roofs. Provision of all HSE safety equipment for necessary for high level working.
- Drain & strip down heating sectionalised boiler, rebuild, seal, refill & re-commission back into full working order. Provide suitable boiler condensate drainage system to alleviate boiler room flooding from flue. (Due to material procurement issues & sectionalised boiler assembly seals replacement requirements, the boiler plant works were carried out over the summer heating close down period)

June 2014

- Installation of toilet hand dryers (2No.) one for each cubicle.
- Inspection & servicing of fire extinguishers installed throughout the church property.

July 2014

- Ongoing works on gas fired boiler & heating system
- No other maintenance work carried out during August.

August 2014

- Ongoing works on heating boiler & heating system.
- No other maintenance work carried out during August

September 2014

- Repair to non operational church lighting light fittings and procurement of spare ballast & starter units which are becoming obsolete due to age of fittings
- Organ / choir loft provision of new twin filter spike suppression switch socket outlets mounted onto perimeter skirting trunking system with additional compartment to contain sound cabling, all to negate the tripping hazard of trailing power & sound cabling laid over the floor.
- Installation of church library presence detector to control local lighting system. (Energy conservation measure).
- Due to material procurement issues & sectionalised boiler assembly seals replacement requirements, the boiler plant was non operational over the summer heating close down period with work completion & re-commissioning carried out at the beginning of September 2015 ready for the oncoming winter heating season
- Annual servicing of church & house gas boiler & heating systems carried out.
- External car park west gate lock repair carried out

October 2014

- No maintenance work carried out during October.

November 2014

- Annual PAT testing of church portable equipment carried out.
- ECO Congregation plague installed onto church gate.

December 2014

- Roof inspection, cleaning of gutters and debris removed.

January 2015

- Preparation of draft fire Safety Risk Assessment, Health & Safety Risk Assessment, & Fire Evacuation Strategy documents together with the fire evacuation escape plan required under the legislation noted under item 1 above and issued to the Archdiocesan Property Committee for review & comment.

February 2015

- Meeting held with the Archdiocesan Property Committee and their review comment on the proposed draft Fire Safety Risk Assessment, Health & Safety Risk Assessment & Fire Evacuation Strategy documents together with the Fire Evacuation Escape plan received and these documents updated and have been incorporated into the Parish on site H&S Safety file.
- Remedial work carried out on courtyard Italian cypress trees due to wind damage and which required re-staking & installation off wire stays which will remain in place for the next 2/3 years..

March 2015

- Parish room ceiling void condensate water leak repaired by re-lagging cold water pipe and installation of a drip tray within the void space and installation of replacement ceiling tiles.
- Library storage area wall painting protection installed, rear book shelves installed and existing shelving re-enforced, secondary escape corridor cleared and re-instated as part of church emergency evacuation strategy.
- Fire extinguisher location identification posted.

April 2015

- Secondary corridor fire alarm push, smoke detector / sounder and emergency lighting installed and interconnected by radio link to existing fire alarm system.
- Toilet heating system altered to accommodate a frost protection stat installed to provide low temperature heating during the winter when the toilets are unoccupied.
- Fire emergency evacuation plan drawing, fire extinguisher signage and fire evacuation strategy document posted within church near entrance.
- Re-painting of the part altar / tower organ gallery wall due to water penetration damage from a roof leak some two years ago. The wall had been left to dry out prior to re-painting. The holy water fonts (four No.), the rear east wall stained glass window surrounds & the chapel of repose stained glass window soffit were also re-painted together with a protective coat of varnish applied to the external church notice board as a temporary stop gap at this time.
- Deep clean of church carpeting and church entrance carpet replaced due to damage.

May 2015

- Re-fitting of lexan protective sheeting over one No. external stained glass courtyard window, roof wind damage tile replacement and grouted hip roof connections to be remade and flat roof to be repainted with UV solar protected paint finish works carried out.

3. Future planned maintenance work requirement.

The following works will require to be considered as part of a three to five year plan for on-going maintenance and planned system replacement due to time in service, obsolescence and the difficulty in obtaining spares.

- Five year electrical installation inspection & testing during 2017.
- Church lighting replacement (a complete new replacement or the same again but using LED tubular light fittings to replace existing.)
- Possible heating and or boiler replacement for church & house.
- Dampness & efflorescence noted within church internal wall at low level and some upper levels of brickwork. An inspection in the autumn prior to next winter may be required to seek advice on this issue and on recommendations on any remedial action required.
- Installation of carbon monoxide (CO) monitors within the church, house & flat.
- Provision of residential church house & flat mains operated smoke & heat detection systems and electrical inspections & PAT testing of supplied white goods (if any) defined under the Housing Act 2014 statutory guidance on private rented housing. The Archdiocese has reviewed this new legislation and requires all parishes housing accommodation to comply with the requirements of this legislation. /this must be implemented by 01 December 2016 for existing tenancies and 1st December 2015 for all new tenancies.

Property Report for PPC AGM Meeting 08/06/2015

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