

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

Property maintenance works carried out during the past year 2015 / 2016

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. In compliance with this legislation, there is a requirement for regular testing, inspection & servicing of the various mechanical, electrical, fire alarm & emergency lighting systems within the church premises, which should be carried out on a weekly, annual and triennial basis and recorded 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.
- Carbon monoxide detectors tested out on a regular basis.
- Gas boilers & heating systems inspections & servicing (House & church) carried out on an annual basis.
- Fire alarm system inspections & certification 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 a bi-annual basis and after every storm / inclement weather event.

2. Diary of works carried out over the past year

Work carried out within the church property over the past year and has been itemised for record on a monthly basis.

May 2015

- Fitting panic escape ironmongery, easing doors & fitting draught excluder to external door within secondary escape corridor.

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June 2015

- Fire extinguisher inspections carried out, replacement of 2 No. units & installation of a new extinguisher within the parish room adjacent to tea prep. area.
- No other maintenance work carried out during June.

July 2015

- Replacement church entrance hall carpet re-trim carried out due to stretching in use.

August 2015

- No maintenance work carried out during August

September 2015

- Annual servicing of church & house gas boiler & heating systems carried out.
- Church boiler service remedial additional work in replacing porcelain igniters, & flame rectification probe with re-calibration of boiler pressure valve by equipment manufacturer.
- Replaced non-operational toilet ventilation fan assembly.
- Presbytery, flat & church toilet water distribution systems legionella survey carried out.
- Tower walls / organ loft dampness inspection carried out with the Gillis Property Department in order to allow the necessary scope of works preparation.
- Toilet lighting control issues resolved in-house.
- Quote sought & received for the organ loft stair & parish room stonework joint mortar replacement, roof remedial work, flue cap sealing & safety issues to reduce dampness in walls.

October 2015

- No maintenance work carried out during October.
- Site works on the organ loft stair & parish room stonework joint mortar replacement, roof remedial work, flue cap sealing & safety issues to reduce dampness in walls with the provision of all necessary external scaffolding completed on programme & on budget.
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November 2015

- Annual PAT testing of church portable equipment carried out.
- Site works on the organ loft stair & parish room stonework joint mortar replacement & sealing, roof remedial work, flue cap sealing & safety issues to reduce dampness in walls with the provision of all necessary external scaffolding completed on programme & on budget.
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December 2015

- Roof inspection, cleaning of gutters and debris removed.
- Further roof & wall remedial works following storm damaged caused by gales with heavy sustained rain.

January 2016

- Under-croft boiler room sump-pump failure with subsequent flooding of the area due to the high external ground water level through external walls, floor and sump. Temporary pump installed and made operational until a replacement pump could be sourced and installed during the following week.

February 2016

- Remedial work to conceal deep scratches on church toilet door carried out.
- No maintenance work carried out during February.

March 2016

- Fire alarms & emergency lighting test record log book updated and copy of fire evacuation strategy & fire escape plan added for future reference.
- Presbytery & under-croft carbon monoxide detection sensor survey & installation of equipment carried out with 4 No. detectors sited & fitted in locations as required.
- Presbytery electricity meter replacement by Scottish Power Network aborted due to complexity of both presbytery & church supplies being on one intake arrangement. (Work to be re-scheduled).
- Installation of 2 No. door knobs on RHS rear church pew cupboards.
- Remedial work & maintenance on church entrance door closer & hinge adjustment.

April 2016

- Fire emergency evacuation plan drawing, fire extinguisher signage and fire evacuation strategy document annual review. To be arranged with pass keepers.
- Installation of additional 13 Amp switch socket within under-croft boiler room.
- Received first draft Legionella Hazard Assessment Report from Clear-Tech and review comments returned for report updating.

May 2016

- Installation of Presbytery & Flat fire detection units.
- Feasibility survey carried out for replacement of presbytery & flat existing lead lined cold water storage tanks.
- Received revised Legionella Hazard Assessment Report from Clear-Tech.

3. Future planned maintenance work requirement.

The following works will require to be considered as part of a five to ten 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 due during 2017.
- Church lighting replacement. (New replacement with feature spot & flood lighting or the same again but using LED tubular light fittings to replace existing.)
- Possible heating and or boiler replacement for church & house.
- Repainting of internal walls at tower & organ loft once brickwork is completely dried out following tower external & internal stonework & roof copper sheeting repairs.
- Dampness & efflorescence noted within church internal wall at low level and some upper levels of brickwork within church, sacristy & parish room. Further inspections by specialists may be required to seek advice on this issue and on recommendations on remedial work required..
- Ongoing external stonework & lime mortar course repairs, replacement of badly weathered stones on West & East facing elevations.