

8.0 SUMMARY/CHECKLIST

8.1 (a) Of utmost urgency

- ❖ None

8.2 (b) Essential within the next 12 months.

- ❖ Ensure Fire detection and alarm systems and emergency lighting are tested in the Periodic Inspection and that the record of the previous test is included in the log book. Continue with 'non-expert' regular testing of emergency systems and ensure the record is kept in the log book.
- ❖ Improve fire exit from worship area as planned when funds allow. (£As tendered costs). Provide signage and management procedures to improve stepped egress from hall, kitchen, lounge and for worship area until level access can be provided. (£250 signs)
- ❖ Clear remaining stored items from roof void. Carry out risk assessment and extend fire detection system. (£200-400 smoke detection)
- ❖ Carry out detailed inspection of intumescent strips on fire doors, several of which are damaged, and replace as necessary. (Costs difficult to assess until inspected maybe £100-150 per door)
- ❖ Continue programme to replace under-felt at eaves using standard retro-fit eaves felt repair system. (£As your quoted costs)
- ❖ Replace or temporarily repair, damaged/leaking gutters and downpipes on south east corner of building. (£200) Repair other ageing/loose joints with a view to replacing in 5 years. (£200-500)
- ❖ Replace plastic verge end cap to hall stores west end. (£200-400)
- ❖ Repoint several areas of damaged brickwork pointing at low level. (£800-1000)
- ❖ Ensure suitable ventilation arrangements for gas range and replace as planned. (As your quotation)
- ❖ External redecoration when due. Note the benefits of the original stain system. Repair area of rot on SE corner committee room window. (£2000 access costs £3000-4000 decoration)
- ❖ Ensure that asbestos risk assessment has been carried out and that a record kept in the log book and Health and Safety file and made available to those working on the building. Note that the original drawings for the building refer to asbestos cement used in soffits.
- ❖ Consider provision of 'anti finger trap' fittings in vulnerable locations. (£50-80 per door)
- ❖ Continue to inspect and clean out gutters each year.

8.3 (c) Essential within the next 5 years

- ❖ Repair verge pointing at high level over first floor committee room C5. Continue with programme of mortar repairs generally. (£1000 access, £500-750 repairs)
- ❖ Consult manufacturer with view to enlarging gutters (preferably in aluminium), providing "covered" splash plates, re-configuring sloping sections where possible. (£2000 access, £4000-5000 gutters)
- ❖ Replace mastic sealant in brickwork expansion joints. (£1000 access, £900 joints)
- ❖ Repoint paving near kitchen door. (£100-150)
- ❖ Consult neighbour and repair car park surface. (assume neighbour's cost)

8.4 (d) Advisable within the next five years

- ❖ Consider improving ceiling insulation where roofspace is accessible. (£500-600)
- ❖ Decorate worn internal doors. (£300-500)
- ❖ Continue with projects to relocate the baby change and improve the layout of the disabled WC and provide a new internal manhole. (As tendered costs)
- ❖ Replace failed double glazing units in foyer rooflights. (access £500-600, glazing £400-600)

8.5 Matters for further investigation

- ❖ Continue annual servicing arrangements for gas and heating installation, fire equipment and appliances and five yearly inspection of electrical systems.
- ❖ Periodic electrical test certificate due October 2017. This should include fire detection system and emergency lighting.
- ❖ Monitor areas of brickwork above DPC and above window lintels where weepholes have been infilled.
- ❖ Investigate the likely removal of the fire retardant finish from the hall ceiling and laminated beams elsewhere. Seek specialist advice on reinstatement.
- ❖ Review obligations under Equality Act including fire evacuation and emergency beacons.
- ❖ Review waste recycling procedures to improve current system.
- ❖ Visually monitor cracking in first floor rooms.