**Template of important items of church maintenance**

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| Month | Mtce Task | Date Performed | Who Performed |
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| January | Visually check gutters, rainwater downpipes, gullies and roofs |  |  |
| February | Visually check roofs. Clear any concealed valleys in roofs. |  |  |
| March | Test gutters, rainwater pipes and gullies, by flushing with water. |  |  |
| April | Remove all ivy and other vegetation from walls. Spray weed killer around base of church and on paths. |  |  |
| May | Check roofs of church for insect attack; check all timber and furniture and treat if necessary. |  |  |
| June | Check electrical installation and carry out necessary maintenance. |  |  |
| July | Remove any weeds that have grown round the base of the church and its walls. |  |  |
| August | Check heating and carry out annual maintenance. Check fire extinguishers and maintain. |  |  |
| September | Visually check gutters, downpipes and gullies. Annual check of gas installations and appliances. |  |  |
| October | Test gutters, downpipes and gullies by flushing with water. Rod drains. Inspect roofs for leaks. |  |  |
| November | Oil all locks and hinges. Check boundary walls, gates and trees. |  |  |
| December | Visually check all gutters, downpipes and gullies.. |  |  |
| Every 2/3 years | Clean down all internal decorated surfaces |  |  |
| Every 5 years | Test lightning conductor Test electrical installations Redecorate external wood and metal work. |  |  |