



Welcome to June's **Faith in Maintenance** email bulletin.

Every month we try to provide you with some useful ideas to make sure that your place of worship stays in tiptop condition. You can also view an illustrated version of this bulletin [online](#).

This month our subject is **preparing for builders' work**. If you have a topic that you would like us to cover let us know by emailing the team at [info@spabfim.org.uk](mailto:info@spabfim.org.uk).

## Things to think about...

Having contractors working in and around your building can be a stressful experience - even if the outcome is more than worth the effort! However, there are a few things that you can do to make the work go as smoothly as possible.

Firstly, we suggest having a meeting with your architect or building surveyor to talk through in detail what will happen during the contract phase of your project before work starts on site. This will give you an opportunity to make sure that you understand the construction programme and ask any questions you might have. Common issues might include confirming what resources the contractor will require (e.g. access to clean water), how often site meetings will take place and what the frequency of payments to the contractor will be.

You also need to be absolutely clear about lines of communication and who has the authority to make decisions - projects can easily get into a muddle when there are lots of people taking in an active interest in the building work!

## Things to do...

- **Insurance:** Inform your insurance company of the upcoming building works well in advance and act on any recommendations they make. Failing to do so may hinder a future claim if something goes wrong.
- **Health and safety:** On larger projects clients have a duty to make sure that construction work does not start unless a construction phase health and safety plan is in place and there are adequate welfare facilities on site. Have a look at the [Quick Guide for Clients](#) prepared by the Health and Safety Executive if you need advice.
- **Security:** The theft of metal is an ongoing problem, especially during building projects. Make sure that you know who is expected to be present on site each day and

at what times. It is also useful to know when deliveries are likely to be expected so that you can identify potential 'rogue' vehicles. Make sure that you have agreed who will be responsible for locking up at the end of the day. Consider removing valuable items to a secure location during the building works too.

- **Protection:** The contractor will be responsible for protecting certain items within the work area during the contract but it is worth thinking about other parts of the building too. Pipe organs can be damaged by grit, dust and water so may need to be protected even if they are not in the immediate vicinity of the works. Seek advice from the company who maintain your organ or from your denomination's organ adviser if you have one. Take similar precautions with regard to sensitive sound or audiovisual equipment too.
- **Neighbours:** Make sure that people living near your building are aware of the upcoming building works and try to ensure that they are not disturbed by excess noise, traffic or badly parked vehicles etc. Neighbours can be a useful ally in terms of the security of your building - you might ask them to look out for unusual or suspicious behaviour too.

## Need more help?

If you have any questions about maintenance or repair issues contact our [Technical Helpline](#) for advice and guidance. This service is normally available on **Fridays** between **9.30am and 3.30pm** on **0207 456 0916**. Alternatively you can mail your questions to [advice@spabfim.org.uk](mailto:advice@spabfim.org.uk). Copies of the SPAB's range of Technical Pamphlets and Information Sheets are available to purchase from our [online bookshop](#).

## Faith in Maintenance DVD now available online!

As with the Faith in Maintenance training courses, the DVD focuses on the idea of preventative maintenance and aims to help volunteers understand why buildings decay and how the problems caused by broken gutters and leaking roofs can be avoided. The DVD features David Lodge, retired builder and former SPAB chairman, as our 'expert' providing advice and helpful tips to Daphne Foulsham, our enthusiastic 'volunteer'. [View the DVD online](#).

**Sara Crofts** Faith in Maintenance Project Director

*Stave off decay by daily care ~ William Morris 1877*

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