



## **MAINTENANCE AND RENOVATION OF PARISH PROPERTIES**

Approved by: Diocesan Council

12 April 2018

### **1 PREAMBLE**

It is important that parishes be good stewards of the properties under their care and complete the annual building inspection report. Parishes should set aside 1.50% of the estimated property insured replacement value (buildings only) in order to provide for the ongoing major maintenance costs, and capital improvements.

The Property Asset Manager will inspect Parish building on a regular basis at least every two years and undertake a comprehensive property condition report, outlining urgency and estimated costs of repair and maintenance. The reports allow Parishes to program and budget for works according to urgency.

The planning procedures contained in Policy 6.1 are to be adhered to when a parish intends to undertake renovations or major maintenance and a Faculty may be required in the following circumstances:

- a The erection of a new church or other building
- b Alteration of any kind to the fabric of an existing church or building
- c The erection, renewal, removal or alteration of monuments or plaques; or
- d Alterations or additions to any fittings or ornaments of a church.

The Diocesan Property Service Manager will facilitate passage of the Faculty and obtain any approvals that may be necessary.

### **2 PROCEDURE FOR PARISH WARDENS TO WORK WITH THE PROPERTY ASSET MANAGER**

- a Parish identifies Repairs and Maintenance (R&M) issues.
- b Parish informs the Property Asset Manager via phone, email or database
- c Parish either:
  - i. Requests authorised trade via database to repair/quote and therefore obtains work order/purchase order via database
  - ii. Requests the Property Asset Manager to repair/quote for works required.
- d Quote received and forwarded to Parish for approval to commence
- e The following quotes will be provided on request from a parish for works in the order of:
  - One quote – works \$500 or under
  - Two quotes – works \$501 - \$3,000
  - Three quotes – works over \$3,001

Parishes to be provided with 'call out' rates for standard trades which capture the majority of works under \$500. Where possible, for works in the order of \$500 or less the contractor will complete the work at the time of inspection/quoting.

This quoting process excludes all electrical work, fire and evacuation services
- f Should a parish believe a quote is unreasonable, parishes are encouraged to contact the Property Asset Manager
- g If work is urgent the Property Asset Manager can authorise as necessary, trade up to a cost of \$2,000 to commence. If greater than this amount or non-urgent the Property Asset Manager to obtain Parish approval to commence works or if Faculty is required, obtain approval through the Diocesan Property Services Manager to commence works.
- h When work is complete, relevant trade to invoice the Property Asset Manager and at same time, the Property Asset Manager to contact Parish to see if they are satisfied with works conducted.



- i The Property Asset Manager to invoice Parish who are required to pay within 14 days
- j Where the Property Asset Manager has identified a non-urgent R&M issue through programmed inspection:
  - i. the Property Asset Manager informs Parish/ Diocesan Property Services Manager of repair requirement; Parish may seek to defer or schedule repairs to meet cash flow or facilitate raising funds to meet the cost
  - ii. If the Property Asset Manager is requested to proceed, a quote is requested from relevant trade(s) and work order issued
  - iii. the Property Asset Manager seeks approval from Parish and if required Diocesan Property Services Manager
  - iv. the Property Asset Manager instructs trade to commence
  - v. the Property Asset Manager issues invoice to Parish once work completed and Parish has indicated satisfaction with work done
  - vi. Parish has 14 days to pay invoice.

2.1 The Asset Manager will as far as practical ensure that at least two to three contractors per skill and split between north and south of Perth (if necessary). Skills in country regions, that being parishes 100kms from the Perth GPO or further, the Asset Manager will endeavour to engage trades from local areas ensuring that contractors meet minimum insurance, workmanship and contracting arrangements.

2.2 In consultation with the Asset Manager Parishes may nominate trades for inclusion in the contractor mix. Parish nominated contractors may be considered for inclusion if they meet the standards outlined above.

2.3 **All electrical work, fire and evacuation services will be carried out by the nominated provider.**

### **3 URGENT REPAIRS**

- a The Parish must request urgent repairs via the Property Asset Manager and the authorised trades.
- b Urgent repairs are:
  - i. a burst water service
  - ii. a blocked or broken toilet system
  - iii. a serious roof leak
  - iv. a gas leak
  - v. a dangerous electrical fault
  - vi. flooding or serious flood damage
  - vii. serious storm or fire damage
  - viii. a failure or breakdown of any essential service or appliance provided by your landlord or agent for hot water, water, cooking, heating, or laundering
  - ix. failure or breakdown of the gas, electricity, or water supply
  - x. any fault or damage in the premises that makes the premises unsafe or insecure
  - xi. Any issue that would compromise the security of the building ie: broken locks, windows, an opening etc.
  - xii. an appliance, fitting or fixture that is not working properly and causes a substantial amount of water to be wasted
  - xiii. a serious fault in a lift or staircase
  - xiv. Dangerous property damage considered a public safety risk.

### **4 NON-URGENT REPAIRS**

- a Non-urgent repairs are those repairs that are required in order to maintain the premises and those fixtures and appliances supplied by the landlord in a state of good repair.
- b Advise the Property Asset Manager telling them what needs to be repaired.



- c On notification by the Parish of a list of repairs that need to be done. Depending on repairs, the Property Asset Manager will endeavour to have a works scheduled within 21 days and accordingly will communicate this process with the Parish.
- d If the matter is not dealt with in this time frame the Parish is to contact firstly the Directors of the Property Asset Manager and beyond this the Diocese Property Services Manager.

## **5 FIRE INSPECTIONS**

- a The Fire Inspection will be arranged by the Property Asset Manager and where possible in conjunction with the Electrical Services Inspection. Parish will be certified compliant with the satisfactory inspection of any Fire Extinguishers/ Blankets/ Hose reels for serviceability including cabinets and signage. Appraise installation and ensure adequate coverage in accordance with BCA regulations and Australian Standards AS1851, AS2444, AS2441 and AS1841.
- b The level of servicing that will next fall due for any fire extinguishers/ blankets/ hose reels will be co-ordinated to bring the fire protection in to line with the frequency of future maintenance visits.

## **6 ELECTRICAL SERVICES & INSPECTIONS**

The Electrical Inspection will be arranged by the Property Asset Manager and a report will deem compliance in accordance with following including, but not limited to:

### **6.1 RESIDENTIAL PROPERTIES (RECTORIES/LIVING QUARTERS): INSPECTION REQUIRED EVERY 5 YEARS**

- a Switchboard position, labelling, condition and circuit protection including safety switches, fuses, circuit breakers to ensure they are adequate and functional.
- b Number, position of smoke alarms and whether or not they are mains supplied or just battery.
- c Main earth connection to ensure it is correctly placed and effective.
- d Wiring condition within roof space to ensure that the cables are in good order and all connections are safe, correctly performed, and insulated from accidental contact through means of approved enclosures.

### **6.2 COMMERCIAL/PUBLIC PROPERTIES (CHURCHES/HALLS/ASSEMBLY AREAS): INSPECTION REQUIRED EVERY 1 YEAR**

- a As above but to also include.
- b Exit and emergency lighting (Number, positions, adequacy and test recording).
- c Internal and external lighting adequacy and functionality. BCA regulations require a minimum amount of illumination per square metre, taking into consideration the room's layout.
- d Inspect Electrical Testing/Tagging and records for any fixed plug in appliances/devices.
- e Ensure all regulations and standards pertaining to installation type met be they BCA, AS3000 wiring rules, and/or WA Electrical regulations.

## **7 POST ELECTRICAL INSPECTION REPORT**

A report on each installation will be supplied listing overall condition and any action urgently required. In addition, recommendations that will improve the efficiency of the electrical installation may be included, and anything else consider pertinent that will assist in the continued compliance and condition of said installation. Photos will be included where necessary to assist in the clients understanding of any recommendations made, or as issues are reported.