

ST. COLUMBA'S PARISH PASTORAL COUNCIL

Maintenance and Fabric Team

Monthly Work Progress notes.

Notes at 13th Feb 2019 Present SisK, PW, CMc, PJW, apol, JR, Fr K, NKR
Specific Major Maintenance Work

Hall Fruit trees planted VG/PJW, training wires/pruning done W/S 4th March. **NKR/PJW**
Eco recycle bins in hall kitchen, **NKR** been taking action, report next month. Hall heating, emergency double doors onto street and inner doors, plus two emergency doors to side of stage to be reviewed to enable less heating to escape, on going. **CMc** Heating problem with sectionalising valve temp. solution in place, permanent solution this week **PJW**. Sort out the number of keyboards stored in the halls. Fit additional shelving in the two behind stage storerooms. Remove fridge in middle kitchen, not working, health hazard. Check used by date for food in freezers in top store room, hand towels in kitchen, and top toilet **CMc** Start spec. for paving area in front of halls, existing slabs are cracking, tripping hazard include dropping pavement curbing to give better run-in/out. **PJW/NKR** Grillages over windows of halls remove to allow cleaning **PW**. Review lighting in hall lobby and stairs, lights being left on, install energy efficient PIR lighting?? **PJW**

Church Mice problem food left in cardboard boxes, urine problem, **PW**
Altar reredos investigate, sketch received from Ormsby, verbal/written comments made by **PJW** to Ormsby await detail measurements/reply. Diocese require two further quotes, two interested stone-masons are to visit. Big six candles status **PW/NKR??**

Church security system on hold **Fr Kevin/PJW**

Laundry room, spec. out for quotes to 3 contractors, 3 have viewed, 2 quotes in. **PJW** Fit notice to railings at gate pointing to 13 Upper Gray St. **CMc**

Convent DG phase 3 start date 26th March 2019, measure done, replace carpet in dining room after DG work complete **PJW**. DG stage 4 review, ground floor bathroom, maintenance office window, window next to garden door, garden door itself **PJW**. Fit engineered flooring at back door to garden and to church corridor door. **PJW**
Intrusion by BT Openreach Subcontractors, ongoing. Need to relocate cables off the flat roofs.

Routine Maintenance

Window cleaning contract, set-up and working. **PW**

Financial for 2019

Routine maintenance Annual cost	£13.9K.
Convent Phase3 DG estimate	£11k +VAT
Laundry room refurbish estimate	£4k + VAT
PIR light hall lobby and stairs	

Planning 2020

1. Hall lobby redecorate/upgrade include nosings on stairs.
2. Hall front paving replace
3. Hall kitchen update with fast through-put dishwasher

Next Meeting Wed. 13th March 2019 note change because of Ash Wednesday
PJW 13/02/2019