



St. Lawrence of Canterbury Roman Catholic Church

Main Road

Sidcup

DA15 7HB

Planned Maintenance Inspection Report



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Rev 0 30.12.2021 Initial issue

1.0 EXECUTIVE SUMMARY

The key action points and budget expenditure in the short term (0-5 years), in order of priority are:

- | | |
|---|---------------------------|
| • Commission Fire Risk Assessment for the church building and 1&3 Hamilton Road to review fire detection measures and compliance with The Regulatory Reform (Fire Safety) Order 2005 and Part B of the Building Regulations (Fire Safety). We envisage that the installation of automatic fire detection and warning system will be required to 1 Hamilton Road as well as upgrades to internal fire doors to 1 Hamilton Road will be required. | 5,500 excl. VAT and fees |
| • Installation of emergency lighting to 1 Hamilton Road. | 2,000 excl. VAT and fees |
| • Repairs to leaking rainwater goods to the church and community centre buildings. | 2,000 excl. VAT and fees |
| • Repairs to the coping stones and brick work to the gable end to the west transept of the church to remedy the internal damp. | 15,000 excl. VAT and fees |
| • Renewal of the felt roof coverings to the community centre flat roof areas as they reach life expiry. | 6,000 excl. VAT and fees |
| • Remedial repairs to ground floor priest office in 1 Hamilton Road to eradicate damp issues to the chimney breast. | 2,500 excl. VAT and fees |
| • Renewal of floor finishes and internal decoration of 1 Hamilton Road. First floor rooms are currently vacant and not used (no costs for the first floor included). | 7,000 excl. VAT and fees |

Total £	40,000 excl. VAT and fees
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To undertake all the works identified in this report, we would recommend you budget for the following summary levels of overall expenditure:

- | | |
|--------------|---------------------------|
| • 0-5 years | 138,000. VAT and fees |
| • 6-15 years | 299,000 inc. VAT and fees |
| • 16+ years | 76,000 inc. VAT and fees |

Total £	513,000 inc. VAT and fees
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2.0 BUILDING DESCRIPTION

2.1 General

The St. Lawrence of Canterbury Roman Catholic Church estate comprises the early twentieth century church building with 1930 side aisles and sacristy extensions; parish community centre that was constructed in 1992; and the parish office and presbytery house located at 1 & 3 Hamilton Road.



**1 & 3 Hamilton Road –
Paris office and
presbytery house (3)**

**Parish community
centre (2)**

Church building (1)

Historical records show that the church building was constructed in 1904-1906 from designs by Edward Goldie, with the side aisle and sacristy extensions being added in 1930. There is a small area of landscaping and hard standing to the front and east facing side elevation of the church building, with an access road providing access to a car park located to the north west of the site.

The parish centre was constructed in 1992 and immediately abuts the church building to the north. There are entrances to the parish centre on both the west and east side elevations. There is no internal link between the church and the parish centre.

The parish office and presbytery house are located in two Victorian semi-detached residential properties at 1&3 Hamilton Road. Both properties have their own separate entrances and 1 Hamilton Road is currently used as the parish office on the ground floor with the first floor currently unused. 3 Hamilton Road is in use as the presbytery house.

2.2 Date of Inspection / Weather Conditions

The site was inspected by Adam Graham BSc(Hons) MRICS MFPWS and Brandon Hughes BSc(Hons) of Squarepoint Chartered Surveyors on Wednesday 1st December 2021. The weather conditions immediately prior to and at the time of our inspection were largely overcast and mild with intermittent rainfall.

2.3 References to Orientation

In this report, where the terms “right hand” or “left hand” are used, they assume that the reader is directly facing the element being described.

Where references to north, south, east and west are made, the front elevation of the church building facing Main Road (A211) should be taken as facing directly south.

2.4 Glossary of Terms

The descriptive and expressive terms in the schedule that describe the condition of the property are, for the purpose of this report, defined as follows:

Expression	Definition
Very Good	In new condition with no soiling/wear or other defects.
Good	Subject to general wear and tear with slight signs of soiling but is still serviceable and functioning adequately.
Fair	Subject to several years wear and tear, still serviceable with minor repair work where necessary.
Poor	In a dilapidated condition, subjected to hard long-term wear, and major repair and/or renovation necessary.

3.0 EXPENDITURE SUMMARY CHURCH BUILDING

3.1 EXTERNAL ELEMENTS

3.1.1 Roofs

The roof to the church building is formed from multiple large gable roof structures in a cruciform shape, with a central crossing roof comprising of four small gables. Further mono pitched roof slopes are provided to the side aisles and sacristy extensions. The timber roof trusses and timber close boarding forming the main roof structure are visible internally from within the church and sacristy. The roof covering to all roof pitches consist of assumed clay tiles across all pitched roof areas. Stone coping stones are present to the gable and parapet walls to the various roof areas.

The tile coverings generally appear in good condition, with no significant defects, slipped or damaged roof tiles noted. There is a small area of damp at high level to the west transept gable end, which the church report have been ongoing for many years. This damp is likely caused by the lack of or failure of the damp proof course (dpc) beneath the coping stones. Efflorescent staining is visible to the external brick work in this location. Previous remedial work to seal the coping stone joints is also evident.

To fully remedy the issue then the coping stones should be removed, damp proof course renewed and the coping stones reinstated / renewed and the coping stone joints re-pointed. These works would require scaffolding or a cherry picker to be located on the access road to the car park. Allowance made for scaffolding / cherry picker hire and works to the coping stones in years 0-2, but these works could be postponed if the damp ingress does not worsen. Further allowance for similar repairs to the other areas of coping stones has been made in years 6-10. These works can also be adjusted as required and to reflect any issues with internal water penetration that occur.

There is a section of loose lightning conductor tape at high level to the west elevation. Lightning protection systems should be inspected and tested annually and form part of the general maintenance budget.

The rainwater goods comprise of decorated cast iron downpipes and gutters to the side elevations. Most cast iron rainwater goods appear visually in good condition with the exception of a section of gutter to the east elevation at high level above the side aisle. In this location the guttering has been installed incorrectly resulting in rainwater seeping through the joints during heavy rainfall. This is causing water to leak down onto the side aisle roof with water run off staining visible to this roof. This section of guttering should be accessed and replaced.

Expenditure Summary

Year 0-5	£12,500 plus VAT and fees (say £16,500)
Year 6-15	£20,000 plus VAT and fees (say £26,500)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£32,500 plus VAT and fees (say £43,000)

3.1.2 Structural and External Walls

The building is constructed from load bearing solid brickwork elevations and brick arch window dressings, with load bearing masonry internal walls and arched openings. There is an assumed concrete ground floor structure and assumed mass concrete trench fill foundations.

The external walls are formed from solid brick external walls which are constructed from London stock gault brickwork, with brick arches and stone cills to the window openings. The gable end to the front elevation of the church is filled with a decorative chequer work of brick and stone at high level.

The brick work and mortar pointing is generally in fair condition with no signs of significant cracking or major defects. The front elevation has recently undergone a full clean and specialist repair and is in good condition and re-pointing works are evident to the rear gable end.

There are general areas of loose and eroded mortar pointing, notably to the brick courses and stone string course at low level to the side elevations. Multiple spalled bricks and blown mortar pointing are also visible at mid and high level to the west elevation flank wall that will be exposed to the prevailing south west winds.

Whilst the issues noted are not currently presenting any damp issues internally, we would recommend undertaking selected repairs to the west elevation flank wall at the same time works to the coping stones to the west transept to make full use of any scaffolding installed. We have also allowed a provisional budget of £10,000 for further selective repairs in years 6-10 should water ingress appear internally.

Expenditure Summary

Year 0-5	£5,000 plus VAT and fees (say £6,500)
Year 6-15	£10,000 plus VAT and fees (say £13,500)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£15,000 plus VAT and fees (say £20,000)

3.1.3 Windows and Doors

Fenestration around the building generally consist of lead stained glass windows set in decorated crittal frames to the front and side elevations. There are 31No large windows and 10No smaller windows across the facades.

Whilst aged, the windows are generally in fair condition with no significant areas of damage or decay prominent as seen from ground floor level.

Decorated timber double doors to the main entrance of the church are in good condition with no major defects noted. To the east elevation, there is an additional timber decorated double door with access into the transepts and a further single timber decorated door which leads into the sacristy. Both doors are in good condition with no major defects noted. Signs of peeling paint are evident to the timber doors which should be included as part of the next external decoration cycle.

Expenditure Summary

Year 0-5	£0 plus VAT and fees (say £0)
Year 6-15	£0 plus VAT and fees (say £0)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£0 plus VAT and fees (say £0)

3.1.4 External Decorations

The decorations to the external metal and joinery are in fair condition. Allow for next redecoration cycle in years 3-5. High level access will be needed to reach the cast iron gutters and downpipes.

External decorations should be undertaken approximately every 7 years to keep the building in a good state of decorative repair and protect the underlying fabric.

Expenditure Summary

Year 0-5	£8,000 plus VAT and fees (say £10,500)
Year 6-15	£8,000 plus VAT and fees (say £10,500)
Year 16+	£8,000 plus VAT and fees (say £10,500)
Total 0-20 years	£24,000 plus VAT and fees (say £31,500)

3.1.5 External Grounds

Hardstanding to the access road and car park area is formed from hot rolled asphalt with coated chippings with thermoplastic linings to the car park spaces. There is general cracking to the asphalt surface throughout the access road and car park surface. There is no requirement for immediate works, but allowance should be made to completely re-surface the area in years 6-10. The thermoplastic lining is also deteriorated and will require renewal as part of the surfacing works.

The cobble road surface and brick set parking spaces to the front of the church are generally in good condition with only a small number of cobbles missing. It is advised to budget cost to replace these cobble stones to prevent trip hazards.

The boundary walls consist of a dwarf brick retaining wall to Hamilton Road with a wet stone wall to Main Road and part Hamilton Road boundaries. The boundary walls are generally in good condition with no imminent works required. The stone wall has a slight bow inwards towards the church. This should be monitored but we suspect this lean has been present for a number of years. No allowances made but additional support may be required at a future date should further movement occur.

Expenditure Summary

Year 0-5	£1,500 plus VAT and fees (say £2,000)
Year 6-15	£36,500 plus VAT and fees (say £48,000)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£38,000 plus VAT and fees (say £50,000)

3.1.6 Underground Drainage

We recommend that a flush through of the underground drainage to all the buildings is undertaken on a periodic basis to prevent blockages. We would also recommend undertake a CCTV survey of the underground drainage systems to identify any issues or blockages that require repair.

Expenditure Summary

Year 0-5	£4,500 plus VAT and fees (say £6,000)
Year 6-15	£2,500 plus VAT and fees (say £3,500)
Year 16+	£2,500 plus VAT and fees (say £3,500)
Total 0-20 years	£9,500 plus VAT and fees (say £13,000)

3.2 INTERNAL ELEMENTS

3.2.1 Internal Finishes

The internal finishes to the church and sacristy are largely in good condition with no works envisaged other than periodic replacement of the floor finishes and internal decorations.

Allowances have been made for renewing the kitchenette and WC within the sacristy within the next 5 years.

Expenditure Summary

Year 0-5	£2,500 plus VAT and fees (say £3,000)
Year 6-15	£27,000 plus VAT and fees (say £35,500)
Year 16+	£13,000 plus VAT and fees (say £17,000)
Total 0-20 years	£42,500 plus VAT and fees (say £55,500)

3.2.2 Fire Protection and Risk Measures

There is no fire detection or warning systems within the church or sacristy. We recommend that you commission a specialist Fire Risk Assessment asap to review the building's compliance with The

Regulatory Reform (Fire Safety) Order 2005 and Part B of the Building Regulations (Fire Safety). Depending on the frequency of use of the building, a full electric detection and warning system may not be required in sufficient procedures are in place.

A cost has been included for the survey and specialist advice only. Any cost for any required upgrades to be added to the schedule when known.

Expenditure Summary

Year 0-5	£1,500 plus VAT and fees (say £2,000)
Year 6-15	£0 plus VAT and fees (say £0)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£1,500 plus VAT and fees (say £2,000)

3.2.3 Electrical Installations

The mains intake, consumer unit and electric meter are located within the basement level plant room. The church and sacristy were re-wired in 2004 and therefore the small power and the lighting are largely in good condition. The NICEIC Electrical Installation Condition Report is next required in July 2026. Undertake 5 yearly inspections with allowance for minor repairs and upgrade works to ensure systems remain compliant with current regulations.

As the consumer unit is now circa 20 years old, we envisaged that the unit will require renewal in the medium term and have allowed costs for this to be undertaken alongside the next inspection in 2026.

The light fittings were all renewed in 2004 and are all still largely in good condition. No works envisaged other than general maintenance and replacement of bulbs. There is no emergency lighting throughout the building.

Expenditure Summary

Year 0-5	£2,000 plus VAT and fees (say £2,500)
Year 6-15	£1,000 plus VAT and fees (say £1,500)
Year 16+	£500 plus VAT and fees (say £750)
Total 0-20 years	£3,500 plus VAT and fees (say £4,750)

3.2.4 Mechanical Installations

The central heating system comprises an Ideal Concorde CXA boiler that serves the main church and sacristy located in the basement plant room. The boiler serves a mixture of cast iron (8No) and SPC convection heaters (4No).

There are no current reported issues with heat output within the church and the system is fit for purpose.

Future allowance made for boiler replacement in years 6-10 as the boiler reaches the end of its serviceable and economic life.

Expenditure Summary

Year 0-5	£0 plus VAT and fees (say £0)
Year 6-15	£8,000 plus VAT and fees (say £10,500)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£8,000 plus VAT and fees (say £10,500)

3.2.5 General

We have not had sight of an asbestos survey for building. Ensure an Asbestos Management survey is in place, if not commission survey from BES Consulting. No cost has been allowed for this.

Expenditure Summary

Year 0-5	£0 plus VAT and fees (say £0)
Year 6-15	£0 plus VAT and fees (say £0)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£0 plus VAT and fees (say £0)

4.0 EXPENDITURE SUMMARY COMMUNITY CENTRE

4.1 EXTERNAL ELEMENTS

4.1.1 Roofs

The roof to the main hall is formed from two gable roof structures provided with concrete tile roof coverings. The concrete tile coverings appear in good condition, with no significant defects noted. The coverings are now circa 30 years old and we do not envisage any significant works being required over the next 20 years other than general maintenance works.

There are 3 No flat roof areas to the building that are all provided with a bituminous felt covering. The felt coverings appear to be the original felt coverings installed during the construction of the building in 1992. These coverings are now circa 30 years old and felt roof surfaces typically have an approximate life expectancy of 25-30 years before they begin to deteriorate and fail. Whilst there are no current issues with water ingress but we would recommend that the felt surfaces are renewed in years 3-5 to ensure the building remains watertight. Scaffolding will be required to facilitate the works.

The rainwater goods are in fair condition, with leaks noted in the following locations during our inspection:

- To the east elevation to the top left of the entrance doors - the gutter is missing the stop end cap allowing water to discharge onto the external paving.
- To the two storey section of the north flank elevation adjacent to 1 Hamilton Road - leaking gutter joint.

Allowance has been made for a roofer to attend and rectify current leaks.

We would also recommend budgeting for the replacement of the uPVC rainwater goods as they reach the end of their economic life. Budget for complete renewal in years 3-5 to coincide with the flat roof works and install new deep flow gutters as part of the works to accommodate for the increased amount of extreme weather events now experienced in the UK.

Expenditure Summary

Year 0-5	£9,500 plus VAT and fees (say £12,500)
Year 6-15	£0 plus VAT and fees (say £0)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£9,500 plus VAT and fees (say £12,500)

4.1.2 Structural and External Walls

The building is constructed from loadbearing cavity brick elevations, loadbearing internal walls, assumed concrete ground floor slab, suspended timber ground floor structure and assumed mass concrete trench fill foundations.

The building is in sound structurally condition with no expenditure anticipated for the main structure and external elevations.

Expenditure Summary

Year 0-5	£0 plus VAT and fees (say £0)
Year 6-15	£0 plus VAT and fees (say £0)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£0 plus VAT and fees (say £0)

4.1.3 Windows and Doors

The community centre comprises of a variety of timber framed windows. The windows are in fair condition with 1No damaged glazing pane and interstitial condensation noted to the first floor meeting room windows.

Softwood timber windows have a typical life expectancy of circa 35 years. We have made allowance for phased replacement of the windows over the next 10 years, starting with replacement of the first floor meeting room windows in years 3-5.

The entrance doors are formed from timber framed double doors to the east entrance and single timber framed door to the west entrance. Protective film has been installed to the glazing. There are no current issues with the doors but allowance made in years 6-10 to replace the external doors as they reach the end of their design life.

Expenditure Summary

Year 0-5	£3,000 plus VAT and fees (say £4,000)
Year 6-15	£10,000 plus VAT and fees (say £13,000)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£13,000 plus VAT and fees (say £17,000)

4.1.4 External Decorations

There are minimal decorated items across the community centre building apart from the timber windows, doors and fascia board. The external joinery is exhibiting signs of weathering, especially to the east elevation and cyclical redecoration is now recommended. Allow for next redecoration cycle in years 0-2 and periodic redecoration every 7 years thereafter.

Expenditure Summary

Year 0-5	£2,500 plus VAT and fees (say £3,000)
Year 6-15	£2,500 plus VAT and fees (say £3,000)
Year 16+	£2,500 plus VAT and fees (say £3,000)
Total 0-20 years	£7,500 plus VAT and fees (say £9,000)

4.1.6 Drainage

We recommend that a flush through of the underground drainage is undertaken on a periodic basis to prevent blockages. We would also recommend undertaking a CCTV survey of the underground drainage system to the entire site to identify any issues or blockages that require repair.

Costs included within budget for underground drainage for the church buildings.

Expenditure Summary

Year 0-5	£0 plus VAT and fees (say £0)
Year 6-15	£0 plus VAT and fees (say £0)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£0 plus VAT and fees (say £0)

4.2 INTERNAL ELEMENTS

4.2.1 Internal Finishes

Internal finishes within the community centre are generally in fair condition with no immediate works envisaged.

There is a small galley kitchen off the main hall area which is in good condition and fit for purpose. A budget cost should be allowed to upgrade the kitchen within 6-10 years following a review of its condition.

WC's within the community centre are in fair condition and are fit for purpose. The cubicle partitions, sanitaryware and floor finishes are now circa 30 years old so allowance made for the phased refurbishment of the WC's. Allowance for ground floor WC's in years 3-5 and first floor WC's in years 6-10. Replacement years can be adjusted accordingly to suit your requirements.

The community centre comprises of a variety of different floor finishes throughout the ground and first floor areas. Floor finishes consist of carpet to the main entrance and hallway areas, vinyl to the WCs and kitchen and timber flooring to the main hall area. All flooring finishes are generally in fair condition and would benefit being restored / replaced within the next 10 years. We have recommended the replacement works are phased and the years can be adjusted accordingly to suit your requirements.

Internal decorations throughout the community centre are generally in good condition. Areas of hairline cracking to the ceiling and walls are noted and will need filling and repairing during the next internal redecoration cycle. An allowance should be made for redecoration works to commence in all rooms within the community centre within 3-5 years, then every 7 years thereafter.

Expenditure Summary

Year 0-5	£15,000 plus VAT and fees (say £20,000)
Year 6-15	£19,000 plus VAT and fees (say £25,000)
Year 16+	£6,000 plus VAT and fees (say £8,000)
Total 0-20 years	£40,000 plus VAT and fees (say £53,000)

4.2.2 Fire Protection and Risk Measures

There is hardwired detection linked to a fire alarm control panel within the main entrance lobby. Hardwired fire alarm panels and detection systems typically have a design life of circa 25 years. Allowance made for replacing the fire alarm panel as it reaches the end of its design life.

Expenditure Summary

Year 0-5	£3,500 plus VAT and fees (say £4,500)
Year 6-15	£500 plus VAT and fees (say £600)
Year 16+	£200 plus VAT and fees (say £250)
Total 0-20 years	£4,200 plus VAT and fees (say £5,350)

4.2.3 Electrical Installations

The consumer unit and electricity meter are located within the utility cupboard located off the main hall. The consumer unit and various lighting and small power circuits are the original installations that were installed in 1992 and are now circa 30 years old. Consumer units and wiring typically have a typical life expectancy of 30-35 years, so these installations will be nearing the end of their design life.

The NICEIC Electrical Installation Condition Report is next required in July 2026. Undertake 5 yearly inspections with allowance for minor repairs and upgrade works to ensure systems remain compliant with current regulations.

Due to the age of the installations, budget allowances have been made for a new consumer unit in years 3-5 and a full electrical re-wire in years 6-10.

The light fittings will also be circa 30 years old and we recommend replacing the light fittings with new LED fittings as they fail to reduce energy and maintenance requirements.

Expenditure Summary

Year 0-5	£3,000 plus VAT and fees (say £4,000)
Year 6-15	£9,300 plus VAT and fees (say £12,250)
Year 16+	£300 plus VAT and fees (say £400)
Total 0-20 years	£12,600 plus VAT and fees (say £16,650)

4.2.4 Mechanical Installations

Central heating for the building is provided by 1No floor standing Worcester Bosch boiler and 1No Potterton Kingfisher boiler located within the basement plant room. 1No boiler has been recently replaced (Worcester Bosch) and is in good condition. Allowance made to replace the Potterton Kingfisher boiler in years 3-5 as it reaches the end of its economic life.

The boilers serve two panel radiators which are now circa 30 years old. The older style radiators are functional but aged and won't be as efficient as modern day equivalents. Radiators typically have a design life of circa 30-35 years. Budget for the medium term upgrade of the radiators in years 6-10 as they reach the end of their economic life. Replacement years can be adjusted accordingly to suit requirements.

There are ventilation ceiling grilles to the hall ceiling with the main equipment assumed to be located in the roof void above the hall ceiling and accessed via the locked hatch to the first floor meeting room. Ventilation systems have a typical design life of 30-35 years. Budget allowance for the medium term upgrade of the main fan equipment as it reaches the end of its design life.

There is a simple passenger lift providing access to the first floor rooms which is the original lift installed in 1992. Lift installations have a typical design life of circa 30 years and the lift will now be nearing the end of its design life. We would recommend the current lift maintenance company (Aspects Lifts) put together recommendations for the upgrade of the lift and associated equipment. A budget allowance of £20,000 has been allowed for upgrade works which should be altered as required once Aspect Lifts have provided their recommendations.

Expenditure Summary

Year 0-5	£4,000 plus VAT and fees (say £5,000)
Year 6-15	£30,000 plus VAT and fees (say £40,000)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£34,000 plus VAT and fees (say £45,000)

4.2.5 General

We have not had sight of an asbestos survey for building. Ensure an Asbestos Management survey is in place, if not commission survey from BES Consulting. No cost has been allowed for this.

Expenditure Summary

Year 0-5	£0 plus VAT and fees (say £0)
Year 6-15	£0 plus VAT and fees (say £0)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£0 plus VAT and fees (say £0)

5.0 EXPENDITURE SUMMARY 1 & 3 HAMILTON ROAD

5.1 EXTERNAL ELEMENTS

5.1.1 Roofs

The main roof to both properties are formed from gable and valley roof structures, with a mono pitched timber roof structure to the two storey outrigger extensions and single storey rear extension. There are concrete roof tiles provided to all roof pitches. The concrete roof tiles are in fair condition with no signs of missing tiles and no issues with water ingress internally. We envisage that the tiles will be reaching the end of their economic life at the end of the next 20 year period and have made allowance for the full renewal of all roof tiles in years 16-20.

There is 1No chimney stack to the main roof to 1 Hamilton Road. The chimney stack to 3 Hamilton Road has been lowered and removed. The chimney stack brick work appears in sound condition from ground level inspection. There are no ventilation caps present to the chimney pots. We recommend that ventilation caps are provided to the pots (2No) to help prevent water ingress now the fireplaces are not active (damp is present to the chimney breast within the ground floor priest office).

The uPVC rainwater goods across both properties are in fair condition. There is a disconnected downpipe to the rear elevation of 1 Hamilton Road that should be reconnected asap. Allowance should also be made for the future replacement of the rainwater goods to coincide with the proposed roof covering renewal works.

Expenditure Summary

Year 0-5	£400 plus VAT and fees (say £500)
Year 6-15	£0 plus VAT and fees (say £0)
Year 16+	£21,000 plus VAT and fees (say £27,500)
Total 0-20 years	£21,400 plus VAT and fees (say £28,000)

5.1.2 Structural and External Walls

Both properties are constructed with loadbearing brick elevations, a mixture of loadbearing and lightweight internal walls, suspended timber ground floor structure and assumed mass concrete trench fill foundations. The buildings are structurally sound.

1 Hamilton Road has solid red brickwork to the front elevation with painted stone detailing to the window openings. A render finish has been applied to the flank and rear elevation to the main house and outrigger extension.

The red brick work to the front elevation is in fair condition with minor areas of spalled brickwork at low level. Previous repointing to the front elevation has been undertaken untidily with excessive mortar splashes and overspill throughout the elevation. This is only an aesthetic issue.

There are previous patch repairs and a general rough finish to the sections of painted render. The render is also likely to be a sand and cement based render rather than a lime render. This can create issues with the breathability of the solid external brick walls and result in internal damp problems. However, as there are currently no significant issues with internal damp, it would not be justifiable to hack off and replace the render with a lime based render.

As part of the next external decoration scheme we would recommend that some repairs are undertaken to areas of spalled brick work and any areas of cracked render.

3 Hamilton Road has solid red brickwork external walls to the front elevation with painted stone detailing to the window openings. London stock gault brick work to the rear elevation and outrigger extension. Small section of painted render finish to rear elevation of the outrigger extension and rear single storey extension.

The brick work and mortar pointing is in fair condition with no significant issues, however there are areas of missing or eroded mortar pointing, notably to the outrigger extension. There is hairline cracking to the render finish to the rear single storey extension.

As part of the next external decoration works we would recommend that some repairs are undertaken to areas of missing mortar pointing and cracked render.

Expenditure Summary

Year 0-5	£3,500 plus VAT and fees (say £4,500)
Year 6-15	£0 plus VAT and fees (say £0)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£3,500 plus VAT and fees (say £4,500)

5.1.3 Windows and Doors

Both properties have double glazed uPVC windows which are in fair condition and no imminent works envisaged.

Both properties have part glazed timber composite doors to the main entrances with secondary double glazed UPVC doors to the rear of the building. All doors to both properties are in good condition with no works envisaged.

Expenditure Summary

Year 0-5	£0 plus VAT and fees (say £0)
Year 6-15	£0 plus VAT and fees (say £0)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£0 plus VAT and fees (say £0)

5.1.4 External Decorations

Painted surfaces include decorated render, stonework, timber fascia board and boundary fences to the rear garden areas. Both buildings are in a fair decorative state. Budget for the next external decoration cycle in years 3-5 and then budget to undertake every 7 years. Costs based on undertaking both buildings at the same time to obtain economies of scale. Scaffold access will be needed to decorate the high level areas.

Expenditure Summary

Year 0-5	£4,000 plus VAT and fees (say £5,000)
Year 6-15	£4,000 plus VAT and fees (say £5,000)
Year 16+	£4,000 plus VAT and fees (say £5,000)
Total 0-20 years	£12,000 plus VAT and fees (say £15,000)

5.1.5 External Grounds

Both properties have a variety of hardstanding materials which are in good to fair condition.

There is hot rolled asphalt to both front yard areas. There is vegetation growth to the asphalt that should be cleared as part of a regular maintenance regime. The front yard areas are currently fit for purpose but you may want to consider renewing the surface or replacing it with an alternative finish as the asphalt deteriorates further.

There is also areas of hot rolled asphalt to the rear of the properties. The surfaces are currently fit for purpose but further allowance has been made for renewing the surface or replacing it with an alternative finish as the asphalt deteriorates further. Budget allowance included in years 6-10 to coincide with the proposed works to the front yards.

Significant vegetation growth to the side alley between 1 Hamilton Road and the Community Centre. This vegetation should be treated and removed before the area becomes overgrown.

There are timber fence panels to the rear garden areas. No immediate works are required but allowance has been made for the medium term renewal of the fence to the car park as it reaches the end of its economic life.

Expenditure Summary

Year 0-5	£500 plus VAT and fees (say £750)
Year 6-15	£10,000 plus VAT and fees (say £13,000)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£10,500 plus VAT and fees (say £13,750)

5.1.6 Drainage

We recommend that a flush through of the underground drainage is undertaken on a periodic basis to prevent blockages. We would also recommend undertake a CCTV survey of the underground drainage system to the entire site to identify any issues or blockages that require repair.

Costs are included within budget for underground drainage for the church buildings.

Expenditure Summary

Year 0-5	£0 plus VAT and fees (say £0)
Year 6-15	£0 plus VAT and fees (say £0)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£0 plus VAT and fees (say £0)

5.2 INTERNAL ELEMENTS

5.2.1 Internal Finishes

Finishes within both properties are generally fit for purpose but are becoming dated. The first floor rooms to 1 Hamilton Road are currently vacant and are not used. Allowance has been made for the periodic replacement of floor finishes and internal decorations and the replacement years can be adjusted accordingly to suit your requirements.

Internal damp present to the chimney breast within the priest office to 1 Hamilton Road. In addition to the providing ventilated cowls to the chimney pots, ventilation should also be provided internally to the chimney breast. Replacement of the internal damp affected plaster will be required once the source of the damp is eradicated.

Expenditure Summary

Year 0-5	£15,000 plus VAT and fees (say £20,000)
Year 6-15	£11,000 plus VAT and fees (say £14,500)
Year 16+	£2,000 plus VAT and fees (say £2,500)
Total 0-20 years	£28,000 plus VAT and fees (say £37,000)

5.2.2 Fire Protection and Risk Measures

Battery powered domestic smoke alarms are present to the ground and first floor of both houses.

It is envisaged that due to the use of 1 Hamilton Road as part parish office, then the introduction of an automatic fire alarm system may be required to meet current regulations and standards. If the first floor rooms are to be returned to use as residential accommodation then it will increase the likelihood that an automatic alarm system will be required.

Allow to commission a specialist Fire Risk Assessment immediately to review the properties compliance with The Regulatory Reform (Fire Safety) Order 2005 and Part B of the Building Regulations (Fire Safety).

The internal doors to 1 Hamilton Road do not meet FD30s standards and should be upgraded where advised within the fire risk assessment.

Expenditure Summary

Year 0-5	£3,700 plus VAT and fees (say £5,000)
Year 6-15	£0 plus VAT and fees (say £0)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£3,700 plus VAT and fees (say £5,000)

5.2.3 Electrical Installations

To 1 Hamilton Road, the mains intake, consumer unit and electricity meter is located on the ground floor next to the front door. The wiring to the light switches and power sockets are a mixture of newly installed and older wiring.

The next NICEIC Electrical Installation Condition Report is required in June 2026. It is a legal requirement to undertake this inspection every 5 years. Due to the age of the installations, budget allowances have been made for a full electrical re-wire in years 11-15.

To 3 Hamilton Road, the mains intake and electricity meter located within a cupboard adjacent to the entrance door, with the consumer unit located beneath the stairs. The wiring to the light switches and power sockets are a mixture of newly installed and older wiring.

The next NICEIC Electrical Installation Condition Report is required in June 2026. Due to the age of the installations, budget allowances have been made for a full electrical re-wire in years 6-10.

There is currently no emergency lighting within 1 Hamilton Road. Due to the use of the building as part parish office, to ensure compliance with The Regulatory Reform (Fire Safety) Order (RRFSO) 2005 then emergency lighting is likely to required. Allowance has been made for the installation of emergency lighting in years 0-5..

Expenditure Summary

Year 0-5	£2,600 plus VAT and fees (say £3,500)
Year 6-15	£12,600 plus VAT and fees (say £16,500)
Year 16+	£600 plus VAT and fees (say £750)
Total 0-20 years	£15,800 plus VAT and fees (say £20,750)

5.2.4 Mechanical Installations

Both properties are served by their own gas boilers. The boiler to 1 Hamilton Road is currently in good condition and will have a life expectancy of circa 20 years. Budget allowance for the long term future replacement of the boiler. The boiler to 3 Hamilton Road is in fair condition and will most likely need replacing within 6-10 years.

The radiators to properties are functional but aged and won't be as efficient as modern day equivalents. Budget for medium to long term replacement of radiators to improve heat output as the radiators reach the end of their design life.

Both properties have a hot water immersion cylinder. No immediate works are required but replacement of both cylinders will likely be required towards the end of the next 5 year period.

Expenditure Summary

Year 0-5	£4,000 plus VAT and fees (say £5,000)
Year 6-15	£16,000 plus VAT and fees (say £21,000)
Year 16+	£1,000 plus VAT and fees (say £1,500)
Total 0-20 years	£21,000 plus VAT and fees (say £27,500)

5.2.5 General

We have not had sight of an asbestos survey for the buildings. Ensure an Asbestos Management survey is in place, if not commission survey from BES Consulting. Potential asbestos ceiling tiles present to the ground floor bathroom lobby ceiling in 3 Hamilton Road.

Expenditure Summary

Year 0-5	£0 plus VAT and fees (say £0)
Year 6-15	£0 plus VAT and fees (say £0)
Year 16+	£0 plus VAT and fees (say £0)
Total 0-20 years	£0 plus VAT and fees (say £0)

6.0 Planned Preventative Maintenance Schedule

Enclosed are the condition summary and planned preventive maintenance schedules.

Each item has been attributed an urgency rating from 0-5 which relate to the following categories:

Rating	Category
0	Future projected cost item
1	No immediate action
2	Not urgent, but regular maintenance item
3	Not urgent but early maintenance recommended
4	Requires repair attention
5	Requires urgent repair attention

Summary of Planned and Preventative Maintenance Costs

St Lawrence of Canterbury Roman Catholic Church
Main Road, Sidcup
DA15 7HB

Version: December 2021

	0-5 years	6-10 years	11-15 years	16-20 years	20 Year Total
Church Building	£37,300	£104,150	£8,500	£23,750	£173,700
Community Centre	£40,600	£59,200	£12,000	£9,000	£120,800
1&3 Hamilton Road	£33,700	£35,300	£18,300	£28,600	£115,900
Professional fees @ 10%:	£3,730	£10,415	£850	£2,375	£17,370
VAT @ 20%:	£23,066	£41,813	£7,930	£12,745	£85,554
TOTAL:	£138,396	£250,878	£47,580	£76,470	£513,324

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

Church Building

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget						
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary	
EXTERNAL FABRIC											
ROOF											
1	Main Church Roof	<p>The roof to the church building is formed from multiple large gable roof structures in a cruciform shape, with a central crossing roof comprising of four small gables. Further mono pitched roof slopes are provided to the side aisles and sacristy extensions.</p> <p>The timber roof trusses and timber close boarding forming the main roof structure are visible internally from within the church and sacristy. The roof covering to all roof pitches consist of assumed clay tiles across all pitched roof areas. Stone coping stones are present to the gable and parapet walls to the various roof areas.</p>	<p>The tile coverings generally appear in good condition, with no significant defects, slipped or damaged roof tiles noted.</p> <p>There is a small area of damp at high level to the west transept gable end, which the church report have been ongoing for many years. This damp is likely caused by the lack of or failure of the damp proof course (dpc) beneath the coping stones. Efflorescent staining is visible to the external brick work in this location. Previous remedial work to seal the coping stone joints is also evident.</p> <p>To fully remedy the issue then the coping stones should be removed, damp proof course renewed and the coping stones reinstated / renewed and the coping stone joints re-pointed. These works would require scaffolding or a cherry picker to be located on the access road to the car park. Allowance made for scaffolding / cherry picker hire and works to the coping stones in years 0-2, but these works could be postponed if the damp ingress does not worsen.</p> <p>Further allowance for similar repairs to the other areas of coping stones has been made in years 6-10. These works can also be adjusted as required and to reflect any issues with internal water penetration that occur.</p>	4	£10,000		£20,000				£30,000
2	Lightning Protection	Lightning protection tape system installed to the church building.	Section of loose tape at high level to the west elevation. Lightning protection systems should be inspected and tested annually and form part of the general maintenance budget. Allowance made for inspection and testing of the system in year 1. Cost for any required repairs / upgrades to ensure the system is compliant with current regulations to be added to schedule when known.	5	£1,000						£1,000
3	Rainwater Goods	A combination of uPVC and decorated cast iron downpipes and gutters to the various roof pitches.	<p>The majority of rainwater goods visually appear in good condition with only a few areas requiring works imminently.</p> <p>To the east elevation at high level above the side aisle, the cast iron guttering has been installed incorrectly resulting in rainwater seeping through the joints during heavy rainfall. This is causing water to leak down onto the side aisle roof with water run off staining visible to this roof. Allow a budget cost of £1,500 for high level access and to replace this section of guttering (approx. 7Lm).</p>	4	£1,500						£1,500
Roof Sub-Total						£12,500	£20,000	£0	£0		

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

Church Building

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget					
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary
STRUCTURE AND EXTERNAL WALLS										
4	Loadbearing Masonry	Traditional construction with load bearing solid brick elevations and brick arch window dressings, load bearing masonry internal walls and arched openings. Assumed concrete ground floor slab and assumed mass concrete trench fill foundations.	The building is structurally sound. No works envisaged.	1						£0
5	External Walls	Solid brick external walls formed from London stock gault brickwork, with brick arches and stone cills to the window openings. The gable end to the front elevation of the church is filled with a decorative chequerwork of brick and stone at high level.	<p>The brick work and mortar pointing is generally in fair condition with no signs of significant cracking or major defects. The front elevation has recently undergone a full clean and specialist repair and is in good condition and re-pointing works are evident to the rear gable end.</p> <p>There are general areas of loose and eroded mortar pointing, notably to the brick courses and stone string course at low level to the side elevations. Multiple spalled bricks and blown mortar pointing are also visible at mid and high level to the west elevation flank wall that will be exposed to the prevailing south west winds.</p> <p>Whilst the issues noted are not currently presenting any damp issues internally, we would recommend undertaking selected repairs to the west elevation flank wall at the same time works to the coping stones to the west transept to make full use of any scaffolding installed.</p> <p>We have also allowed a provisional budget of £10,000 for further selective repairs in years 6-10 should water ingress appear internally.</p>	4	£5,000		£10,000			£15,000
Structure & External Walls Sub-Total						£5,000	£10,000	£0	£0	
EXTERNAL WINDOWS AND DOORS										
6	Windows	Fenestration around the building generally consist of traditional leaded stained glass windows set within metal frames. 31No large windows and 10No smaller windows.	<p>Whilst aged, the windows are in fair condition and fit for purpose. There are no significant areas of damage or decay and there is no obvious damage to any of the glazing.</p> <p>No works envisaged other than periodic decoration of the metal frames.</p>	1						£0
7	Doors	<p>The main doors to the front elevation are two large double timber decorated doors to the entrance lobby.</p> <p>To the side elevations, there are decorated vaulted timber double doors providing access into the side aisles with a further decorated timber door providing access to the sacristy.</p>	All doors to the church are in good condition with no defects noted. No works envisaged other than periodic decoration.	1						£0
External Windows & Doors Sub-Total						£0	£0	£0	£0	

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

Church Building

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget					
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary
EXTERNAL DECORATIONS										
8	General External Redecoration	Decorated cast iron rainwater goods, crittal window frames and timber doors. Painted metal hand railings to the west elevation steps to the sacristy.	Currently in fair condition. Allow for next redecoration cycle in years 3-5 and undertake every 7 years. High level access will be required to reach cast iron gutters and downpipes and metal window frames.	2		£8,000		£8,000	£8,000	£24,000
<i>External Decorations Sub-Total</i>						£8,000	£0	£8,000	£8,000	
EXTERNAL GROUNDS										
9	External hardstanding	Hot rolled asphalt with coated chippings to the access road and car park area. Thermoplastic linings to the parking spaces.	There is general cracking to the asphalt surface throughout the access road and car park surface. No need for immediate works, but allowance should be made to completely re-surface the area in years 6-10. The thermoplastic lining is also deteriorated and will require renewal as part of the surfacing works. Circa 525 sqm. of asphalt surface.	0			£31,500			£31,500
		Hot rolled asphalt pathway to the front entrance of the church.	General cracking to the asphalt surface throughout the pathways. No need for immediate works, but allowance should be made to re-surface the area at the same time as the proposed access road and car park resurfacing. Circa 80 sqm. of asphalt surface.	0			£4,800			£4,800
		Cobble stone parking space and brick set paving to the front of the church.	The brick set paving is in good condition with no works envisaged. Minor sections of missing cobble stones to the parking space which should be replaced to prevent trip hazards.	4	£300					£300
		Concrete paving stones to the east elevation walkway.	Generally in good condition with minor undulation and perished mortar joints throughout. Allowance to clear vegetation from the mortar joints and re-point paving slabs.	3	£1,200					£1,200
10	Boundary Walls	The boundary walls consist of a dwarf brick retaining wall to Hamilton Road with a wet stone wall to Main Road and part Hamilton Road boundaries.	Boundary walls are generally in good condition with no imminent works required. The stone wall has a slight bow inwards towards the church. This should be monitored but we suspect this lean has been present for a number of years. No allowances made but additional support may be required at a future date should further movement occur.	1						£0
<i>External Grounds Sub-Total</i>						£1,500	£36,300	£0	£0	

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

Church Building

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget						
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary	
UNDERGROUND DRAINAGE											
11	Foul and Surface Water	Building underground drainage system.	Undertake a CCTV survey of the underground drainage system to all buildings, including a flush through of all drainage runs. We recommend that a flush through of the underground drainage is undertaken on a periodic basis to prevent blockages.	3	£2,500		£2,500			£2,500	£7,500
			Allowance for remedial repairs to drainage runs based on CCTV survey report. There will be a potential need to reline or repair any damaged pipe runs. Allowance for minor repairs allowed.	3	£2,000						£2,000
Drainage Sub-Total						£4,500	£2,500	£0	£2,500		
INTERNAL AREAS											
CHURCH - INTERNAL FINISHES											
12	Flooring	Timber parquet flooring throughout with a carpet finish to the sanctuary area.	The timber parquet flooring is in good condition. Allowance to treat and apply a specialist rejuvenation treatment in years 6-10 to ensure the flooring remains in good condition (approx. area 220m²). The carpet to the sanctuary is in good condition and we would recommend budgeting for its renewal in years 6-10 (approx. area 94m²). Budget to renew carpet every 12 years.	0			£6,600				£6,600
				0			£5,700				£5,700
13	Walls	Painted plaster wall finish.	The wall plaster is generally in good condition. There is evidence of high level leaks to the gable end to the west transept (remedial works detailed in item 1). No works envisaged other than periodic redecoration.	1							£0
14	Ceiling	Plasterboard ceiling to the main entrance lobby. The ceiling to the central nave, side aisles and transepts is formed from the underside of the timber close boarding and timber roof trusses. Decorative timber panelling to the sanctuary ceiling.	In good condition with no evidence of leaks through the roof coverings. No works envisaged other than periodic redecoration.	1							£0
15	WC	Accessible WC within the main entrance lobby.	WC was locked at the time of the survey but we have assumed it is a compliant Accessible WC and no works are required.	1							£0
16	Internal Decorations	General redecoration to all painted surfaces, joinery and metal work.	Internal decorations are in good condition and we recommend budgeting for the next decoration cycle in years 6-10 and then approximately every 7 years. High level access will be required to undertake works.	2			£12,000			£12,000	£24,000

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

Church Building

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget					
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary
SACRISTY - INTERNAL FINISHES										
17	Flooring	Timber parquet.	The timber parquet flooring is in good condition. Allowance to treat and apply a specialist rejuvenation treatment in years 6-10 alongside the church flooring to ensure the flooring remains in good condition (approx. area 60m ²).	0			£1,800			£1,800
18	Walls	Painted plaster.	In good condition with no works envisaged.	1						£0
19	Ceiling	Decorated timber roof structure.	In good condition with no works envisaged.	1						£0
20	Kitchenette	Small kitchen, with a vinyl floor and basic kitchen cupboards and sink. Splashback tiling to kitchen sink.	The kitchen facilities are fit for purpose but aged. Allowance of £2,000 included in years 3-5 to upgrade the kitchen and flooring.	2		£2,000				£2,000
21	WC	WC and wash hand basin.	The WC is currently fit for purpose. The sanitaryware is aged so allowance made in years 3-5 to provide a new WC.	2		£300				£300
22	Internal Decorations	General redecoration to all ceilings, walls, joinery and metal work.	Internal decorations are good condition and we recommend budgeting for the next decoration cycle in years 6-10 and then every 7 years.	2			£750		£750	£1,500
Internal Finishes Sub-Total						£2,300	£26,850	£0	£12,750	
FIRE PROTECTION										
23	Fire Detection	There is no fire detection or warning systems within the church.	Commission a specialist Fire Risk Assessment in Year 1 to review the building's compliance with The Regulatory Reform (Fire Safety) Order 2005 and Part B of the Building Regulations (Fire Safety). There is currently no fire detection or warning systems within the church and sacristy, although these may not be required if appropriate fire emergency practices are in place. Cost included for survey and specialist advice only to ensure the church is fully compliant with the latest regulations and guidance. Cost for any required upgrades to be added to schedule when known.	5	£1,500					£1,500
FIRE RISK MEASURES										
24	Fire Signage	Illuminated fire signage above all fire exits.	No works envisaged.	1						£0
25	Fire Doors	The internal doors do not meet FD30s standards.	We do not believe that internal doors need to be FD30 fire rated due to being one large zone. The recommended fire risk assessment (item 23) will confirm this but no works are envisaged.	1						£0
Fire Protection & Risk Measures Sub-Total						£1,500	£0	£0	£0	

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

Church Building

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget					
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary
ELECTRICAL INSTALLATIONS										
26	Small Power Intake and Distribution	The mains intake, consumer unit and electric meter are located within the basement level plant room.	<p>The church and sacristy were re-wired in 2004 and therefore the small power and the lighting are largely in good condition.</p> <p>The NICEIC Electrical Installation Condition Report is next required in July 2026. Undertake 5 yearly inspections with allowance for minor repairs and upgrade works to ensure systems remain compliant with current regulations.</p> <p>As the consumer unit is now circa 20 years old, we envisaged that the unit will require renewal in the medium term and have allowed costs for this to be undertaken alongside the next inspection in 2026.</p>	2		£2,000	£500	£500	£500	£3,500
LIGHTING										
27	Church	There is a mixture of bulkhead, floodlights and spotlights.	All renewed in 2004 and are all still largely in good condition. No works envisaged other than general maintenance and replacement of bulbs.	1						£0
28	Emergency	Emergency lighting to the fire exits and on the main escape routes.	No works envisaged.	1						£0
Electrical Installations Sub-Total						£2,000	£500	£500	£500	
MECHANICAL INSTALLATIONS										
29	Gas (Church & Sacristy)	<p>The central heating system comprises an Ideal Concorde CXA boiler that serves the main church and sacristy located in the basement plant room.</p> <p>The boiler serves a mixture of cast iron (8No) and SPC convection heaters (4No).</p>	<p>No current issues with heat output and the system is fit for purpose.</p> <p>Future allowance made for boiler replacement in years 6-10 as the boiler reaches the end of its serviceable and economic life. No short term works other than general servicing and maintenance is expected.</p>	0			£8,000			£8,000
WATER										
30	CWM Distribution	Minimal cold water outlets. Cold water assumed to be direct from the mains supply.	No works envisaged.	1						£0
Mechanical Installations Sub-Total						£0	£8,000	£0	£0	
GENERAL										
31	Asbestos	Management Survey.	No sight of asbestos survey. Ensure Asbestos Management survey is in place, if not commission survey from BES Consulting.	5						£0
General Sub-Total						£0	£0	£0	£0	
<p>Costs are indicative for maintenance and replacement.</p> <p>All costs exclude VAT, statutory costs and professional fees.</p>						£37,300	£104,150	£8,500	£23,750	£173,700

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

Community Centre

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget					
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary
EXTERNAL FABRIC										
ROOF										
1	Hall Roof	The roof to the main hall is formed from two gable roof structures provided with concrete tile roof coverings. The section of pitched roof to the Hamilton Road entrance and two storey section of the community centre is also provided with concrete tile coverings.	The concrete tile coverings appear in good condition, with no significant defects noted. The coverings are now circa 30 years old and we do not envisage any significant works being required over the next 20 years other than general maintenance works.	1						£0
2	Flat Roofs	There are 3No flat roof areas to the building that are all provided with a bituminous felt covering.	The felt coverings appear to be the original felt coverings installed during the construction of the building in 1992. These coverings are now circa 30 years old and felt roof surfaces typically have an approximate life expectancy of 25-30 years before they begin to deteriorate and fail. There are no current issues with water ingress but we would recommend that the felt surfaces are renewed in years 3-5 to ensure the building remains watertight. Roof areas approx. 60m ² . Scaffolding will be required to facilitate the works.	3		£6,000				£6,000
3	Rainwater Goods	Mixture of cast iron and uPVC rainwater goods.	Rainwater goods largely in fair condition, with leaks noted in the following locations during our inspection: 1) To the east elevation to the top left of the entrance doors - the gutter is missing the stop end cap allowing water to discharge onto the external paving. 2) To the two storey section of the north flank elevation adjacent to 1 Hamilton Road - leaking gutter joint. Allowance made for a roofer to attend and rectify current leaks. Budget for the replacement of the uPVC rainwater goods as they reach the end of their economic life. Budget for complete renewal in years 3-5 to coincide with the flat roof works and install new deep flow gutters as part of the works to accommodate for the increased amount of extreme weather events now experienced in the UK.	4	£500	£3,000				£3,500
Roof Sub-Total						£9,500	£0	£0	£0	
STRUCTURE AND EXTERNAL WALLS										
4	Loadbearing Masonry	Traditional construction with loadbearing brick elevations, loadbearing internal walls, assumed concrete ground floor slab, suspended timber ground floor structure and assumed mass concrete trench fill foundations.	The building is structurally sound. No works envisaged.	1						£0

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

Community Centre

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget					
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary
5	External Walls	Cavity brick external walls with window brick arches and stone cills.	The external brick work and mortar pointing is in good condition with no significant defects noted. No works envisaged.	1						£0
Structure & External Walls Sub-Total						£0	£0	£0	£0	
EXTERNAL WINDOWS AND DOORS										
6	Main Windows and Frames	Timber frame double glazed windows (9No large windows & 3No small windows).	1No damaged glazing pane and interstitial condensation noted to the first floor meeting room windows. Softwood timber windows have a typical life expectancy of circa 35 years. Allowance for phased replacement of the windows over the next 10 years, starting with replacement of the first floor meeting room windows in years 3-5.	3		£3,000	£6,000			£9,000
7	Entrance Doors	Timber framed double doors to the east entrance and single timber framed door to the west entrance. Protective film installed to glazing.	Allowance to replace the external doors as they reach the end of their design life.	0			£4,000			£4,000
External Windows & Doors Sub-Total						£3,000	£10,000	£0	£0	
EXTERNAL DECORATIONS										
8	General Redecoration	Stained joinery including window frames and fascia board.	The external joinery is exhibiting signs of weathering, especially to the east elevation and cyclical redecoration is now recommended. Allow for next redecoration cycle in years 0-2 and undertake every 7 years.	3	£2,500		£2,500		£2,500	£7,500
External Decorations Sub-Total						£2,500	£2,500	£0	£2,500	
EXTERNAL GROUNDS										
9	External hardstanding	Concrete paving stones and dwarf brick retaining walls to the east elevation entrance.	1No. brick is missing to the flower bed. Clear all vegetation growth from paving mortar joints.	3	£200					£200
External Decorations Sub-Total						£200	£0	£0	£0	
UNDERGROUND DRAINAGE										
10	Foul and Surface Water	Building underground drainage system.	Costs for CCTV survey and flush through of drains included within costs for the church building.	2						£0
Drainage Sub-Total						£0	£0	£0	£0	

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

Community Centre

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget					
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary
INTERNAL AREAS										
INTERNAL FINISHES - HALL										
11	Floor Finishes	Vinyl tiles to the kitchen with a sprung timber floor to the hall.	<p>The vinyl tiles to the kitchen are in good condition with no works envisaged.</p> <p>The timber floor to the hall remains fit for purpose. Allowance to treat and apply a specialist rejuvenation treatment in years 6-10 to ensure the flooring remains in good condition (approx. area 135m²).</p>	0			£4,000			£4,000
12	Kitchen	Small galley kitchen with a hob, cooker and fridge.	<p>In good condition and fit for current purpose.</p> <p>Allowance for the long term upgrade of kitchen and appliances as they reach the end of their economic life. Replacement year can be adjusted accordingly to suit requirements.</p>	0				£4,000		£4,000
13	Internal Decorations	General redecoration to all walls, ceilings, joinery and metal work.	<p>Areas of hairline cracking to the ceiling and walls will need filling and repairing during the next internal decoration cycle.</p> <p>Allowance for redecoration works to all rooms in years 3- 5. Undertake internal decorations every 7 years.</p>	3		£2,000		£2,000	£2,000	£6,000
INTERNAL FINISHES - GROUND AND FIRST FLOOR LOBBY AND MEETING ROOMS										
14	Floor Finishes	Carpet to the main entrance, lobby / hallway areas, and first floor meeting rooms.	<p>Generally in fair condition although all carpet finishes are now becoming worn.</p> <p>Allowance for phased replacement of carpet finishes across years 3-5 and 6-10. Replacement years can be adjusted accordingly to suit requirements.</p> <p>Approx. total area of carpet - 95m².</p>	2		£3,000	£3,000			£6,000
15	WC's	Male, Female and Accessible WC the ground floor and first floors.	<p>WC's are in fair condition and are fit for purpose. The cubicle partitions, sanitaryware and floor finishes are now circa 30 years old so allowance made for the phased refurbishment of the WC's.</p> <p>Allowance for ground floor WC's in years 3-5 and first floor WC's in years 6-10. Replacement years can be adjusted accordingly to suit requirements.</p>	2		£6,000	£2,000			£8,000
16	Internal Decorations	General redecoration to all walls, ceilings, joinery and metal work.	<p>Areas of hairline cracking to the ceiling and walls will need filling and repairing during the next internal decoration cycle.</p> <p>Allowance for redecoration works to all rooms in years 3- 5. Undertake internal decorations every 7 years.</p>	3		£4,000		£4,000	£4,000	£12,000
Internal Finishes Sub-Total							£15,000	£9,000	£10,000	£6,000

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

Community Centre

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget					
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary
FIRE PROTECTION										
17	Fire Detection	Hardwired detection linked to a fire alarm control panel within the main entrance lobby.	Hardwired fire alarm panels and detection systems typically have a design life of circa 25 years. Allowance made for replacing the fire alarm panel as it reaches the end of its design life.	3		£3,000				£3,000
FIRE RISK MEASURES										
18	Fire Signage	Internal fire signage.	Periodically update to comply with current regulations.	3	£200	£200	£200	£200	£200	£1,000
19	Fire Doors	The internal doors meet FD30s standards.	No works envisaged.	1						£0
<i>Fire Protection & Risk Measures Sub-Total</i>						£3,400	£200	£200	£200	
ELECTRICAL INSTALLATIONS										
20	Small Power Intake and Distribution	Consumer unit and internal small power distribution. Consumer unit and electricity meter located within the utility cupboard accessed off the main hall.	<p>The consumer unit and various lighting and small power circuits are the original installations that were installed in 1992 and are now circa 30 years old. Consumer units and wiring typically have a typical life expectancy of 30-35 years, so these installations will be nearing the end of their design life.</p> <p>The NICEIC Electrical Installation Condition Report is next required in July 2026. Undertake 5 yearly inspections with allowance for minor repairs and upgrade works to ensure systems remain compliant with current regulations.</p> <p><u>Due to the age of the installations, budget allowances have been made for a new consumer unit in years 3-5 and a full electrical re-wire in years 6-10.</u></p>	2		£1,500	£6,000	£300	£300	£8,100
LIGHTING										
21	General	Mixture of modular and surface mounted fluorescent light fittings.	Replace light fittings with new LED fittings as they fail to reduce energy and maintenance requirements. Assume all luminaires are replaced within the next 10 years.	2		£1,500	£1,500	£1,500		£4,500
22	Emergency	Emergency lighting present.	No works envisaged. Long term replacement included for within general lighting and re-wire costs above.	1						£0
<i>Electrical Installations Sub-Total</i>						£3,000	£7,500	£1,800	£300	
MECHANICAL INSTALLATIONS										
23	Central Heating	1No floor standing Worcester Bosch boiler and 1No Potterton Kingfisher boiler located within the basement plant room.	1No boiler has been recently replaced (Worcester Bosch) and is in good condition. Allowance made to replace the Potterton Kingfisher boiler in years 3-5 as it reaches the end of its economic life.	0		£4,000				£4,000

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

Community Centre

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget						
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary	
24	Central Heating	Two panel wet system radiators.	The older style radiators are functional but aged and won't be as efficient as modern day equivalents. Radiators typically have a design life of circa 30-35 years. Budget for the medium term upgrade of the radiators in years 6-10 as they reach the end of their economic life. Replacement years can be adjusted accordingly to suit requirements.	0			£4,000			£4,000	
25	Hot Water	Santon Aqualine point of use hot water heater located within the kitchen.	The cylinder is in good condition and operational, we would recommend budgeting for its replacement within years 6-10.	0			£1,000			£1,000	
26	Hall Ventilation System	Ceiling grilles to hall ceiling with main equipment assumed to be located in the roof void above the hall ceiling and accessed via the locked hatch to the first floor meeting room.	Ventilation systems have a typical design life of 30-35 years. Budget allowance for the medium term upgrade of the main fan equipment as it reaches the end of its design life.	0			£5,000			£5,000	
27	Passenger Lift	1No H&C lift	Original lift installed in 1992. Lift installations have a typical design life of circa 30 years and the lift will now be nearing the end of its design life. We would recommend the current lift maintenance company (Aspects Lifts) put together recommendations for the upgrade of the lift and associated equipment. A budget allowance of £20,000 has been allowed for upgrade works which should be altered as required once Aspect Lifts have provided their recommendations.	0			£20,000			£20,000	
WATER											
28	CWM Distribution	Minimal cold water outlets. Cold water assumed to be direct from the mains supply.	No works envisaged.	1						£0	
Mechanical Installations Sub-Total							£4,000	£30,000	£0	£0	
GENERAL											
29	Asbestos	Management Survey.	No sight of asbestos survey. Ensure Asbestos Management survey is in place, if not commission survey from BES Consulting. No cost allowed.	5						£0	
General Sub-Total							£0	£0	£0	£0	
Costs are indicative for maintenance and replacement.							£40,600	£59,200	£12,000	£9,000	£120,800
All costs: All costs exclude VAT, statutory costs and professional fees.											

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

1&3 Hamilton Road

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget						
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary	
EXTERNAL FABRIC											
ROOF											
1	Pitched Main Roof	The main roof to both properties are formed from gable and valley roof structures, with a mono pitched timber roof structure to the two storey outrigger extensions and single storey rear extension. Concrete roof tiles are provided to all roof pitches.	The concrete roof tiles are in fair condition with no signs of missing tiles and no issues with water ingress internally. We envisage that the tiles will be reaching the end of their economic life at the end of the next 20 year period and have made allowance for the full renewal of all roof tiles in years 16-20.	0						£18,000	£18,000
2	Chimney Stacks	There is 1No chimney stack to the main roof to 1 Hamilton Road. The chimney stack to 3 Hamilton Road has been lowered and removed.	The chimney stack brick work appears in sound condition from ground level inspection. There are no ventilation caps present to the chimney pots. We recommend that ventilation caps are provided to the pots (2No) to help prevent water ingress now the fireplaces are not active (damp is present to the chimney breast within the ground floor priest office).	5	£300						£300
3	Rainwater Goods	UPVC rainwater goods.	There is a disconnected downpipe to the rear elevation of 1 Hamilton Road that should be reconnected asap. Allowance for long term replacement of rainwater goods to 1&3 Hamilton Road to coincide with the proposed roof covering renewal works.	5	£100					£3,000	£3,100
Roof Sub-Total						£400	£0	£0		£21,000	
STRUCTURE AND EXTERNAL WALLS											
4	Loadbearing Masonry	Traditional construction with loadbearing brick elevations, mixture of loadbearing and lightweight internal walls, assumed concrete floor slab and suspended timber ground floor structure and assumed mass concrete trench fill foundations.	The building is structurally sound. No works are envisaged in the next 20 year period.	1							£0

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

1&3 Hamilton Road

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget						
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary	
5	External Walls (1 Hamilton Road)	Solid red brickwork external walls to the front elevation with painted stone detailing to the window openings. Render finish to the flank and rear elevation to the main house and outrigger extension.	The red brick work to the front elevation is in fair condition with minor areas of spalled brickwork at low level. Previous repointing to the front elevation has been undertaken untidily with excessive mortar splashes and overspill throughout the elevation. This is only an aesthetic issue. There are previous patch repairs and a general rough finish to the sections of painted render. The render is also likely to be a sand and cement based render rather than a lime render. This can create issues with the breathability of the solid external brick walls and result in internal damp problems. However, as there are currently no significant issues with internal damp, it would not be justifiable to hack off and replace the render with a lime based render. As part of the next external decoration scheme we would recommend that some repairs are undertaken to areas of spalled brick work and any areas of cracked render. An allowance of £2,000 has been made to ensure the building remains watertight.	3		£2,000					£2,000
6	External Walls (3 Hamilton Road)	Solid red brickwork external walls to the front elevation with painted stone detailing to the window openings. London stock gault brick work to the rear elevation and outrigger extension. Small section of painted render finish to rear elevation of the outrigger extension and rear single storey extension.	The brick work and mortar pointing is in fair condition with no significant issues, however there are areas of missing or eroded mortar pointing, notably to the outrigger extension. There is hairline cracking to the render finish to the rear single storey extension. As part of the next external decoration works we would recommend that some repairs are undertaken to areas of missing mortar pointing and cracked render. An allowance of £1,500 has been made to ensure the building remains watertight.	3		£1,500					£1,500
Structure & External Walls Sub-Total						£3,500	£0	£0	£0		
EXTERNAL WINDOWS AND DOORS											
7	Main Windows and Frames	The windows to both properties are double glazed uPVC windows.	The windows are all in fair condition with no works envisaged.	1							£0
8	Entrance Doors	Part glazed timber composite doors to the main entrance of both 1 and 3 Hamilton Road. Both properties have secondary double glazed UPVC doors to the rear of the building.	The doors are in good condition with no works envisaged.	1							£0
External Windows & Doors Sub-Total						£0	£0	£0	£0		
EXTERNAL DECORATIONS											
9	General Redecoration	Decorated render, stonework, timber fascia board and boundary fences to the rear garden areas.	Both buildings are in a fair decorative state. Budget for the next external decoration cycle in years 3-5 and then budget to undertake every 7 years. Costs based on undertaking both buildings at the same time to obtain economies of scale.	3		£4,000		£4,000	£4,000		£12,000
External Decorations Sub-Total						£4,000	£0	£4,000	£4,000		

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

1&3 Hamilton Road

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget					
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary
EXTERNAL GROUNDS										
10	Hard standing (Front Elevation)	Hot rolled asphalt to both front yard areas.	Vegetation growth to the asphalt that should be cleared as part of a regular maintenance regime. The front yard areas are currently fit for purpose but you may want to consider renewing the surface or replacing it with an alternative finish as the asphalt deteriorates further. Budget allowance of £2,000 per front yard included in years 6-10 and final cost will be dependant on the selected finish.	0			£4,000			£4,000
11	Hard standing (1 Hamilton Road Rear)	Shingles.	Significant vegetation growth to the side alley between 1 Hamilton Road and the Community Centre. Allowance for treatment and removal of the vegetation before the area becomes overgrown.	4	£500					£500
12	Hard standing (1&3 Hamilton Road Rear)	Hot rolled asphalt to the rear yard areas to 1&3 Hamilton Road.	Surface currently fit for purpose. Allowance for treatment and removal of vegetation growth to the side alley to 3 Hamilton Road before the area becomes overgrown (cost included in item above). Future allowance for renewing the surface or replacing it with an alternative finish as the asphalt deteriorates further. Budget allowance included in years 6-10 to coincide with the proposed works to the front yards. Final cost will be dependant on the selected finish.	0			£3,000			£3,000
13	Boundary Fence	Timber fence to the rear garden areas.	The existing timber fences are in fair condition. Allowance for medium term renewal of the fence to the car park as it reaches the end of its economic life.	0			£3,000			£3,000
External Grounds Sub-Total						£500	£10,000	£0	£0	
UNDERGROUND DRAINAGE										
14	Foul and Surface Water	Building underground drainage system.	Cost for a CCTV survey and flush through of drains included within costs for the church building.	2						£0
Drainage Sub-Total						£0	£0	£0	£0	
INTERNAL AREAS										
INTERNAL FINISHES - 1 HAMILTON ROAD										
15	Ground Floor Office - Kitchenette	Basic kitchenette facilities comprising a sink unit and freestanding fridge.	Fit for purpose but aged. Budget allowance made for renewing the kitchenette in years 3-5. Replacement years can be adjusted accordingly to suit requirements.	0		£1,500				£1,500
16	Ground Floor Office - Floor Finishes	Carpet finish to all rooms.	The carpet finishes are currently fit for purpose but are dated. Allowance made for renewal of the carpet finishes in years 3-5. Replacement years can be adjusted accordingly to suit requirements.	3		£3,500				£3,500

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

1&3 Hamilton Road

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget						
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary	
17	Ground Floor Office - Priest Office	Internal damp issues to the ground floor chimney stack within the priest office.	Internal damp present to the chimney breast within the priest office. Allowance made for providing ventilated cowls to the chimney pots in item 2. Ventilation should also be provided internally to the chimney breast. £2,000 allowed to investigate and carry out remedial repairs within the room which will include the replacement of the internal damp affected plaster.	4	£2,000						£2,000
18	Ground Floor Office - Internal Decorations	General redecoration to all walls, ceilings, joinery and metal work.	Internal decorations generally in fair condition. We would recommend budgeting for redecoration alongside the floor finish renewal works. Decoration years can be adjusted accordingly to suit requirements.	3		£2,000				£2,000	£4,000
19	First Floor Rooms	The first floor rooms are currently vacant and are not used.	No costs currently included. Refurbishment costs will be dependant on proposed use of rooms.	1							£0
INTERNAL FINISHES - 3 HAMILTON ROAD											
20	Floor Finishes	Carpet to all habitable rooms and circulation areas with timber laminate to the kitchen, porcelain tiles to the ground floor bathroom and vinyl to the first floor bathroom.	Carpet finishes in fair condition with no immediate works required. Allowance for the phased replacement of the carpet starting with the first floor i.e. first floor rooms in years 3-5 and the ground floor rooms in years 6-10. Replacement years can be adjusted accordingly to suit requirements.	2		£3,000	£3,000				£6,000
21	Kitchen	Kitchen worktop, cupboard units and appliances.	In good condition and fully operational. No works envisaged.	1							£0
22	WC's / Bathrooms	Bathrooms and WC's to the ground and first floors.	In fair condition and both bathrooms are operational with no issues with leaks. Allowance for the long term renewal of the finishes and sanitaryware as they reach life expiry towards the end of the next 6-10 year period.	0			£5,000				£5,000
23	Internal Decorations	General redecoration to all walls, ceilings, joinery and metal work.	Internal decorations generally in fair condition. We would recommend budgeting for phased redecoration alongside the floor finish renewal works - i.e. first floor rooms in years 3-5 and the ground floor rooms in years 6-10. Decoration years can be adjusted accordingly to suit requirements.	3		£3,000	£3,000				£6,000
Internal Finishes Sub-Total						£15,000	£11,000	£0	£2,000		

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

1&3 Hamilton Road

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget						
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary	
FIRE PROTECTION											
24	Fire Detection	Battery powered domestic smoke alarms to the ground and first floor in both properties	<p>Commission a specialist Fire Risk Assessment in Year 1 to review both building's compliance with The Regulatory Reform (Fire Safety) Order 2005 and Part B of the Building Regulations (Fire Safety).</p> <p>It is envisaged that due to the use of 1 Hamilton Road as part parish office, then the introduction of an automatic fire alarm system may be required to meet current regulations and standards. If the first floor rooms are to be returned to use as residential accommodation then it will increase the likelihood that an automatic alarm system will be required.</p> <p>Cost included for survey and specialist advice only to ensure the buildings are fully compliant with the latest regulations and guidance. Cost for any required upgrades to be added to schedule when known and once plans for the first floor of 1 Hamilton Road are finalised.</p>	5	£1,200						£1,200
FIRE RISK MEASURES											
25	Fire Signage	No fire signage to either property.	<p>Fire signage to 3 Hamilton Road unlikely to be required as the building is used as a permanent residence for parish priests. If use changes in the future (e.g. used as accommodation for travelling priests), review requirement to provide fire signage at the time.</p> <p>Fire signage should be provided to 1 Hamilton Road due to its part use as the parish office.</p>	5	£500						£500
26	Fire Doors	Internal doors to 1 Hamilton Road do not meet FD30s standards.	<p>Doors to fire exit routes to be upgraded to meet FD30s standards where required and advised within the fire risk assessment (item 24). Allow a budget cost of £2,000 for the replacement of any required internal doors.</p> <p>No works envisaged to 3 Hamilton Road.</p>	5	£2,000						£2,000
Fire Protection & Risk Measures Sub-Total						£3,700	£0	£0	£0		
ELECTRICAL INSTALLATIONS											
27	Small Power Intake and Distribution - 1 Hamilton Road	Mains intake, consumer unit and electricity meter located within a cupboard adjacent to the entrance door.	<p>The wiring to the light switches and power sockets are a mixture of newly installed and older wiring.</p> <p>The next NICEIC Electrical Installation Condition Report is required in June 2026. It is a legal requirement to undertake this inspection every 5 years.</p> <p><u>Due to the age of the installations, budget allowances have been made for a full electrical re-wire in years 11-15.</u></p>	2		£300	£300	£6,000	£300		£6,900

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

1&3 Hamilton Road

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget					
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	Summary
28	Small Power Intake and Distribution - 3 Hamilton Road	Mains intake and electricity meter located within a cupboard adjacent to the entrance door, with the consumer unit located beneath the stairs.	<p>The wiring to the light switches and power sockets are a mixture of newly installed and older wiring.</p> <p>The next NICEIC Electrical Installation Condition Report is required in June 2026. It is a legal requirement to undertake this inspection every 5 years.</p> <p><u>Due to the age of the installations, budget allowances have been made for a full electrical re-wire in years 6-10.</u></p>	2		£300	£6,000	£300	£300	£6,900
LIGHTING										
29	General - 1 Hamilton Road	Pendant light fittings.	In fair condition but aged. Allowance to replace all light fittings alongside the proposed electrical re-wire of the property (costs included within electrical re-wire costs above).	0						£0
30	Emergency Lighting - 1 Hamilton Road	No emergency lighting.	Review requirement for emergency lighting based on use of 1 Hamilton Road as part parish office to ensure compliance with The Regulatory Reform (Fire Safety) Order (RRFSO) 2005. Costs for survey included within item 24 above (Fire Risk Assessment).	5						£0
			Budget allowance for installation of emergency lighting if required to comply with current standards and regulations.	5	£2,000					£2,000
31	General - 3 Hamilton Road	Pendant light fittings.	In fair condition but aged. Allowance to replace all light fittings alongside the proposed electrical re-wire of the property (costs included within electrical re-wire costs above).	0						£0
Electrical Installations Sub-Total						£2,600	£6,300	£6,300	£600	
MECHANICAL INSTALLATIONS										
32	Central Heating - 1 Hamilton Road	Worcester Bosch gas boiler located within the ground floor WC.	Annual test and servicing by existing maintenance supplier. No significant works envisaged.	2	£200	£300	£500	£500	£500	£2,000
			The boiler appears visually to be in good condition and will have a life expectancy of circa 20 years. Budget allowance for the long term future replacement of the boiler in years 11-15.	0				£3,000		£3,000
33	Central Heating - 1 Hamilton Road	Two panel wet system radiators.	The radiators are functional but aged and won't be as efficient as modern day equivalents. Budget for medium to long term replacement of radiators to improve heat output as the radiators reach the end of their design life.	0				£4,000		£4,000
34	Hot Water - 1 Hamilton Road	Hot water immersion cylinder.	The hot water cylinder is aged. Budget for the replacement of the water cylinder with new Megaflo Hot Water Cylinder in years 3-5.	0		£1,500				£1,500
35	Central Heating - 3 Hamilton Road	Gas boiler located within the first floor utility room.	Annual test and servicing by existing maintenance supplier. No significant works envisaged.	2	£200	£300	£500	£500	£500	£2,000
			The boiler is in fair condition and has recently undergone repair work. Due to the age of the boiler we would recommend budgeting to replace the boiler in years 6-10 years.	0				£3,000		£3,000

St Lawrence of Canterbury - Roman Catholic Church - Planned Preventative Maintenance Schedule

1&3 Hamilton Road

REF	LOCATION	DESCRIPTION	CONDITION & RECOMMENDED ACTION	URGENCY RATING	Timeframe and Budget					Summary
					0-2 years	3-5 years	6-10 years	11-15 years	16-20 years	
36	Central Heating - 3 Hamilton Road	Two panel wet system radiators.	The radiators are functional but aged and won't be as efficient as modern day equivalents. Budget for medium to long term replacement of radiators to improve heat output as the radiators reach the end of their design life. Plug in heaters noted to the ground floor office, indicating issues with heat output.	0			£4,000			£4,000
37	Hot Water	Hot water immersion cylinder	The hot water cylinder is aged. Budget for the replacement of the water cylinder with new Megaflo Hot Water Cylinder in years 3-5.	0		£1,500				£1,500
WATER										
38	CWM Distribution	No access to loft areas. Assumed cold water storage tanks within the loft spaces to both properties.	No works envisaged.	1						£0
<i>Mechanical Installations Sub-Total</i>						£4,000	£8,000	£8,000	£1,000	
GENERAL										
39	Asbestos	Management Survey.	No sight of asbestos survey. Ensure Asbestos Management survey is in place, if not commission survey from BES Consulting. Potential asbestos ceiling tiles present to the ground floor bathroom lobby ceiling in 3 Hamilton Road. No cost allowed.	5						£0
<i>General Sub-Total</i>						£0	£0	£0	£0	
						£33,700	£35,300	£18,300	£28,600	£115,900
Costs are indicative for maintenance and replacement. All costs exclude VAT, statutory costs and professional fees.										

APPENDICES

Appendix A

Record Photographs

Photo 1 (Below): General overview of the main elevation and entrance to the church building.



Photo 2 (Below): General overview of the west side elevations of the church.



Photo 3 (Below): General overview of the west side elevations of the church.



Photo 4 (Below): General overview of the east side elevation of the church and community centre.



Photo 5 (Below): General overview of peeling paint to the crittal windows to the church.



Photo 6 (Below): General overview of loose lightning conductor strip to the west elevation of the church.



Photo 7 (Below): Efflorescence staining to the gable end of the west elevation transept. Staining coincides with internal damp at high level.



Photo 8 (Below): Overview of flaking decorations to the timber windows to the community centre.



Photo 9 (Below): Overview of missing end cap to uPVC gutter to the east elevation of the community centre.



Photo 10 (Below): Overview of the rainwater goods to the east elevation of the church showing poor guttering detail to the church. There is a leak in this location that has caused staining to the roof tiles below.



Photo 11 (Below): Overview of missing cobble stones to the parking spaces in front of the main entrance.



Photo 12 (Below): Overview of surface cracking to the car park surface. Renewal of the car park and access road surface will be required in the medium term as the cracks widen.



Photo 13 (Below): Internal overview within the church.



Photo 14 (Below): Overview of damp staining to the top left side of the gable end to the west transept.



Photo 15 (Below): General overview of fuse board and electricity meter within the basement plant room.



Photo 16 (Below): General overview of the boilers within the basement plant room.



Photo 17 (Below): General overview showing the west elevation of the community centre.



Photo 18 (Below): General overview showing the east elevation of the community centre.



Photo 19 (Below): General overview of the felted flat roof to the community centre rear entrance doors.



Photo 20 (Below): General overview of the main felted flat roof to the community centre hall.



Photo 21 (Below): General overview of the felted flat roof to the two storey section of the community centre.



Photo 22 (Below): General overview as seen from within the community centre hall.



Photo 23 (Below): General overview of the kitchen within the community centre.



Photo 24 (Below): General overview of 1 & 3 Hamilton Road.



Photo 25 (Below): Overview of asphalt hardstanding to the front drive of 1 Hamilton Road.



Photo 26 (Below): Overview of the render finish to the rear elevations of 1 Hamilton Road.



Photo 27 (Below): Loose downpipe to the rear elevation of 1 Hamilton Road.



Photo 28 (Below): Overview of a loose smoke alarm detector to the first floor within 1 Hamilton Road. The first floor is currently not used and requires refurbishment.



Photo 29 (Below): Overview of the hot water tank within 1 Hamilton Road. Budget to renew in the short term.



Photo 30 (Below): Overview of the Worcester boiler within 1 Hamilton Road.



Photo 31 (Below): Overview of the first floor bathroom within 1 Hamilton Road.



Photo 32 (Below): Overview of internal damp the ground floor chimney breast within the priest office to 1 Hamilton Road.

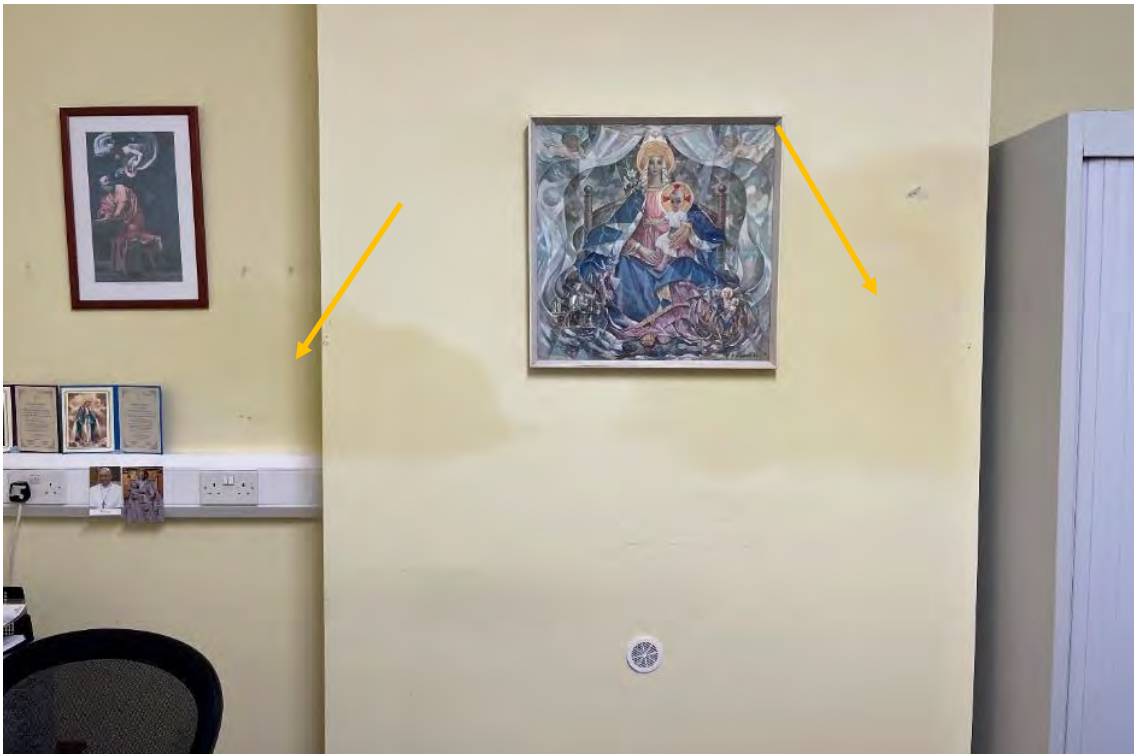


Photo 33 (Below): General overview of ground floor areas to 1 Hamilton Road which would benefit from redecoration and renewal of floor finishes within the next 5 years.



Photo 34 (Below): General overview of the bedrooms to 3 Hamilton Road.



Photo 35 (Below): Overview of the shower room within 3 Hamilton Road.



Photo 36 (Below): Overview of the boiler within 3 Hamilton Road.



Photo 37 (Below): Overview of the electricity meter within 3 Hamilton Road.



Photo 38 (Below): Overview of the fuse board within 3 Hamilton Road located under the stairs.



Photo 39 (Below): Overview of the hot water cylinder within 3 Hamilton Road.



Photo40 (Below): Overview of peeling paint within the utility cupboard of 3 Hamilton Road.



Appendix B

Limitations of the Survey

Limitations of the Survey

The survey and report is a visual record of the condition of the building(s) and associated land at time of inspection and we did not open up any of the finishes or structure to investigate any areas concealed within the space.

As the various ceiling areas were provided with plasterboard or other finishes it was not possible to review the presence and quality of any fire stopping between floors.

The report also specifically excludes below ground items such as foundations and buried elements of construction.

Where possible we will lift loose floor coverings, loose floorboards and trap doors to inspect roof spaces and voids but will not move heavy furniture, fixed items, empty cupboards, etc.

Roofs were inspected via the use of a ladder where applicable and from ground level via telescopic camera pole only.

We have only undertaken a visual inspection of the building services (electric, gas, water and drainage, etc.). We did not carry out any testing of the mechanical or electrical installations to confirm that these comply with safety or regularity compliance. If we recommend any further specialist inspections, then these will be stated in the report.

This report makes no comment in regard to the suitability of the building in terms of access and Part M of the Building Regulations.

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