

PLANNING MAINTENANCE

A Parish Property Plan is about planning for the upkeep of your Parish in terms of repair and replacement to a required standard.

It means that maintenance is generally predictive, allowing failures to be reduced or avoided. Problems are identified before they become serious and expensive failures. It also allows labour and materials to be organised in advance and makes sure that you can budget effectively over several years. Some maintenance items only need to be done every few years, such as painting. If you have planned for this you will know when it is due, (so it won't be overlooked) and you will have put money aside for it in the maintenance budget.

Planning the maintenance of the Parish should reflect the Parish's strategic direction so you need to keep in mind any future property needs at your Parish, such as modernisation, building replacement, and the rationalisation of certain buildings.

Planning requires works to be prioritised

- **Priority One** - Works that cannot be left unattended and require immediate attention to avoid further loss or damage. Includes anything to ensure building is safe and meets statutory requirements.
- **Priority Two** - Work that can be left for up to 6-12 months without causing further deterioration or loss of function. Some minor work may be required within 12 months.
- **Priority Three** - Work that can be left for longer than 12 months and up to 3 years without causing further deterioration. Generally in satisfactory condition with some initial signs of deterioration.
- **Priority Four** - Areas in good condition not needing maintenance work for five years but planning is required and needs to be included in overall plan.

To establish priorities for planning an inspection on the condition of Parish Buildings is required. This should include an assessment of any potential hidden problems and identify all current and potential property hazards and the remedial work required. Identify what is likely to fail, rather than waiting until it does by being pro-active.

Maintenance can then be planned and carried out according to the need shown up by regular inspections and monitoring of the actual condition of the buildings. The initial inspection report provides the basis for developing a complete inventory of the building to be used as basis for planning, prioritising, and reviewing maintenance.