

DIOCESE OF TRURO
Diocesan House Kenwyn Truro Cornwall TR1 1JQ

Matthew Williams – Diocesan Surveyor

NOTE FOR ALL CLERGY HOUSE OCCUPANTS

A review of all relevant guidance to clergy in respect of their occupation of parsonages and other Diocesan properties will shortly be undertaken. This will be with a view to streamlining all such information into a user friendly, accessible and consistent format.

In the meantime, your **urgent attention** is drawn to the following:

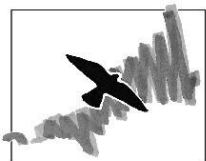
EVENT	ACTION	CHECK
GAS EMERGENCY (= immediate safety of persons and/or property at risk)	<ul style="list-style-type: none">• Turn off all systems if possible• Ring call out emergency numbers in telephone book• Contact Parsonages Department to instruct works at earliest opportunity• Contact contractor who provided latest inspection report and certificate	<ul style="list-style-type: none">• External stop valve, internal stop valves and meter location• Relevant call out tel. numbers are to hand• Current gas certificate (no more than 1 year old) that lists all the gas appliances being used in the house
ELECTRICAL EMERGENCY	<ul style="list-style-type: none">• Turn off all systems if possible• Contact Parsonages Department to instruct works at earliest opportunity• Contact contractor who provided latest inspection report and certificate	<ul style="list-style-type: none">• Location of electrical meter box, distribution boards and isolation switches• Current electrical certificate (no more than 5 years' old) that lists all the electrical circuits in the house.
OIL EMERGENCY	<ul style="list-style-type: none">• Turn off all systems if possible• Contact Parsonages Department to instruct works at earliest opportunity• Contact contractor who provided latest inspection report and certificate	<ul style="list-style-type: none">• Location of oil tank level gauge and internal and external stop valves• Current oil installation safety certificate (no more than 1 year old)• Boiler servicing record
PLUMBING EMERGENCY	<ul style="list-style-type: none">• Turn off all systems if possible• Contact Parsonages Department to instruct works at earliest opportunity	<ul style="list-style-type: none">• Location of internal and external water stop valves, and meter (if fitted)



Telephone: **01872 241507** Fax: 01872 222510 E-mail: propertyservices@truro.anglican.org

Website: www.truro.anglican.org

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ASBESTOS	<ul style="list-style-type: none">• Do not touch or otherwise disturb any coatings, lagging, boards, coverings or any unknown or asbestos materials• Inform any contractor who may be working in the house not to disturb unknown or asbestos materials• If unknown or asbestos materials are accidentally damaged or disturbed vacate the area and Contact Parsonages Department to instruct works at earliest opportunity	<ul style="list-style-type: none">• Location of suspected asbestos by reference to the attached diagrams and/or at HSE website (link below) http://www.hse.gov.uk/asbestos/essentials/building.htm,
PORTABLE APPLIANCE TESTING (PAT)	<ul style="list-style-type: none">• Procure PAT Testing of equipment in your office and public areas (at expense of PCC)	<ul style="list-style-type: none">• Current PAT Test sticker on all such appliances being used
FIRE SAFETY	<ul style="list-style-type: none">• Test smoke alarms and carbon monoxide detectors weekly• Replace batteries in alarms and detectors every 12 months• Plan safe evacuation routes	<ul style="list-style-type: none">• Location of smoke alarms and carbon monoxide detectors• Evacuation routes remain unobstructed

IF YOU ARE UNCERTAIN OR CONCERNED ABOUT THE SAFETY OF ANY GAS OR ELECTRICAL APPLIANCE IN YOUR HOUSE, PLEASE STOP USING IT AND REPORT IT IMMEDIATELY TO THE PARSONAGES DEPARTMENT

CERTIFICATES – please ensure that you have all the relevant current safety certificates in your possession and readily available. IF YOU DO NOT HAVE THE RELEVANT CURRENT SAFETY CERTIFICATE PLEASE DO NOT USE THE INSTALLATION, AND NOTIFY PARSONAGES DEPARTMENT IMMEDIATELY

OPERATING MANUALS – please ensure that you have all the relevant user operation manuals for the appliances in your house. IF YOU DO NOT HAVE COPIES, PLEASE PROCURE THEM FROM THE MANUFACTURER OF THE APPLIANCE, OR DOWNLOAD THEM

CONTACTS : Parsonages Department 01872 241507 (leave answer phone message out of hours) and in case of out of Hours emergency contact your Archdeacon.



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