

# Diocese of Truro, External Responsibilities for looking after your home

-version 4 2008 Dec



Doors and Windows, external repairs and decoration	Diocese QQ
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Doors and Windows, replacement of broken glazing, annual washing of UPVC with mild detergent, Hoover out seals and lubricate	Occupier to Hoover and lubricate hinges and seals every year to PVCU and double glazed timber Windows and doors. Free silicone lubricant is available from Property services
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External decoration	Diocese QQ
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Ivy / creepers on the house walls or growing up trees	All ivy is to be cut back by the occupier to ground level on an annual basis. Other Creepers and shrubs and small trees are to be maintained at a manageable height
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Garden	Occupier to undertake all work required in the garden including patios, paths and paving. Hedges including boundary hedges to be maintained at a manageable height
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Tree inspection and safety works	Diocese to inspect every 5 years and arrange works
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Boundary fencing	Diocese
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Repair works up to the value of £50 e.g. drain clear,	Occupier
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Quinquennial (QQ) inspection every 5 years to check the condition of the house and instruct repairs	Diocese to inspect and manage works identified at the QQ on a five year rolling programme
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Chimney cowl to Gas fuel fire or boiler	Diocese Annual check with gas / oil service
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Chimney cowl to solid fuel fire and chimney sweeping	Occupier
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Old or new Television aerials/equipment	Occupier
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Roof	Diocese QQ
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External Walls	Diocese QQ
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Gutters, downpipes and gullies	Diocese QQ
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Gutters downpipes and gullies, seasonal cleaning at the occupiers cost	Occupier to arrange for cleaning out when required every 3 to 6 months
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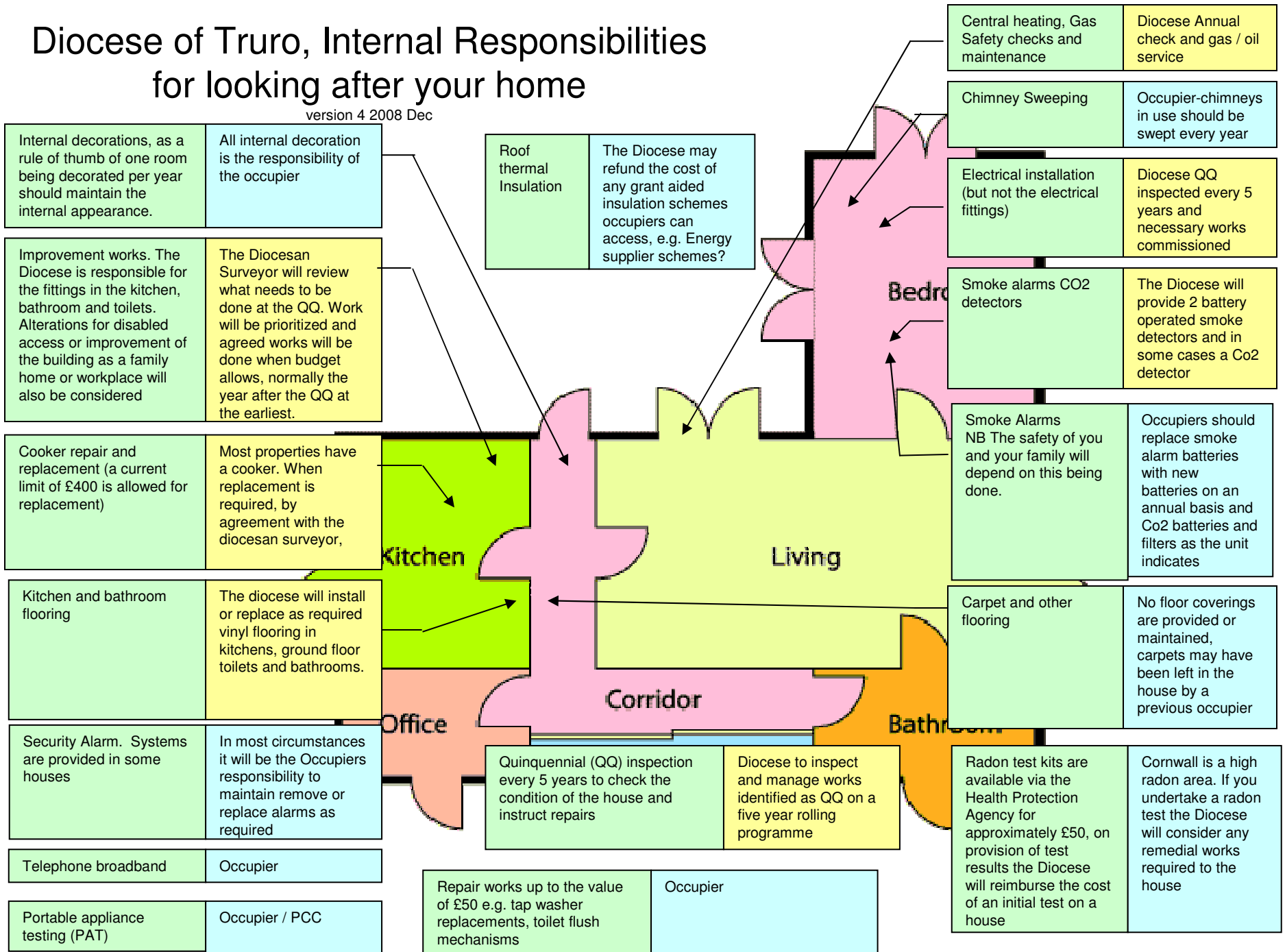
Oil tanks	Diocese. Annual check with oil service, occupiers are to check tanks from day to day for signs of leaks
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Water Supply	Diocese, but occupiers should check their water meters at monthly intervals for signs of leakage
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Septic Tanks	The Diocese will pay to empty septic tanks every 5 years alongside QQ works provided they have not been misused, see the information sheet on septic tanks
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Internal decorations, as a rule of thumb of one room being decorated per year should maintain the internal appearance.

All internal decoration is the responsibility of the occupier

Improvement works. The Diocese is responsible for the fittings in the kitchen, bathroom and toilets. Alterations for disabled access or improvement of the building as a family home or workplace will also be considered

The Diocesan Surveyor will review what needs to be done at the QQ. Work will be prioritized and agreed works will be done when budget allows, normally the year after the QQ at the earliest.

Cooker repair and replacement (a current limit of £400 is allowed for replacement)

Most properties have a cooker. When replacement is required, by agreement with the diocesan surveyor,

Kitchen and bathroom flooring

The diocese will install or replace as required vinyl flooring in kitchens, ground floor toilets and bathrooms.

Security Alarm. Systems are provided in some houses

In most circumstances it will be the Occupiers responsibility to maintain remove or replace alarms as required

Telephone broadband

Occupier

Portable appliance testing (PAT)

Occupier / PCC

Roof thermal insulation

The Diocese may refund the cost of any grant aided insulation schemes occupiers can access, e.g. Energy supplier schemes?

Central heating, Gas Safety checks and maintenance

Diocese Annual check and gas / oil service

Chimney Sweeping

Occupier-chimneys in use should be swept every year

Electrical installation (but not the electrical fittings)

Diocese QQ inspected every 5 years and necessary works commissioned

Smoke alarms CO2 detectors

The Diocese will provide 2 battery operated smoke detectors and in some cases a Co2 detector

Smoke Alarms NB The safety of you and your family will depend on this being done.

Occupiers should replace smoke alarm batteries with new batteries on an annual basis and Co2 batteries and filters as the unit indicates

Carpet and other flooring

No floor coverings are provided or maintained, carpets may have been left in the house by a previous occupier

Quinquennial (QQ) inspection every 5 years to check the condition of the house and instruct repairs

Diocese to inspect and manage works identified as QQ on a five year rolling programme

Radon test kits are available via the Health Protection Agency for approximately £50, on provision of test results the Diocese will reimburse the cost of an initial test on a house

Cornwall is a high radon area. If you undertake a radon test the Diocese will consider any remedial works required to the house

Repair works up to the value of £50 e.g. tap washer replacements, toilet flush mechanisms

Occupier