

DIOCESE OF NEWCASTLE



HOUSES HANDBOOK



**Diocese of Newcastle
Houses & Glebe Committee
Church House
St John's Terrace
North Shields
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DIOCESE OF NEWCASTLE HOUSES & GLEBE COMMITTEE

HANDBOOK

The Diocesan Mission Statement

“The Diocese of Newcastle is part of the Universal Church and seeks to equip Christian individuals and communities in every area to wait upon God, and to proclaim and live out the Gospel of Jesus Christ.

The marks of the Church will be:

- worship, evangelism and service present in each community
- commitment to learning and growth in discipleship
- connections made between faith and everyday life
- willingness to work in partnership with others
- listening to one another and honouring the diversity of Christian traditions
- giving and receiving beyond itself across parish, deanery and diocesan and denominational boundaries, nationally and internationally
- showing more concern for the reign of God in the world than for its own preservation

It assumes an organic rather than hierarchical model of the church, in which the Bishop’s leadership hold the framework together so that the diverse life within it can flourish, and in which he listens to what is being said and articulated the vision which under the Holy Spirit he senses is emerging.”

The Houses Department Team

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The Houses & Glebe Committee does all it can to care for the houses in an appropriate way.

The department will be ready to respond to any queries or concerns which you may have. If you are aware of any repairs which are needed please let Alison know. The sooner we hear about a problem the quicker it can be repaired.

'A stitch in time saves nine'

In case of emergencies which occur outside of office hours please arrange for a contractor to undertake the work. If you forward the invoice to the Houses Department they will arrange payment or reimbursement within 14 days of receipt.

We aim to assist everyone as efficiently as we can. If you have a problem or have any questions, please feel free to contact us. We are here to help.

Mission Statement

'The Houses & Glebe Committee share in supporting clergy and their family through the maintenance and care of their home in the mission and ministry of the church'

WELCOME

DIOCESE OF NEWCASTLE HOUSES & GLEBE COMMITTEE

The Church of England has been blessed with the provision of so many buildings including a vast number of houses which have been used to accommodate clergy for many generations. The Diocese of Newcastle is no exception in having the opportunity to provide homes for today's clergy.

We take the responsibility of maintaining these properties seriously and will continue to make steps towards improving the support and service we provide. There is always a need to make best use of the limited funds available maintaining, repairing and where possible improving the wide variety of different houses in our care. We recognise the need to listen and become more sensitive to the needs of clergy seeking to underline their worth and value.

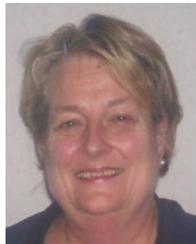
This new handbook should be used as handy reference for all aspects regarding the maintenance and repair of your home. It aims to answer the frequently asked questions and provide tips and useful information.

We hope that you will enjoy living in your home and that we can support you in your ministry whilst playing our part in the overall mission of the Church.

Houses & Glebe Committee Members



Revd F Sample



Mrs J Jones



Revd P Dobson



Mr R Windass



Ven P Robinson



Ven M Wroe

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BUILDING ELEMENTS

Damp Proof Course (DPC)

The majority of houses will include a damp proof course to eliminate the risk of rising dampness to a property. There are a number of different types of DPC but most houses will have a membrane barrier. A DPC is typically at 150mm above ground level. Bridging this barrier encourages dampness internally causing consequential damage to plasterwork and in particular could cause timberwork to rot.

Ensure that any planting, raised flower beds or installation of hard landscaping is not raised beyond the DPC level.



Roofs

Roofs are the responsibility of the Houses & Glebe Committee and will be inspected at quinquennial. If there is a problem of water ingress or concerns over the roof covering, please notify the Houses Department immediately.

Gutters & Gullies

Please ensure that gutters and gullies are kept free of leaves and debris. Blockages in gutters can cause penetrating dampness which can have a dramatic effect on the deterioration of the internal finishes and timberwork, even leading to dry rot.

Window cleaners often agree to clean the gutters for a small fee.



Door Bells

Every property should have a door bell or door knocker; these will be repaired through the Houses Department.

Windows

From time to time windows may need to be replaced on grounds of security, disrepair or heat loss. This is dependent on funding and often the availability of grants from trusts.

The type of the replacement window will have regard to the architectural style of the property and seek to retain the character of the house. No window style will be chosen which will cause a diminution in value to the property. For most modern houses uPVC will be installed. These fittings, whilst offering various advantages over softwood windows; do require a degree of maintenance and care. After installation of Upvc Windows and Doors the locks should be sprayed with WD40 at least once or twice a year Upvc windows and doors do not rot, warp or lose their colour in normal use. It is important to ensure that only appropriate cleaning materials are used

Don't lose the keys!



Glazing

In the event of a broken window during office hours please notify the Houses Department and an appointment can be arranged for a contractor to provide boarding up or re-glazing. Do keep a record of the date and time of an incident as it may be necessary to inform the police and obtain a crime number. Accidental damage is your personal responsibility; but please contact the Houses Department if any help is needed.

Floorboards

Over time floorboards and treads to stairs can begin to move and create a squeaking noise. This is not a significant problem and it is highly unlikely that the flooring will be compromised. The noise can be frustrating and is often occurs more with modern properties. It is advisable to secure loose boards prior to replacing a carpet. This should be arranged through your carpet fitter. The Houses Department can provide reimbursement for the cost of this work.

ACCOMMODATION

Study

The study is a space set aside for the incumbent's private work and reflection. There should be reasonable provision of space for books and private office equipment and ideally some storage space for robes. A study is also a room where you may choose to interview or hold meetings.

Shelving

Within the study we aim to provide up to 30 linear meters of book shelving. It is recommended that any additional shelving should be independent shelving units. Please ensure that any damage caused to the plasterwork from additional fixed shelving is made good, prior to leaving.

Storage

Every home should have sufficient storage area and there should be little need to store any items within the loft space. Provision of loft ladder or loft flooring may be undertaken at your own expense



If you decide to store material within the loft please spread it evenly to avoid overloading the joists. Should there be any damage to the ceiling below and any remedial repairs are necessary – you'll get the bill!

Bathroom

Every home should be equipped with a shower which is often fitted above the bath and there should be curtain poles or a shower door.



It is advisable that the seals around the bath or shower tray are regularly checked to avoid dampness, and please keep shower curtains within the bath.

If an item of sanitaryware requires replacement every effort will be made to order one which matches the rest of the suite. If this is not possible the closest match or white will be chosen. If there is a mismatch, it will not always be possible to replace the whole suite. The refurbishment of the rest of the sanitary-ware will be considered at the following quinquennial. Replacement suites will be in white to make matching easier in the future and leaving a neutral colour scheme.

Kitchen

White Goods

The size of the kitchen and utility should be sufficient to accommodate a family's white goods. In some properties the kitchen layout may not be able to accommodate every white good, particularly dishwashers. Many fridge freezers are larger than they were several years ago and as such the space in the kitchen could be limited.

In each circumstance every effort will be made to try and accommodate up to four white goods (not including cooker) in the kitchen or utility. The Houses & Glebe Committee is unable to significantly adapt or refurbish these rooms for the purposes of accommodating a particular appliance. If there is a problem, you may be asked to accommodate the appliance in another location, e.g. tumble dryer in attached garage.

Cookers

It is a statutory requirement that a cooker chain is fitted to free standing gas cookers. The cost of installation, connection, servicing and maintenance is the responsibility of the user. On occasions there may be an integral cooker but the same responsibilities for maintenance apply.

Agas and Rayburn's

These cookers are serviced annually by Walter Dix or a nominated contractor. The Houses & Glebe Committee will meet the costs of servicing and maintenance but reserve the option of removing the cooker in the event of any expense being over a 1/3 of the cost of a new cooker.

Larger Cookers

Occasionally you may have a larger than average cooker which you wish to keep. The Houses & Glebe Committee will seek to adapt a kitchen to suit the larger appliance, but is unable to absorb the cost where a comprehensive adaptation is necessary.

Refurbishment

The design and layout of any new kitchen will be discussed with you and your family and a choice on the style and colour of finishes available.

GARAGES & GREENHOUSES

Garages

Most houses have a garage and/or off-street parking, unless the property is situated in a built up area. Should you require further off-street parking for the accommodation of a second car, caravan or boat, you will need to carry out your own arrangements at your own cost. Please advise The Houses Department of any such proposal.

All detached garages which are within 650mm of the house will be provided with power and lighting; all such work will be undertaken at quinquennial. The short distance will enable overhead cabling to be installed and thus reduce costs. Garages which are at a distance of more than 650mm from the house will require underground cabling and as such the Houses & Glebe Committee cannot commit to the extent of such improvement works.

Garage Door

The repair of garage doors is the responsibility of the Houses & Glebe Committee unless this has been caused by accidental damage. If a door needs to be replaced this will be undertaken to match the existing. The fitting of electrically operated garage doors is not undertaken unless there are exceptional circumstances.



Please spray the garage door mechanical components with WD40 on an annual basis.

Greenhouses and Garden Sheds

No provision or maintenance of greenhouses or garden sheds is undertaken by the Houses & Glebe Committee. It is your decision whether to continue to maintain or remove these buildings.

Outbuildings

Brick or stone outbuildings will be maintained by the Houses & Glebe Committee but they may be removed if the maintenance costs become excessive and the outbuildings are of little value.

FINISHES

Interior Decoration

The choice of colour style and type of finish is determined by you and your family.



It is significantly more costly to redecorate dark colours, particularly to timberwork. In consideration to successive incumbents it is recommended to avoid dark paint, wallpaper and 'enthusiastic' styles of decoration.

Consequential Re-decoration

The extent of redecoration undertaken following certain repairs will be agreed, if possible, prior to the repair being undertaken.

External Decoration

Every 5 years a property will be re-decorated externally which will include all boundary fencing and any outbuildings. The decoration will be to a high specification, organised through the Houses Department and there should not be any significant deterioration of the finishes within a five year period.

Ingoing Decoration Grants

The diocese will provide an ingoing decoration grant for those who wish to re-decorate any areas of their new home. It is your choice whether or not you wish to undertake the re-decoration and simply purchase materials or alternatively appoint a decorator.

Textured Coatings

Some houses may have an artex or textured finish to the ceilings or walls. The application of new textured surfaces to otherwise smooth surfaces is not best practice and is discouraged. If textured finishes are applied you may be asked to restore smooth finishes prior to leaving.

Press reports have warned that some textured coating contain an asbestos content. Recent legislation has acknowledged that there is little risk when carrying out any decoration work to these surfaces. For further advice please contact the Houses Department.

Tiling

Ceramic tiling of a white colour and standard size will be fitted to the kitchen, bathroom and cloaks on a refurbishment.

Kitchen Tiling

New tiling will be installed to the areas above the worktop up to the height of the underside of the wall units. The exception being to the cooker space where the tiling will be extended from floor to the height of the top of the wall units. We are happy to install a different coloured tile but you will be charged all the additional costs included in this installation. These additional costs include the extra labour to obtain and apply the tiles and all extra material costs compared to our standard white tiles. You will need to choose the tiles from a national 'do it yourself' retailer or local supplier close to the house. We will not be able to install dark or bold patterned tiles as this choice may not be to the taste of your successor. To avoid embarrassment and confusion you will need to let us know your choice of tiles.

Bathroom Tiling

White glazed ceramic tiling will be installed around the area of the bath up to ceiling height with the minimum of a splash back tiling arrangement to the wash hand basin. Further areas of tiling may be installed, depending on the bathroom layout. Bathroom tiling is white in colour and restricted to 150mm x 150mm.

Carpets

Prior to leaving if carpets are in a very poor condition it will be of more benefit for your successor if these were removed.

No carpets or floor covering should be glued to the floor as it will be more costly in its removal with the likelihood of the surface below being damaged.

Do consider that the PCC may have contributed or paid for some of the carpeting.



Vinyl Floor Coverings

To the bathroom, kitchen, utility and cloaks a linoleum floor covering will be provided. Nova Novilon floor covering is fitted to these rooms as it is a durable material and has a good guarantee. Should these need to be replaced, you will be asked for your choice of colour and pattern, there are a wide range of designs available.

HEATING

Annual Servicing

The Houses & Glebe Committee has in place a contract which provides 365 day, 24 hour cover for both gas and oil fired boilers and gas fires. At the time of the annual service the Corgi Registered Engineer will complete a CP12 certificate and leave a copy with you. The Houses Department will deal with any faults identified to boilers and applicable gas fires. It is essential that any room ventilators within a room are not obstructed as often they are a requirement for the gas fire.

Central Heating & Radiators

The Houses & Glebe Committee recognises that many installations are ageing and are not as efficient compared to modern systems.

When bleeding radiators make sure the central heating is in the “off” position, place your bleed key on the bleed nipple (this will be at the top, at one side only and could even be at the back, but usually is at one end). Turn the bleed key ½ a turn anti clockwise to open (you should hear the air hissing). When water starts to dribble out turn the key ½ a turn clockwise to shut it off (Do not over-tighten). If you have a sealed system then the pressure will probably need topping up to 1 bar. (If there is not a gauge on or near the boiler then this instruction will not apply).



Radiators do not burn gas; therefore turning radiators off will not save money. In fact it will probably put your fuel cost up as this creates cold draughts in the house because cold air is heavy and hot air is light. If an upstairs room is not heated then the cold air will fall down the stairs and into the warmest room. (Cold feet)

Thermostatic Radiator Valves (TRV)

The TRV's are the large control valve often fitted at the bottom of one side of the radiator with heat settings of star * (frost protection) and from 1-5. For an average living room the setting of 3 or 4 should be satisfactory, for a bedroom a cooler temperature will normally suffice. A middle setting corresponds to approximately 20°C (68°F). Turning the valve fully on or off will not change the room temperature any quicker and will be dependent upon the efficiency of the boiler.

On average there is normally one radiator without a TRV which should be left permanently on to enable the central heating system to work effectively. The TRV settings may have to be different in each room and it is advisable to set the TRV to suit each room's requirements and leave them to do their job.

Oil

If your home has oil central heating you will need to check regularly the level of oil in the storage tank. If there is a concern over the accuracy of the sight gauge, please contact the Houses Department. Serious damage can occur to a heating system as a result of the oil running out.



Do check regularly otherwise you could get a bill for remedial repairs!

Additional Heating

A form of additional heating is provided to the lounge and study in most cases. If there are several additional appliances these will be checked for safety as part of the annual maintenance. Any repairs to other gas heating appliances would be your responsibility. If you would prefer for the additional gas heating appliance to be removed, this can be arranged through the Houses Department at no cost.

Chimney and Flues

If there is an open fire or wood burning stove it is your responsibility to ensure that the flue is kept clear. If neglected there is a risk of a chimney fire which can cause significant damage to the house and unnecessary inconvenience to the family. It should be noted that if chimneys are not swept regularly it compromises our buildings insurance.

The Houses & Glebe Committee will arrange and pay for all chimneys and flues to be swept during quinquennial or prior to moving in.

Creating an Open Fire

Many people value the look and relaxing nature of an open fire. Should you wish to explore the opportunity of removing the existing gas appliance and create an open fire, this would need to be at you own cost.

Fire Surrounds

Over time some fire surrounds can look dated and may not always be to your taste. At quinquennial inspection a request for replacement will be considered alongside all other improvements to that house and other houses for that quinquennial year. All decisions on improvements are determined democratically within the Houses & Glebe Committee. The surround may have to be retained unless there is a need for replacement, i.e. it is beyond repair. However, if anyone wishes to replace a fire surround they may do so at their own expense.

It will be necessary to gain the Houses & Glebe Committee agreement for any substantial alteration works.

SERVICES

Electrical

Installation

Every five years each house has a survey and test of the electrical installation. All upgrading and improvement work is carried out by an approved NICEIC qualified electrician. If you have any concerns over the existing electrical installation please do contact the Houses Department.

Consumer Units

Modern consumer unit distribution boards are sensitive to any overloading or changes in the supply and will trip a switch as a safety measure. If a switch continues to trip, it can be very inconvenient and frustrating. Common problems are faulty appliances, old fittings, water getting into lights or sockets or even possibly a wiring fault. Rodents can also bite through the wiring.

If an electrician is sent by the Houses Department and the problem relates to a faulty appliance you will be asked to meet the costs. All other faults with the installation will rest with the Houses & Glebe Committee.

To check that there is not a problem with an appliance - unplug all appliances from that circuit and reset the system. Re-plug all appliances one by one and when the trip switches again the last appliance plugged in will be the faulty one



Electrical Socket Adaptors

The use of adaptors should be avoided if at all possible and only those which include an integral fuse should be used. Please ensure that sockets are not overloaded for the safety of your family and home.

Light Fittings

You may wish to fit your own light fittings in your home. Recent changes to building regulations require that when you replace the light fitting within the bathroom or kitchen a specific type is required and must be installed by a qualified person. Please contact the Houses Department.

On leaving your home, you may wish to take your own fittings with you. If so, please ensure that a ceiling rose and drop is in place for your successor. It may be also necessary to make good any plasterwork.

External Lighting

The level of external lighting includes high watt tungsten halogen light fittings which can be controlled internally. These units can fail because the bulb has blown, if so you are asked to replace it. If the problem is believed to relate to the fitting, the Houses Department should be notified. An electrician will carry out repairs but if the problem relates to a defective bulb you must meet all of his costs. If you wish to install your own external light fittings please contact the Houses Department, we ask that on their removal all damaged surfaces are made good.

Water

External taps

Some houses may have an outside tap which should be insulated to avoid any damage. During winter months all external taps should be turned off to avoid burst pipes. The Houses & Glebe Committee are not able to fit external taps but if you wish to pay for an installation you may do so, after contacting the Houses Department and outlining the proposals.

Water Stop Tap

You should know the location of the water stop tap and it is advisable that every family member is informed. It is recommended that if it is in a difficult location or within a kitchen unit, access is maintained.

Showers

Every home should have a shower, which is normally electric. If you wish to upgrade to a power shower you may do so but this would be at your own expense. The extent of work may include adapting the heating, electrical installation and making good all surfaces.

Gas

Gas Leak

If there is a suspicion of a gas leak, you are responsible for extinguishing all naked flames. Do not switch on or off any electrical lights or appliances as they may cause a spark within the switch causing an explosion. If possible, you should turn off the gas supply at the mains, usually located adjacent to the meter itself.

Ensure good ventilation by opening doors and windows.

Contact National Grid (Transco) 0800 111 999

Meters

It is essential that you know the location of the electricity and gas meter. The Houses & Glebe Committee is not responsible for dealing with any utility company and as such, you should inform the PCC of your suppliers. Payment of utility bills rests with the PCC during a vacancy.

Telephones

Normally there should be 2 telephone sockets within the property, but these matters are normally dealt locally with the PCC it is not diocesan policy to install additional telephone sockets, relocate telephone cables, sockets etc. All rental charges and handsets are your responsibility.

It is essential that the telephone is not disconnected when leaving, as there is an additional charge for reconnection and the vicarage telephone number will be lost.

Drains

All drains will be flushed and checked at the quinquennial inspection but it is your responsibility to ensure that no unsuitable items are disposed of via sinks, wash hand basins, showers, baths or W.C. You may be asked to cover repairs for any blockages which are found to be a result of misuse. The cost of any structural damage caused by tree roots, collapsed drain etc will be met by the Houses & Glebe Committee.

TV Aerials

Original TV aerials will be maintained by the Houses & Glebe Committee but not any additional aerials, satellite receivers or cabling. Please be aware that any additional aerial installed will need to be covered by your own house contents insurance. Some houses are listed or located in conservation areas and the local authority may need to be contacted and approval sought. Not applying for listed building consent is a criminal offence. Please contact the Houses Department when planning any installation.

The same applies for specialist radio antenna.

Septic Tanks

The arrangement of emptying septic tanks is undertaken by the Houses Department through one of our contractors. All costs and matters relating to septic tanks are the responsibility of the Houses & Glebe Committee.

ALARM SYSTEMS

Intruder Alarm

Each house has an intruder alarm with either infrared detectors and/or door and window contacts. The Houses & Glebe Committee will ensure that every intruder alarm system will be serviced at quinquennial with any additional service arranged prior to moving in. The operation and control the alarm system will be explained to you and your family.

You may wish to carry out additional servicing to the alarm system on an annual basis particularly as this may reduce insurance premiums.

It is advisable that for any long periods of vacation your churchwarden is informed and has details on the operation of the alarm including the code, in case of any emergencies.



Smoke Alarms

In each property there should be a smoke alarm to the hall and landing which should be fully operational. Please ensure that this is tested and cleaned every six months to prevent dust blocking the sensors. Advice on fire safety is outlined in the appendices.

Carbon Monoxide

As an added precaution, the purchase of a carbon monoxide detector is recommended. These are widely available at local DIY stores and there are a limited number available through the Houses Department at a reduced rate.

REPAIRS

General Repairs

A checklist of those minor repairs which may be carried out by yourself or members of your congregation are outlined in the back of this handbook. If there is a particular difficulty or concern over these repairs please contact the Houses Department. Please also contact the Houses Department for reimbursement for any material costs related to these minor repairs.

All other repairs are the responsibility of the Houses & Glebe Committee. Any concerns over the workmanship and service provided should be raised with the Houses & Glebe Committee. In order to monitor contractors' workmanship and performance it will often be necessary to have the Property Manager inspect the work. For small repairs we ask that you or a family member signs the contractor's job sheet to determine whether or not the work is considered to be satisfactory.

Many have undertaken the odd repair to their home as they deem this to be the least disruptive and the most cost effective solution. A great deal of thanks is expressed from the Houses & Glebe Committee for their support and inevitable saving on resources.

Emergency Repairs

Usually all maintenance and repair work should be organised through the Houses Department. A contractor will be appointed, repair works detailed and appropriate monitoring and assessment of the work undertaken. On occasions, there may be a requirement to undertake emergency repairs for those periods outside of normal working hours when the Houses Department are unable to be contacted. In these circumstances you are asked to organise for the immediate or temporary repair. It is essential that for such repair works that there should be an invoice. The Houses Department will ensure reimbursement within 14 days of receipt of invoice. Please ensure that a contractor undertakes emergency work only, all other repairs should be dealt with through the Houses Department.

Dampness

There are generally three types of dampness which occur to a property, penetrating, rising and condensation. Rising dampness should not occur too frequently as all houses should have some form of damp proof course (DPC). Penetrating dampness or water ingress occurs because of a failure to a building element or material e.g. roof covering, flashing to chimneys, blocked gutters etc. Condensation is more of an issue which relates to how someone uses their home. The consequences of condensation include mould growth, rotting timber internally, damp clothes etc.

It is essential that windows are regularly opened particularly to bathrooms, kitchens and utility rooms. There should be a mechanical extract ventilator to bathrooms and kitchens but it will still be necessary to open windows to these rooms. Drying of clothes on radiators, the use of calor gas heaters and leaving kitchen and bathroom doors open should all be avoided. There is less chance of condensation if a room is kept reasonably warm.

If mould growth appears it can be removed by a fungicidal wash. When decorating bathrooms, utility rooms and kitchens please choose the right type of emulsion paint finish.



If you notice that goods stored in the loft are becoming damp this may be a cause of condensation, please contact the Houses Department as the roof timbers could be affected.

Quinquennial Works

Every house is inspected every five years and this should be undertaken by a Chartered Surveyor. These inspections will be carried out by the Property Manager/Diocesan Surveyor. The report covers the condition of the house both internally and externally but not the internal decorations - a comment will be made of these. Following the inspection a brief report is written and you will be notified of the repair works which have been identified. If there are any additional items or alterations necessary it is essential that the Houses Department is informed. The report may also identify any improvements and state whether or not the house is suitable.

Any recommended improvement will be added to the list of other recommended improvements for all the houses for that quinquennial year. These are assessed and agreed through the Houses & Glebe Committee and prioritised according to the benefits gained and the financial resources available.

Asbestos

Asbestos was widely used in this country until it was discovered that it could be harmful to peoples' health. It might be found in:

- Lagging on pipework and boilers
- Insulating boards such as ceiling tiles, heater cupboards
- Flues , rainwater pipes and water tanks
- Floor tiles and other cladding

Asbestos is potentially harmful but it only poses a risk if the material is damaged, drilled, sanded or sawn. The release of tiny particles, if breathed in, can cause harm to the lungs. If asbestos is suspected please contact the Houses Department for advice.

Lead Paint

Lead based paint is only likely to be found in pre-1960 buildings containing original paint finishes. Young children are particularly vulnerable to the affects of lead if it is ingested or inhaled. The paint is not a risk if it is in sound condition and is not flaking or powdering. Lead paint test kits are available from most decorating merchants and DIY stores. If lead based paint is present, it is recommended that a professional trade's person is called who is trained and equipped to fully protect your home from lead contamination. Please contact the Houses Department for advice if there are any concerns.

Beetle and Fungal Attack

If there is a likelihood of any timber having been affected by fungal attack or beetle infestation, please contact the Houses Department. It may be necessary to investigate further which could include more of an invasive survey to establish the extent of the problem. Fungal and beetle attack can spread rapidly causing damage throughout the house, not just in isolated areas.

Please check regularly for the following:

Beetle Attack

- Newly created flight holes in timber. Holes can vary in size dependent on the species of beetle.
- Timber dust generally in an area, particularly near flight holes.

Fungal Attack

- A musty or mushroom type of smell within a room
- Springiness to floors
- Damp walls
- Fruiting bodies (mushroom type growths)
- Mycelium (veins) on walls, floors and ceilings
- Red dust
- Timber splitting or becoming brittle, often behind a painted finish

Structural Movement

If any fractures appear to the house both internally and externally this could indicate structural movement. Most houses have fractures, many will relate to historical settlement, ageing plasterwork or shrinkage of materials. Some fractures indicate that more serious movement is occurring which is often shown by cracks appearing to both faces of the wall. If new fractures appear it is essential that the Houses Department are contacted for advice.

Neglect

Most homes are kept in good condition which reflects consideration for successive occupants. On rare occasions some properties are left in a poor condition which results in the Houses & Glebe Committee having to spend unnecessary money. These costs may be recovered from the outgoing family in accordance with the Repair of Benefice Buildings Measure 1972.

LANDSCAPING

Driveways and Paths

Many vicarages include large driveways and also space for parking vehicles. Sometimes there is difficulty in dealing with weed growth, particularly to gravel and blocked paving. Moss and algae growth can occur in more sheltered locations creating a slippery surface when wet. Please ensure that these paths and drives are kept clear.

It is very difficult to eradicate all the weeds and moss but there are many chemicals (Sodium Chlorate or similar) on the market which will help.

Boundaries

Within the records held at Church House there should be information on the boundaries and their ownership. From time to time minor repairs will be necessary to fences and we ask if you can carry out the odd repair if you are able to do so. All other repairs to boundary fences and walls will be organised through the Houses Department.

The Houses & Glebe Committee is unable to provide 'pet-proof' boundaries. Please make your own arrangements to undertake whatever work is necessary to prevent the loss or escape of your pet.

Gardens

There are certain tax concessions available to clergy for expenditure on garden maintenance, further information can be obtained from the Diocesan Accounts Department.

You are responsible for all matters relating to gardens including hedges. It is advisable they are maintained at a manageable size no higher than 2 meters. Keeping gardens, hedges and trees well maintained will avoid upsetting neighbours and also prevent any successor having to undertake extensive work to create a manageable garden.

If a pond larger than 2m² is desired you will need to contact the Houses Department for advice. It is likely that the Houses & Glebe Committee will need to give their approval and an agreement put in place to remove the pond when you leave. All associated costs would be your responsibility.



If there is a problem with an old ivy plant to a boundary wall, care should be taken on its removal as it could destabilise the structure and lead to costly repairs. It is requested that no creepers be planted against any wall.

Trees

There are numerous trees in many of the gardens which can prove a burden. There is also the potential liability of any branches causing a hazard or danger to the public. At the quinquennial any trees which are considered to pose a risk to the house or any other structure will be identified. All such pruning to these trees will be undertaken through the Houses & Glebe Committee. All the remaining trees within the curtilage of the property would be your responsibility. If there are any concerns over getting this work carried out, please contact the Houses Department.



It is advised not to plant any trees or fast growing large shrubs within the proximity of the house. Please contact the Houses Department for information prior to planting.

Please check that trees don't excessively encroach onto your neighbours land and vice versa. If there are particular concerns the Houses Department should be contacted.

INSURANCE

Accidental Damage

It is recognised that accidents do occur within the home and as such any damage caused would require a claim to be made through our insurers. In such a situation you would be liable for the excess, which is currently £50

Contents Insurance

Please ensure you have sufficient contents insurance for your property which will also cover any work related items. Advice can be sought from the Ecclesiastical Insurance Group (EIG) who provide a special contents insurance scheme for clergy. It is recognised that with some items additional security may be necessary. In such circumstances you would need to fund the additional work required. It is likely that insurance premiums will be reduced if annual maintenance to the intruder alarm is carried out.

Items belonging to the PCC, such as office equipment kept at the house, must be insured by the PCC.



Any accidental damage caused to carpets will require a claim to be made in respect of the contents insurance given that the diocese does not have responsibility for carpets.

Building Insurance

The Houses & Glebe Committee arranges insurance of all houses on a block policy through the EIG. This covers the main structure of the house, garage and outbuildings but not greenhouses or garden sheds. The policy covers the normal risks - storm, fire, flood etc. In the event of any such emergency occurring please notify the Houses Department immediately so that matters can be put in hand.

LETTING

Letting during a Vacancy

In order to maintain a degree of security the Houses & Glebe Committee encourages short term lettings at a vacancy. The rent received provides additional funds for the Diocese which is allocated to the Stipends and General Fund. All tenancies are for a 6 month initial period under an Assured Shorthold Tenancy Agreement. The Bishop tells the Houses Department if a house should be considered for letting.

Lodgers

There are particular procedures which need to be put in place which dictate whether or not it will be possible to accommodate a lodger. Verification will be required from the Diocesan Registrar as it will be necessary to adhere to various church laws. If any rent is received this will need to be disclosed for tax purposes. If the house is listed as a single occupancy by the local authority there is a likelihood that the Council Tax could change.

In order to protect all parties from certain liabilities and potential difficulties a simple lodging arrangement will need to be agreed - this will be in the form of a licence or tenancy agreement. It is essential that vacant possession is available when the house is vacated

LEGALITIES

Property Use

On occasions a spouse or other immediate family member may wish to use their home for some other work purpose or business. If a home is to be used in this way and opened up to the public it will affect the insurance cover and include other legal responsibilities. For some houses a restrictive covenant may prohibit such activity and the Houses & Glebe Committee will be unable to grant permission unless these covenants are lifted. Please notify the Houses Department accordingly to avoid any consequential liabilities.

If a property is to be used for business purposes the local authority planning department may need to be informed and an application made for a change of use. A business rate may also be applicable for which you would be responsible.

No alterations to the house are permitted without consultation and agreement through the Houses & Glebe Committee.

Planning Application

The Houses Department should be informed if a planning application is received relating to a neighbour's planning application. A neighbour's proposed development or change of use could be detrimental and affect your home-life. The notice period from the planning department is generally 21 days, therefore the sooner the Houses Department are informed the quicker the application can be assessed and objections submitted if needed.

Tree Preservation Orders

Care is needed in undertaking any tree pruning work as the tree may be listed for its preservation and as such a local authority's consent will be necessary.

Listed Buildings

Many of our houses are listed which ensures that the architectural and historical interest of the accommodation is retained. It is necessary to apply for listed building consent for any alterations or adaptations which may include internal finishes. Listing of a property relates to all items within the curtilage of the house including the boundary walls and any other garden structure.

Alterations

Occasionally people identify that their home would benefit from adaptation or extension. Any such proposal should be made to the Property Manager at quinquennial inspection. Such 'improvements' will be assessed by the Houses & Glebe Committee and if agreed a capital project will be undertaken. Under no circumstances can any building work to the house be carried out without written consent of the Houses & Glebe Committee in accordance with the Repair of Benefice Buildings Measure 1972.

Repair of Benefice Buildings Measure 1972 (RBBM)

The diocese and incumbent have a responsibility in regard to the repair and maintenance of a parsonage. The main purpose is to make certain that the property does not become in disrepair and ensure the incumbent has reasonable accommodation.

Parish Use

Every house is essentially a home and a place to study for an incumbent. A PCC may benefit from the incumbent choosing to allow parish activities to take place in their home or allowing a Parish Office or equipment to be accommodated. Such arrangements are by 'grace and favour' of the incumbent and this benefit cannot be imposed on any successor. Any PCC activity which affects the house will need to end at a vacancy.

Disabled Access

The Houses & Glebe Committee ensures that a house is provided as a home for an incumbent and their family. Many incumbents decide to utilise their home for meetings or other events but this is simply at their own discretion. Consequently, compliance to section 21 of The Disability Discrimination Act 1996 (DDA) is the duty of the service provider i.e. incumbent.

If an incumbent or an immediate family member, who is living in the house, is or becomes disabled, the Houses & Glebe Committee will undertake the necessary adaptation works in consultation with Social Services and if necessary Occupational Therapists.

Glebe

The legislation governing the sale (or lease) of glebe is the Endowments and Glebe Measure 1976 which came into effect in 1978. The measure outlines the transfer of glebe property which had previously been vested in the incumbents of benefices to Diocesan ownership. Glebe is ultimately for creating an income to pay for stipendiary clergy.

VACATING

Prior to leaving you will be asked to have a meeting at your home with the Property Manager. In addition, the letting agent will also be asked to attend if the house has been identified for letting. At this meeting you will be asked various questions about your home which will be useful for your successor. An inspection of the house will be carried out to identify any objective repairs and also photographs taken for a 'particulars' style document which is issued to prospective incumbents.

The Churchwardens are responsible for the house during a vacancy.

Please read the meters and inform your utility suppliers and provide a forwarding address and names of the Churchwardens. A different arrangement is required for Diocesan Properties.

A telephone must not be disconnected and the number must be retained and unchanged.

Water must be turned off at the mains and during winter months drained or the heating remain on (min. 10 °C) with the heating control set on constant.

BILLS

Council Tax

Council tax is dealt with by the PCC and all such matters relating to this payment with the local authority will need to be resolved by the incumbent and/or the PCC.

Water Rates

The incumbent is responsible for ensuring that all water rates are paid, the PCC normally pays for this or the Diocese for Diocesan Houses.

Utility Bills

All costs associated with utility service providers are personal and arrangements will have to be sorted locally which will include dealing with all bills, changing supplier, termination of contract and appointment of new supplier.

PETS

Cat Flaps

A cat flap does weaken the structure of any door and often compromises security. Consequently, this may affect the building and contents insurance policies.. A cat flap may be fitted at your own cost. Details should be passed to the Houses Department to ensure the correct fitting is proposed. Any cat flap should not exceed 225mm² and you may be asked to replace the door on vacating the house.

Pets

The Houses & Glebe Committee is not able to take any responsibility for the care and protection of livestock, fowl or farm animals. All legislation relating to the care of these animals must be adhered to.



If pets cause damage to the decoration and, scratch or damage doors and timberwork, please ensure that any damage is made good.

ENVIRONMENT

All the main lofts are insulated with a minimum 150mm glass fibre roll quilt. At quinquennial, the insulation within the roof space will be increased and all other energy efficiency measures considered. The Houses & Glebe Committee continues to seek ways to improve the energy efficiency and environmental impact of repairs and improvements to the houses in our care, through consultation with the Newcastle Diocesan Environment Group.

SAFETY & SECURITY

It is recognised that incumbents are at a higher risk of experiencing anti social behaviour. Often this is exacerbated given that the house is easily identified as being a “Vicarage”. Every incumbent should feel secure within their own home and all reasonable steps will be implemented to improve security when needed.

If there are regular occurrences of intruders or anti social behaviour directed towards you or your family the local police should be informed. If problems persist a meeting can be arranged with the local crime prevention officer to consider what home security measures would be beneficial. Advice is outlined in the appendices on general home security. Please ensure that all shrubs, hedges and trees are pruned regularly to maintain visibility.

To every home there should be the same security items provided. Ground floor windows should be lockable, secure locks to the external doors, spy holes or ability to view any visitor standing at the front door, panic alarms, intruder alarms and security lighting.

18.1 Burglaries

In the event of a burglary please notify the police without delay and contact the Houses Department at the earliest opportunity. Urgent repairs may be required such as boarding up or re-glazing. If this is outside office hours please make your own arrangements and you will be reimbursed for any expenditure. If there is any damage to the property the Houses Department will deal with the claim. You should notify your own insurers regarding any loss or damage to contents, a police crime number may be asked for.

MISCELLANEOUS

Fixtures and Fittings

A list of the fixtures and fittings will be defined within the quinquennial survey and all such fixtures will be the responsibility of the Houses & Glebe Committee. All free standing items are the personal property of the incumbent. If an incumbent wishes to install their own fixtures they should preferably notify the Houses Department for information on the appropriate fixing method. On vacating the property you must remove all of your own fixtures, this should be done carefully to avoid any damage to plasterwork or other surfaces. If there is any damage caused, we ask that this is made good prior to leaving. All curtain tracks and poles are the responsibility of the incumbent.

Infestation

If there is an infestation of any type you would need to organise and pay for eradication. It is recommended to contact the local authority to gain their advice. If it is determined that the problem with the infestation has arisen because of a defect within the house, all such remedial works will be carried out through the Houses Department.

If there is a problem with ants it has been recommended by the local authority to use an ant repellent which has a chemical compound of Bendiocarb



Bats

On occasions bats may roost within the roof space of vicarages, garages or outbuildings. Under current legislation they should not be disturbed and measures may need to be put in place for their protection. If any repairs are needed within the roof space it will be necessary for English Nature to visit the property and identify the species of bat. English Nature has the power to prevent the repair going ahead if the works are likely to disturb the bats. In most circumstances a compromise will be reached.

Keys

When you move into your home a full set of keys will be provided. On agreement with the incumbent the Houses Department will retain a full set of keys in case of emergency and in particular for replacement keys to be cut when necessary. If you lose a key and there is no other keys to that lock available you will be responsible for the cost of replacing the lock.

All keys which are cut should be from a Yale blank or similar quality material to avoid damaging locks. The Houses & Glebe Committee cannot be held responsible for any damage to locks due to poor quality keys having been cut by the incumbent.

Washing Line Poles

Every home should have a washing line or pole. Rotary airers will not be provided, however it is recognised that you may wish to install one. Please ensure that all rotary airers are fitted in accordance with manufacturer's recommendations.

These policies have been reviewed, modified and agreed through the new Houses & Glebe Committee and all will be implemented through the Houses Department. Where a deviation from policy contained in this manual is requested, reference should be made to the Archdeacon. A request can always be made to the Houses & Glebe Committee for a change in policy and also for assessing a request for any improvement

Appendices

- (ix) Fire Safety**
- (x) Be safe, Be secure**
- (xi) Reducing Condensation**
- (xii) Caring for your kitchen**
- (xiii) Saving Energy**
- (xiv) Periodic Check List**
- (xv) Quick Reference Guide**
- (viii) Useful Contacts**

APPENDIX I FIRE SAFETY

Fire can have a devastating effect on a building and its contents and can spread rapidly owing to the amount of dry combustible material contained in the average house. Life is threatened by both burns and asphyxiation and fire brigades are called out to over 60,000 fires in domestic premises every year. These domestic fires kill nearly 500 people and injure over 11,000 annually.

Do smoke alarms need to be maintained?

Yes, but they generally need very little maintenance.

- The unit should be vacuumed every six months (the nozzle should not be allowed to touch the unit) and the casing and slots should be wiped regularly to ensure that dust is not blocking the sensor.
- On no account should the alarm be painted over when decorating.
- Check batteries regularly and renew when required. Ensure you know how to do this as this could save your life!

Fire Fighting Equipment

- You may wish to provide fire fighting equipment which could comprise of fire extinguishers and fire blankets.

Storing of Flammable Items

- A Directive from EIG states that “it is not acceptable to store a petrol lawn-mower/trimmer in a meter cupboard which contains both the gas and electricity meters. In fact, petrol must not be kept inside a private dwelling unless it is in a substantial fire proof enclosure. Such items must be kept in a garage or outbuilding detached from the premises or separated by a fire resistant door”.
- Do not store old newspapers, polish, paint, petrol, spirit cleaning solvents etc. in the cupboard under the stairs where the electricity and gas meters are located. A fire under the stairs can prevent escape from upstairs and the stairwell often acts as a chimney causing smoke to rapidly spread vertically, cutting off escape.

Electrical Appliances

- Always keep the oven, hob, toaster and grill clean as build-up of fat, crumbs or grease can easily catch fire.
- Check that the toaster is emptied of crumbs regularly. Make sure it is not near curtains, blinds or kitchen rolls.
- Do not place heaters near curtains or furnishings, and never use them for drying clothes.
- Check for signs of loose wiring and faulty plugs or sockets (such as scorch marks or flickering lights), and have any problems you find fixed.
- Fairy lights, Christmas tree lights do not get used often and so need more care. Check that the fuse in the plug is the right size, replace bulbs that blow, don't leave lights on when you go to bed or leave the house.
- Christmas decorations and greeting cards should be kept away from heaters, lights, fireplaces and candles.

Candles

- Night lights and T lights should not be put directly on bath surfaces.
- Always place candles on a heat-resistant surface. Night lights and tea lights can melt plastic surfaces, such as the top of a TV and the side of a bath tub.
- Wallpapers can ignite if candles are placed too close for long periods.
- Do not place candles on windowsills and keep them away from curtains.

Cigarettes, cigars and pipes

- There have been reports of people falling asleep due to tiredness or by taking prescription drugs or have been drinking alcohol without realising that a cigarette is still burning.

Escape Route

- Choose an escape route. This should be the easiest way out. Think about how to get out and make sure your escape route is kept clear. This should be discussed with all family members in the house and let any visitors.

APPENDIX II BE SAFE, BE SECURE

Home security is the best way to reduce your chances of being burgled. A Lot of burglaries are spur of the moment, as a burglar may see an open window or other easy point of entry and take their chance.

Your Home

- When you go out, always lock the door and close the windows - even if you are just going out for a short time. Ensure front doors are locked if in rear garden.
- Window locks, especially on older windows, will help stop people getting in (a burglar is less likely to break in if they have to smash a window).
- Don't leave spare keys outside or in a garage or shed, and put car keys or garage keys out of sight in the house, away from windows and letter boxes.
- Use timers for lights and radios if you need to be away from home overnight. They will create the impression that someone is in.
- Being able to see who is at the door is important.
- Visible burglar alarms and lighting is provided and can put burglars off. Make sure lights are working and renew bulbs when required.

Intruders

- If you come home and find a broken window or lights on, and you think there may be a burglar inside, you may think it best not to go into the house until you feel able to do so, you may wish to go to a neighbour and call the police.
- There are panic buttons situated in the main bedroom and near the main door.
- A strong, lockable gate separating the front garden and driveway from the back or kitchen door to the house will be provided if deemed necessary. Trees and shrubs should be sited with care and should not provide a would-be intruder with cover or a means of access to and from upstairs windows. Total screening is not advisable as there should be reasonable visibility of the driveway and main path to the house from inside the property.

When planting trees, consider species with slender trunks and high foliage (e.g. Beech, Pine) to help to maintain clear sightlines and to avoid masking any lighting columns in the drive.

- The safety of children playing in the garden should be fully taken into account. Play areas generally should be overlooked from occupied parts of the house.
- Where the rear or side gardens are adjacent to public parks or open areas extra vigilance is requested.
- The strategic siting of low to medium height prickly shrubs and bushes such as Barberry, Firethorn, Hawthorn and Holly ("hostile planting") can help to persuade callers to use the designated path and could also be used in vulnerable areas around your home. Provided such planting does not hamper maintenance. As a general rule it is unwise to plant shrubs etc. so that they screen an outside door or window where they might hide someone tampering with a lock or window fastening.
- Any fuel bunker or other raised storage area should be sited away from potential entry points above ground-floor level.

Natural Barrier Plants

Suitable Plants

The following plant list is a guide to those which can provide a protective natural barrier (The list is not exhaustive, but should provide a good starting point.)

Such plants can provide a very effective, softer and more aesthetically pleasing solution to a hard fencing plan or indeed add additional protection to vulnerable areas. They will add a variety of colour, interest and attract nesting birds to your garden, as well as a little peace of mind.

Of course there is the maintenance issue and these must be prevented from getting out of control but should pose no problem.



Crataegus Monogyna
(Common Hawthorn). This forms an impenetrable barrier. Plant in a staggered row, 4 to 1 metre.



Berberis Ottawensis Superba. Beautiful purple foliage. Use as an individual shrub or hedge.



Pyracantha. Thorny branches and very useful on fences and walls.



Berberis Juliana. Evergreen with shiny dark leaves. Grows to 4-5'.



Berberis Gagnepanii. Small dense prickly evergreen, suitable for a low hedge.



Berberis Stenophylla. Use as a hedge or shrub. Allow two plants per metre.



Mahonia Bealei Winter Sun. Prickly evergreen with fragrant flowers.



Ulex Europaeus
(Common Gorse). Viciously spiny, grows 4-5'.



Rosa Fruhlings Gold Yellow. Fragrant old fashioned rose. Densely prickly.



Rosa Rugosa Rubra Crimson. For hedges or individual shrubs up to 2m high.

APPENDIX III ADVICE ON REDUCING CONDENSATION

Condensation occurs when warm moist air comes into contact with a cold surface. The air is cooled causing the water vapour to condense into moisture on non-absorbent surfaces as droplets and water film. Condensation if left unnoticed can form mould growth, deterioration of finishes and rotting of timber.

The direct cause of condensation is not always easy to determine and is often a combination of a low air temperature, high humidity, poor ventilation, limited insulation but principally from the carrying out of everyday household tasks. Here are a few examples:

2 people at home for 16 hours	3 pints
A bath or shower	2 pints
Drying clothes indoors	9 pints
Cooking and the use of a kettle	6 pints
Washing dishes	2 pints
Bottled gas heater (6 hours use)	4 pints

Some helpful tips to reduce the levels of condensation and the likelihood of excessive dampness and mould growth:

- Good ventilation of kitchens when washing or drying clothes or cooking is essential. Open the windows to these rooms, but keep the doors closed as much as possible. Cover boiling pans and do not leave kettles boiling.
- If washing is put to dry, for example, in a bathroom or kitchen, open a window or turn on the extractor fan. Do not leave the room doors open or moist air will spread to other rooms.
- Do not use unventilated airing cupboards for drying clothes as this will encourage a moisture build up.
- After bathing, keep the bathroom window open, and shut the door for long enough to dry off the bathroom. If possible wipe down the damp wall surfaces with a dry cloth or towel.
- Avoid the drying of clothes on radiators use clothes airers and whenever possible dry clothes outside on the line.
- Do not use paraffin portable heaters.
- When possible provide continuous ventilation to a room by opening the window slightly, retain on lockable stay. Always be mindful of the security risks, new windows should incorporate a trickle vent.
- Try and make sure all rooms are at least partially heated especially in colder weather. Condensation often occurs in unheated bedrooms or storage rooms.
- Clean and/or unblock permanent air bricks or passive vents within rooms.
- Avoid overcrowding rooms with storage or cupboards with tightly packed clothes for if there is no air circulating mould growth is likely.

APPENDIX IV CARING FOR YOUR KITCHEN

Doors & Drawer Fronts

(Melamine and Foil wrapped)

- These should be wiped clean with a cloth dampened with water containing a mild detergent. Avoid over wetting.
- Do not use any abrasive cleaning agents, acid, bleaches, petrol or solvents. Similarly do not use scouring pads, wire wool or any similar cleaning aids.

Wood Doors & Drawer Fronts

- Wood and veneer have been used in the manufacture of these doors and drawer fronts. The lacquered finish gives a tough hard wearing surface but, nevertheless, any spillage should be wiped away immediately, following which a wipe over with a damp cloth will restore the former finish. When thoroughly dry, a soft cloth and a final polish with a good household furniture polish will preserve and enhance the natural beauty of the wood.
- Slight scratches and abrasions should be treated with a suitable proprietary wood-repair product.

Drawer Boxes

- **To remove Standard drawer boxes** – Pull out the drawer until it resists. Tip front upwards to disengage the box from the runners.
- **To remove drawer boxes with concealed runners** – Pull out the drawer and apply pressure to the buttons to the outer face of the drawer sides. By maintaining pressure continue to pull drawer assembly forward to release from runners.

To clean drawer boxes

- Remove drawers from units and brush to remove loose dirt, etc. Wipe clean with silicone furniture polish or cloth dampened with mild detergent. Avoid harsh, abrasive cleaning materials, solvents and particularly avoid saturating the drawer bottom with water.

Hinges & Drawer Runners

- These should be inspected periodically and any dirt, fluff or grime removed by means of a vacuum cleaner nozzle and flexible hose or soft, dry brush or duster. Lubrication should not normally be necessary. However, household spray polish can be used as a lubricant if required.

Interiors of Units

- Brush out any loose dust etc. and clean interior surfaces by means of a silicone furniture polish or cloth dampened with water containing a mild detergent. Polish surfaces with a soft dry duster. As with drawer boxes, avoid any harsh or abrasive cleaning materials and excessive water or any other liquid.

Painted Rails

- These may be wiped clean with a cloth dampened with water containing a mild detergent. Do not use an abrasive cleaner, petroleum based cleaners or solvent based products.

Worktops

- Most everyday stains may be removed by wiping with a cloth dampened with water and a mild detergent. Persistent stains can be removed with a mild abrasive cleaner, but harsh scouring powders should be avoided.
- Stains on textured worktops are best removed using a household spray type cleaner and a nylon bristled hand brush moved in a circular fashion. Afterwards wipe clean with a damp cloth.
- Certain chemicals and strong dyes can cause damage and discolouration. Spillage of such things as beetroot juice, concentrated fruit juice, dye, shoe polish, chemicals, etc. should be mopped or wiped off and thorough cleaning commenced immediately.

Stainless Steel Sinks

- Your sink should be washed with warm soapy water, wiped dry and then buffed with a soft cloth to restore the polished surface.
- Undiluted disinfectant and bleaches spilled on your sink will leave a permanent stain if not removed immediately. Wash off immediately and clean area with plenty of water containing a mild detergent. Do not use any harsh abrasives or scouring powders.

APPENDIX V

GENERAL TIPS FOR SAVING ENERGY AT HOME

If you don't already do so please consider implementing the following tips below. The measures should not have a major impact on your home life but collectively can make a considerable impact on our environment. In addition, they will reduce your overall energy costs – but not cost you a penny.

Water Preservation

- Plug the sink or use a bowl to wash dishes.
- Rinse vegetables in a bowl.
- Run washing machines and dishwashers with a full load.
- Don't over fill a kettle.
- Turn off taps fully.
- Store drinking water in the fridge instead of running the water until it is cold.
- Purchase a high efficiency appliance.
- Plug the wash hand basin while you wash. This can save 10 lts each wash.
- Turn off the tap when you brush your teeth and rinse your mouth with a glass of water. This will save around 10 lts of water every time you brush your teeth.
- Take a shower not a bath, it uses three times less water. You can have six showers for around the same environmental cost as two baths.
- Avoid flushing the toilet unnecessarily.
- Water the garden carefully using a watering can if possible rather than a hosepipe, water plants at the beginning or the end of the day.
- Avoid the use of a garden sprinkler.
- Wash the car with a bucket rather than hosing the car down. This will save approximately 64 lts.
- Replace washer to a dripping tap advise provided by Houses & Glebe Committee.

Energy Saving

- Turn off lights when leaving the room.
- Replace ordinary bulbs with low energy ones (choice of energy saving bulbs available from www.upmystreet.com).
- At night draw your curtains to stop heat being lost through windows.
- Take care not to drape curtains over radiators. As this will funnel heat straight out of the windows.

- Turn thermostat down by 1 degree as this can cut as much as 10% off your heating bill.
- Save on running costs by heating your home for an hour less each day.
- Switch off T.V. Video, High-fi, etc at the set rather than on stand by. A stand by button can use as much as 10% of electricity that would normally be used if the device was switched on fully. Appliances on stand by can account for approximately 6% of all electricity use in the home.
- Defrost fridges and freezers regularly to ensure maximum efficiency.
- Let all food cool down prior to placing in fridge.
- Many modern washing detergents are effective at low temperatures and as such consider setting at a lower figure than normal.
- Use the appropriate size pan for the food and cooker hob. Keep a saucepan lids on if possible and turn down the heat.
- Use a kettle to boil water for cooking.
- Use a toaster rather than a grill to make toast.
- Hang washing out to dry on a line outside rather than use a tumble dryer.
- Turn heating down rather than open a window to reduce the room temperature.
- Vegetables cook quicker in a microwave.
- If possible cook small items under the grill instead of in the oven.
- Wash dishes by hand as much as possible rather than use a dishwasher.
- Consider installing an Electra Save unit which will monitor the amount of electricity you use.
- If considering upgrading your computer explore the possibility of purchasing a lap-top instead. A lap-top runs of a lower wattage and are more energy efficient.
- Don't leave fridge or freezer door open for long periods.
- Keep large items of furniture away from radiators.

APPENDIX VI PERIODIC CHECKS FOR INCUMBENTS

1. Once a Year

- Clear all rainwater goods to avoid blockages including gutters.
- Look at the trees in your garden – particularly after periods of high winds and in the spring. Keep any bushes, shrubs and trees trimmed in summer months as a security measure.
- Have chimney flues swept.
- If possible check the central heating header tank is full and the ball valve is free to move.
- Make a note if any floor boards become loose or broken, are there any signs of rot or decay, see dampness and fungal decay.
- Check inside the loft space for any signs of dampness to timbers or signs of water ingress. Ensure that there are no signs of any roof leaks by checking the ceilings to the bedrooms.
- Walk around outside the house to check the walls for any cracks. If any cracks are noticed please check the inside of the house at the same location and establish if there are any further cracks and if the surface feels damp. Contact the Houses Department if there are any concerns.
- Check around the window and door openings to determine if there are any gaps, if so, inspect the inside of the reveals for dampness.
- Walk around the house during or after heavy rainfall to check the rainwater goods. Check that rainwater is not over-spilling or running down the walls.
- Check to see if any internal finishes are excessively damp and if there are any stains or deterioration of the surface.
- Garage:- Check for roof leaks and any recent water stains to the garage ceiling. Check the floor for any new large cracks.
- Boundaries:- are fences becoming unstable? Do the boundary walls lean excessively or are there any recent cracks? Take care to look at the boundary walls which are in close proximity to trees.

2. Twice a Year

- Check all plugs and cables to appliances make sure they are safe and there are no scorch marks.
- Clean out the extractor vents, using a vacuum cleaner or old toothbrush to remove the dust and dirt.
- Kill weeds to the drive and paving areas and remove moss or lichen growth to those paths or yards which remain in the shade.
- If applicable, rake the gravel on the drive ensuring the 'wheel tracks' are not worn down and that there is an even spread of gravel.
- Oil hinges to doors, windows and gate ironmongery.
- Check the airbricks to the external walls and clear away any obstructions, fallen leaves etc.
- Check the water pipes particularly serving outside taps or those in cellars.

3. Frequently

- Keep rainwater and kitchen gullies free from leaves, litter or any other debris.
- Look at the roof for any defective or missing tiles or slates.
- Switch on the central heating for a few minutes once a week during summer months.
- Checks for leaks to the WC, overflows, flush-pipes etc
- Clean the waste from the bath, sink and basins regularly to avoid blockage. Chemical drain cleaner solutions are available from most supermarkets.
- Wipe up condensation from window cills on winter days.
- Tighten any screws on hinges, locks, latches and other fittings before damage occurs, particularly to cupboards and kitchen units.
- Remove mould growth to window joinery and walls. Most likely found in the bathroom, kitchen, utility and storage rooms.
- Keep the property well ventilated by regularly opening windows, especially in the winter months. See advice on reducing condensation.

ELEMENTS	REF	ACTION
Aga and Rayburn	2.5.3	Serviced annually by Walter Dix or our nominated contractor
Airing Cupboards	5.9	When a hot water cylinder is removed the cupboard is made good, however the provision of additional heating e.g. radiator to air clothes will be absorbed by the incumbent
Alterations	12.5	Please discuss with the Houses Department
Asbestos	8.5	If asbestos is identified please contact the Houses Department
Bathroom: - Seals - Accessories - Tiling	2.4	Seals around baths, sinks, shower trays should be checked frequently and if necessary renewed Provision and installation of door locks, toilet seats, sink/bath plugs, toilet roll holder, towel rail, bathroom cabinets are provided by the incumbent Requests for additional tiling should be made to the Houses Department. Grouting should be inspected periodically, scrape out grout and re-grouted as necessary and This is the responsibility of the incumbent.
Bats	19.3	Inform the Houses Department
Blocked drain	6.6	Inform Houses Department, however should it be found that the cause is natural usage the incumbent will be responsible for the cost
Boundaries – fences	9.2	Minor repairs to be carried out by the incumbent and kept free from debris
Carbon Monoxide Detectors	7.3	Are available from the Houses Department for a small fee
Carpets/Curtains/Curtain Rails or Poles/Blinds for windows and doors	4.7	Are the responsibility of the incumbent. Carpets and other floor covering should not be glued to the floor
Chimney and Flues	5.2	Initial cleaning will take place before occupancy thereafter it This is the responsibility of the incumbent but it is recommended that they are swept annually
Consumer Units	6.1.2	Where fitted, will trip when circuit is overloaded or faulty equipment is plugged in. To save unnecessary expenditure reset the system and check all appliances before calling the Houses Department (see handbook for further instructions)
Council Tax	15.1	This is the responsibility of the incumbent/PCC
Damp Proof Course (DPC)	1.1	Ensure that the DPC is not breached by vegetation or debris
Dampness	8.3	See handbook for general guidance
Decoration: - Interior Decoration	4.1	When decorating the Houses & Glebe Committee appeals that a degree of sensitivity is exercised and the use of bold colours should be avoided
- Consequential re-decoration	4.2	Will be met by the Diocese. The affected area will be re-decorated providing the area is less than 1sq ft. However, for larger areas affected, the whole of the wall or ceiling will be decorated.
- External Decoration	4.3	Is the responsibility of the Diocese and will be carried out once every 5 years

- Ingoing Decoration Grants	4.4	Is available when moving into a new home upon sight of receipts
- Textured Coatings	4.5	When decorating the Houses & Glebe Committee appeals that a degree of sensitivity is exercised and the uses of textured finishes for walls and ceilings should be avoided
Disabled Access	12.8	Please see the handbook and discuss with the Houses Department
Door Bell not working	1.5	Inform Houses Department
Driveways and Paths	9.1	This is the responsibility of the incumbent. Keep driveways/paths/yards clear from weeds and algae
Electrical Installation	6.1.1	Checked every 5 years
Emergency Repairs	8.2	In cases of emergency please contact the Houses Department during normal office hours. See Appendix for out of office hours
Environment	17.0	Please see the handbook
External Tap - dripping		Arrange for the tap washer to be changed
Extractor Fan stops working		Switch off electric supply, check connections, switch electric supply back on, if problem persists contact Houses Department
Fire Surround	5.8	Replacing an existing fire surround should be discussed with the Houses Department
Fixtures & Fittings Bathroom & Kitchen Accessories	19.1	This is the responsibility of the incumbent. Additional coat hooks should only be installed on a baton please contact the Houses Department
Floorboards	1.7	To be screwed down when new carpets/flooring to be fitted by arrangement with the fitter. Reimbursement can be obtained from the Houses Department for this service on production of a receipt
Fluorescent lights – won't work		This is the incumbent's responsibility. Check starter and tube and replace as necessary. If fitting still will not operate contact the Houses Department who will arrange for an electrician however, if a consumable is found to be the cause the costs of the electrician will be met by the incumbent
Garage – door - storage	3.2	Door springs and handles should be lubricated annually to ensure smooth operation This is the responsibility of the incumbent
Gardens	9.3	Maintained by the incumbent. Branches that overhang the public footpath and could become a nuisance or danger should be trimmed back
Gas Leak	6.3.1	Ring TRANSCO – See Appendix (viii)
General Repairs	8.1	See periodic check list
Glazing: - Broken Window - Failed Double Glazing	1.2	During normal hours inform Houses Department, out of hours arrange boarding up then inform Houses Department Inform Houses Department
Glebe	12.9	Please see the handbook
Greenhouses and Garden Sheds	3.3	These are the responsibility of the incumbent
Gutters & Gullies: - Blocked	1.4	Clean gutters and gullies of debris and vegetation, if problem persists inform Houses Department
Heating: - Servicing - Boiler won't ignite - Radiator not heating	5.1 5.6	All central heating systems are covered by a 365 day 24 hour contract. To arrange emergency service ring the heating engineer Ring heating engineer See handbook

- Gas fire won't ignite - Oil	5.4	Ring heating engineer Do not allow the oil level to fall too low as dirt is then sucked through the oil line which may cause problems. Any costs incurred because of dirt being sucked through the oil line will be absorbed by the incumbent
- Additional Heating	5.7	Additional fires, consult with the Houses & Glebe Committee
Infestation	19.2	Infestations are the responsibility of the incumbent
Insurance: - Buildings	10.3	Is the responsibility of the Houses Department
- Accidental Damage	10.1	Is covered by the Diocesan Policy however, the excess is payable by the incumbent
- Contents	10.2	This is the responsibility of the incumbent
Intruder Alarms	7.1	Alarm systems are serviced at the time of quinquennial repairs. Should you wish the alarm to be serviced in the interim period this can be done by private arrangement between you and the alarm engineer. However, repairs are the responsibility of the Houses Department
Kitchen Units		This is the responsibility of the incumbent. See Appendix (iv)
Letting	11.1	Some properties are leased during an interregnum
Light Fittings	6.1.4	Changing the light fittings in the bathroom, kitchen or utility must be carried out by a qualified electrician
Listed Building	12.4	Any notification should be forwarded to the Houses Department
Lodgers	11.2	If considering taking a lodger please discuss with the Houses Department
Meters	6.4	All occupants must know the location of the gas, electric and where applicable water meter
Neglect	8.9	Any costs for repair work required following neglect will be absorbed by the incumbent
Open Fires	5.5	Reinstatement of an open fire should be discussed with the Houses Department
Outbuildings	3.4	Any outbuilding of brick/stone construction is the responsibility of the Diocese
Parish Use	12.7	Please see the handbook
Paths and Driveways	9.1	Is the incumbent's responsibility. To avoid slippage paths etc should be kept free from weeds/moss/algae
Pets	16.0	Please see the handbook
Planning Application	12.2	Any planning application notification should be forwarded to the Houses Department
Property Use	12.1	Restrictions on the use of the property please see handbook
Quinquennial Work	8.4	Inspection carried out every 5 years when repairs and possible improvements can be carried out
RBBM 1972	12.6	Please see the handbook
Roofs	1.3	Inform Houses Department during normal office hours out of hours see Appendix (viii)
Safety & Security	18.0	See Appendix (i) & (ii)
Security Lights	6.1.5	If not working check isolation switch is in the on position and or change the bulb. If fitting still will not operate contact the Houses Department who will arrange for an electrician however, should it only be the bulb needing to be replaced then the whole of the electrician's costs will be met by the incumbent.
Septic Tanks	6.8	Annual clearance is undertaken by the appointed contractor and is the responsibility of the Houses Department
Shelving - additional	2.2	See handbook
Shower – head - dripping	2.4	This is the responsibility of the incumbent. Clean the head, if problem persists replace head
Shower curtain	2.4	This is the responsibility of the incumbent.
Shower curtain rail/loose		This is the responsibility of the incumbent. Tighten fixing

Shower hose – dripping/leaking	2.4	This is the responsibility of the incumbent. Tighten connections or replace hose
Smoke Alarms	7.2	Are provided one to each floor, testing and replacement batteries are the responsibility of the incumbent
Storage	2.3	Storage within the loft space should be kept to a minimum to avoid overloading and evenly spaced out. Necessary repairs due to consequential damage caused by overloading the floor above either bedroom or loft will be absorbed by the incumbent
Structural Movement	8.8	Fractures internally and externally should be investigated, please inform the Houses Department of any new cracking to the property which causes you concern
Study: - shelving	2.1	Fixed shelving in the study is the responsibility of the Diocese to maintain
- additional shelving	2.2	If additional shelving is required then this should be in the form of independent shelving units
Taps – dripping/tight to operate		This is the responsibility of the incumbent who should arrange for washer to be changed
Telephone	6.5	Additional lines, sockets and telephone bills are the responsibility of the incumbent/PCC
Toilet not flushing/broken handle/cistern leaking/overflow dripping		Inform Houses Department
Tree Preservation Order	12.3	Any notification should be forwarded to the Houses Department
Trees	9.4	Maintenance of trees This is the responsibility of the incumbent however assistance is given for extremely large mature trees:- primarily those in close proximity to any structure
TV Aerials	6.7	The original aerial will be maintained by the Houses Department however any new or additional aerials e.g. satellite receivers etc are the responsibility of the incumbent
UPVC Windows	1.6	See handbook
Utility Bills	15.3	This is the responsibility of the incumbent – during and interregnum the PCC
Vacating	14.0	Please see the handbook
Vinyl Floor Covering	4.8	These are provided to the kitchen, utility, w.c. and bathroom. Cleaning these areas should be done using a non abrasive cleaner/cloth or chemical solution
Washing Poles	19.5	Will be provided by the Houses Department
Water Rates	15.2	Is the responsibility of the PCC
Water Stop Tap	6.2.2	All occupants must know the location of the stop tap
White Goods	2.5.1	There is no provision for any white goods, however, every effort will be made to accommodate up to four white goods (not including the cooker), please contact the Houses Department to discuss this
- Cookers	2.5.2	The installation, connection and servicing and maintenance of a cooker This is the responsibility of the incumbent
- Large Cookers	2.5.4	Wherever possible the kitchen will be adapted to accommodate a larger type cooker

Mr Ian Beswick (Property Manager) 0191 2704125

Mrs Alison Campbell (Property Administrator) 0191 2704121

Archdeacon of Northumberland

Archdeacon of Lindisfarne 01670 503810

USEFUL CONTACTS IN CASES OF EMERGENCY OUT OF NORMAL WORKING HOURS.

- GAS LEAKS –TRANSCO 0845 6056677
- HEATING – PLUMBWISE NE LTD 07939926595
- GLAZING – DENTON GLASS GLAZIERS 0191 2640674
- JOINER *REPUTABLE CONTRACTOR WITHIN AREA*
- WATER LEAKS – PLUMBWISE NE LTD 07939926595
- BLOCKED DRAINS – CRANES DRAINS 07952023476 (if blockage is due to natural waste the cost will not be met by the Houses Department).
- ALARM SYSTEMS – ADVANCE FIRE & SECURITY 0191 2099306 (If the problem is deemed to be the operators fault the cost will not be met by the Houses Department).
- LOCKS – IN2LOCKS – 07951919512 (Lost keys are not the reasonability of the Houses Committee).
- ROOF REPAIRS – *REPUTABLE CONTRACTOR WITHIN AREA* or John Grey Roofing 07711344263
- DANGEROUS TREES – DAVID ORANGE 07543190758