

The Diocese of Manchester is strongly committed to providing excellent service to the occupants of its properties in a safe and healthy environment.

To ensure that we achieve this, we insist that contractors are aware of the high standards which we wish to achieve, and agree to adhere by these.

The Code of Practice for Approved Contractors can be accessed via the Diocesan Website.

Quinquennial Inspection of Parsonage Houses: Guidance for Occupants

If you have any questions please contact the Property Department:

Property Secretary
Diocesan Office
4th floor, Church House
90 Deansgate
Manchester
M3 2GH
Tel: 0161 828 1417
Fax 0161 833 1484

www.manchester.anglican.org



You will be informed of who has won the contract, once again you are asked to give the contractor reasonable assistance. Every effort will be made to ensure the work is carried out satisfactory, however, should you feel that the Schedule of Works has not been adhered to, please contact the Property Office immediately.

You will be supplied with a Contractors Performance Report. If we are to improve the performance of our contractors, it is essential that these forms are returned once the work has been completed. The following link is available for these forms to be submitted via the Diocesan Website.

www.manchester.anglican.org/property

The Repairs

The Contract

On completion of the inspection a verbal report will be given, this will be followed by a letter of confirmation and full Schedule of Works.

The work will be put out to tender as soon as possible after the inspection, the tendering process takes approximately four weeks.

The occupiers are requested to give the contractors full and unfettered access to the property throughout the tendering process and contract period.

Only work authorised on the Schedule will be carried out. Should any additional work be found necessary, this must be discussed and authorised by the Property Committee otherwise payment cannot be settled by the Board of Finance.

The Inspection

The Repair of Benefice Measure 1972, Chapter 3

In accordance with the above Measure, the Diocese is charged with having all parsonages inspected every five years.

The inspection is carried out during office hours by the Buildings Officer along with the occupier.

Following the inspection, all repairs found necessary will be carried out at Diocesan expense. However, work may be requested that is considered to be an improvement.

Improvement work is subjected to the availability of funds and the Committee being satisfied that the works are justified. The Parish/Incumbent will be expected to contribute to the costs of the improvement works.

Any improvement put in hand without prior approval of the Committee will not be funded.

“The first concern of the Property Committee is the security, comfort and welfare of those who live in parsonages.”

Meaning of Repairs

The Repair of Benefice Measure 1972, Chapter 9

In this Measure 'repairs', in relation to a parsonage house, means such works of repairs and replacements as are needed;

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- (a) To keep in repair the structure and exterior of the buildings of the parsonage house, including doors, windows, drains, gutters external pipes; and
- (b) To keep in repair all walls, fences, gates, drives and drains of the parsonage house, other than those which some person other than the incumbent is wholly liable to repair;

- (c) To keep in repair and proper working order-
 - (i) the installations in the parsonage house for the supply of water, gas and electricity, and for sanitation, including basins, sinks, baths and sanitary conveniences, and
 - (ii) the installation in the parsonage house for space heating or heating water, and
 - (iii) any fixtures, fittings and appliances in the parsonage house (other than those mentioned in the preceding sub-paragraphs), if they belong to the benefice but not otherwise;

And includes works of interior decoration necessitated in consequence of such works as foresaid.

“It is our wish to co-operate with the Incumbent and the parish in all matters that concern the parsonage so that, within the resources available, the parsonage will be a fit place to live and work.”