

Maintenance to Mission Saturday 31 October 2026

WELCOME & THANK YOU for joining us today!

PLEASE look through the list of jobs below to select, & speak to me – Keith, for any clarification.

Please tick any completed jobs, with your name added ✓

CHURCH & HALL INSIDE CLEANING

1. Please check whether the following are required with a thorough inspection first!
2. Cleaning materials are locked in the Youth Lounge store

	Tick ✓ & Name
3. Kitchen: Pull out steel units, oven & equipment & clean the floor & walls, replace units / equipment	
4. Kitchen: Clean inside of all cupboards high & low	
5. Clean & degrease oven inside as necessary	
6. Carefully vacuum all extract fans & vent grilles in Kitchen, Hall [male female disabled wc's] and in the Atrium toilets	
7. High level dusting & cobwebbing in church & rooflights / high level windows in Foyer, Atrium, Vestry, Foyer. Long dusting kit available.	
8. Clean tops of all rectangular tables in the Atrium & Conservatory store	
9. Clean tops of all square tables in the Atrium & Conservatory store	
10. Clean very carefully & lightly the fragile stained glass & clear glass leaded light windows inside & out using deionised water & a very soft cloth or cotton wool LADDER WORK SAFETY TRAINING REQUIRED	
11. Check & clean as necessary round tables in Hall end store	

CHURCH rear GARDEN between the school & church, accessed from St Johns Hill vestry gate

Please Note: This area is a naturalised wild-flower area we are encouraging, so please treat with great care, or check first!

12. Trim the short rear church laurel hedge to tidy	
13. Tidy area of any rubbish	
14. Weed the gravel margin along the church wall & trim the edges	
15. Strim lightly the rear church / school garden area, leaving the wild flower area cultivated here unaffected, & near the bug hotel	

OFFICE GARDEN at 71 Leigh Road

16. Trim boundary hedge along Legg Lane	
17. Trim boundary hedge along opposite side to Legg Lane	

GENERAL GARDENING / CLEARING LITTER

18. Tour around the buildings: Church, Hall, Centre, Office with gloves & a black bin bag & collect all rubbish, leaves etc to take to tip or church wheely bins	
19. IF DRY: brush in sand & trial joint filler provided to brick pavers in front of the church & leave clean & tidy	
20. Remove weeds around the garden areas & bin rubbish	
21. Cut the grass with petrol mower	
22. Strim the grass edges	

23. Trim shrubs lightly around the Church & Hall as required	
24. Front of church: Holly trees – trim off very carefully & sparingly, dangling or dead branches. Note: The trees are under a Tree Protection Order, so more significant work would need approval from the LA!	
25. Trim shrubs front of church at traffic lights clear of pavement	
26. Dig out roots of removed shrub near '25'	
27. Prune 2 ornamental cherry trees away from church building	
28. Prune overhanging branches of large lime trees from vestry roof	

RUBBISH TO TIP [we may have a trailer?]

29. Any rubbish alongside the Garage, hedge trimmings, or other debris from our activities today, or at the large bin at school gates	
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OUTSIDE DECORATING MAINTENANCE & REPAIRS

30. Hall, Conservatory, Church extension – inspect for any work required to maintain stained timber fascias, boarding, soffits: Lightly sand where necessary, brush down to clean. Decorate with woodstain if necessary.	
31. Office front bay window cill: Review necessary resin / timber repair & decoration	
32. Office front bay render cracks. Repair with mortar & decorate	
33. Youth Lounge steps: Renew white paint to step nosings, using masking tape to get lines straight	
34. Youth Lounge window oak reveal seal to brickwork: Please discuss with Keith as this is specialist & significant amount of work	
35. Access all gutters, rainwater pipes & drain gullies – <u>not the roofs</u> [Church, Hall, Conservatory & Centre, with church ladder and check or clear all debris. LEAVE or secure the 'hedge hogs' where present in place as they are fitted to keep the gutters clear. LADDER SAFETY TRAINING IS A MUST. Advise & record any defects & missing fittings. Work in 2's . Please discuss with Keith	
36. 2 Rooflights - stained timber. Prepare & recoat with preservative stain. LADDER SAFETY TRAINING IS A MUST	
37. Check & clear all rainwater gullies around the church, hall, centre, office – with gloves!	
38. Carefully lift all drain covers with drain keys to ensure clear, clean the cover recess & carefully replace level	
39. Painting of Legg Lane railings with Hammerite	
40. Record any defects in the folder in the wall tray near the entrance	
41. Brush out the south porch & Hoover at high level	
42. Carefully clean & sort the organ blower motor store	