


2026 Holy Cross Church Building Quinquennial Review

SUMMARY OF JOBS

	<i>Urgency</i>	<i>Progress</i>
E01 external lighting		
E02 Notice Board		
E03 Fire safety		
L01 Lobby – sealing joint		
L02 Lobby emergency lighting		
L03 Lobby Stairs		
C01 Church walls		
C02 Church Sacristy		
C03 Plant room		
C04 Church building: heating		
C05 Fire safety		
U01 Upper Room flooring		
U02 Upper Floor toilets		
U03 Chair lift to upper room		Being explored
E1 External - Front & side elevation window frame		
E2 External – entrance doors		
E3 Roof		
E4 External – rear elevation		
E5 External: - side elevation to steps		
COMPLETED		
E04 Asbestos remediation		Completed by contractor Dec 2025
E6 External – side elevation flat roof		
E7 External – side elevation to house		
E8 External - side elevation escape stairs		
E9 External - side elevation overhead cable		

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Location: Entrance E01 External lighting	
Description:	<p>Link outside light to main lighting circuits via fused spur. Consider replacing it with an emergency/microwave sensor unit.</p> <p>The electrician who has recently tested and modified the installation at HC has been approached and will complete connections on 24th Nov.</p> <p>Whilst he is there we will seek advice on electrical capacity to meet future needs such as heating.</p>
Urgency:	Short term (2026-7)
Possible cost?	Contractor
Progress?	

Location: Entrance E02 Notice Board	
	
Description:	Board needs replacing and text updating.
Urgency:	Short term (2026-7)
Possible cost?	Inhouse
Progress?	Elaine Godfrey investigating

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<i>Location: Church Building</i> E03 Fire safety	
<i>Description:</i>	Provide No Smoking signs; provide carbon monoxide alarm; test alarm system; review emergency lighting
<i>Urgency:</i>	Short term (2026-7)
<i>Possible cost?</i>	Inhouse
<i>Progress?</i>	


<i>Location: Church Building</i> E04 Asbestos remediation	
<i>Description:</i>	<p>Work to be undertaken by contractor on 9 December 2025</p> <p>Preparatory work necessary:</p> <p>Clear understairs cupboard - The cupboard under the stairs in the entrance lobby of Holy Cross must be cleared in preparation for remedial work to encapsulate asbestos. Over the years it has become a dumping ground for unused tables and chairs.</p> <p>Clear loft - The loft above the upper room must be cleared in preparation for remedial work to encapsulate asbestos. Again, it has been used as a store for unwanted and unused furniture.</p> <p>Consider insulating loft after work completed.</p>
<i>Urgency:</i>	Short term (2026-7)
<i>Possible cost?</i>	Inhouse
<i>Progress?</i>	Job completed December 2025

<i>Location: Lobby</i> L01 Lobby	
<i>Description:</i>	Seal joint between screen and lintel
<i>Urgency:</i>	Short term (2026-7)
<i>Possible cost?</i>	Inhouse


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Progress?	
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Location: Lobby L02 Emergency lighting	
Description:	<p>Emergency lighting above the door in the lobby is not working, it might be a bulb failure. Whilst the roof was being repaired the power to the lighting circuits was turned off and we effectively preformed the annual battery test; they should power the lights for a minimum of 3 hours. The new emergency lights in the church and hall were okay, the older ones did not last the full 3 hours.</p> <p>Health & Safety testing records are needed to record tests. We have contacted Ian Yarrow, H&S at the diocese for copies of these but he has directed us to the online safety toolkit saying we need to record tests there. This seems at odds with the need to provide visiting officials such as the fire safety assessor with logs of these tests on demand.</p>
Urgency:	Short term (2026-7)
Possible cost?	Inhouse/contractor
Progress?	

Location: Lobby/stairs L03 Stairs	
	
Description	Replace coverings; provide nosings to stairs to meet Disability Act
Urgency:	Short term (2026-7)
Possible cost?	Inhouse
Progress?	

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Location: Church C01 Church walls		
Description:	Damp identified see Cotswold Treatments recommendations	
Urgency:	Medium term (2028-9)	
Possible cost?		Contractor
Progress?		

Location: Church C02 Sacristy		
Description:	Damp recorded. decorate	
Urgency:	Short term (2026-7)	
Possible cost?		Inhouse
Progress?		

Location: Church C03 Plant Room		
Description:	Provide fine stopping to hole at high level	
Urgency:	Short term (2026-7)	


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<i>Possible cost?</i>		Inhouse
<i>Progress?</i>		

<i>Location: Church building</i> C04 Church & Upper Room heating		
<i>Description:</i>	Heaters & timers - Provide reliable timers able to handle switching fan heaters of 2.5Kw to warm the church for Thursday and Saturday masses. Review heating to determine best option(s)	
<i>Urgency:</i>	Short term (2026-7)	
<i>Possible cost?</i>		Inhouse
<i>Progress?</i>		

<i>Location: Church Building</i> C05 Fire safety		
<i>Description:</i>	Provide No Smoking signs; provide carbon monoxide alarm; test alarm system; review emergency lighting	
<i>Urgency:</i>	Short term (2026-7)	
<i>Possible cost?</i>		Inhouse
<i>Progress?</i>		

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Location: Upper Room U01 Upper Room floor			
Description:	Flooring needs review & possible lifting & replacing		
Urgency:	Short term (2026-7)		
Possible cost?		Contractor	
Progress?			

Location: Upper Room		
U02 Upper floor toilets		
Description:	Toilets need refurbishment	
Urgency:	Short term (2026-7)	
Possible cost?		Inhouse
Progress?	<p>A blocked toilet in the female WC prompted the removal of one of the toilets and because of the poor state of the under floor it was not replaced.</p> <p>The internal partitioning was removed and an indicator lock added to the door.</p> <p>Both the male and female WCs are now unisex with the door signs reflecting this.</p> <p>Include in the review U01 and decorate.</p>	

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Location: Upper Room U03 Chair lift	
Description:	Installation of chair lift for disabled access to upper room
Urgency:	Medium term (2026-7)
Possible cost?	
Progress?	Explore possibility of installing a chair lift when flooring repaired in Upper Room

Location: E1 External - Front & side elevation window frames		
Description:	Need cleaning and painting	
Urgency:	medium term (2028-9)	
Possible cost?		Inhouse
Progress?		

Location: E2 External – entrance doors		
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<i>Description:</i>	Glazed door needs decorating; gutters need cleaning; damaged stone on flank wall needs attention	
<i>Urgency:</i>	medium term (2028-9)	
<i>Possible cost?</i>		Inhouse
<i>Progress?</i>	<p>Gutters twice yearly routine maintenance job</p> <p>Following the discovery of a long term leak the roof above the entrance lobby has been repaired and the fascia and soffit replaced.</p>	

<i>Location: E3</i> Roof		
<i>Description:</i>	Moss needs removing	
<i>Urgency:</i>	medium term (2028-9)	
<i>Possible cost?</i>		Inhouse
<i>Progress?</i>	Twice yearly routine maintenance job	

<i>Location: E4</i> External – rear elevation		
<i>Description:</i>	Fascia needs decorating; ivy needs removing; defective rendering should be made good	
<i>Urgency:</i>	medium term (2028-9)	
<i>Possible cost?</i>		Inhouse

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Progress?		
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Location: E5		
External: side elevation to steps		
Description:	Seal joint at change of thickness; remove vegetation	
Urgency:	medium term (2028-9)	
Possible cost?		Inhouse
Progress?		

Location: E6		
External – side elevation flat roof		
Description:	Flat roof needs stripping & recovering	
Urgency:	Short term (2026-7)	
Possible cost?		Inhouse
Progress?	Resurfaced by JD Home Improvements 2024	

Location: E7		
External – side elevation to house		
Description:	Wall – localised repointing 10 sqm; high level buttresses rendering needs repairing; repair approx. 450mm of coping to flat roof;	

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	escape door fill cracks to lintel	
<i>Urgency:</i>	Short term (2026-7)	
<i>Possible cost?</i>		Inhouse
<i>Progress?</i>	Buttress cleaned and repaired 2024 Fr George	

<i>Location: E8</i> External side elevation escape stairs		
<i>Description:</i>	Considered unsafe; adapt or extend hand rail	
<i>Urgency:</i>	Short term (2026-7)	
<i>Possible cost?</i>		Inhouse
<i>Progress?</i>	Gate in place to restrict access. This is no longer escape route. Signage has been removed.	

<i>Location: E9</i> External side elevation overhead cable		
<i>Description:</i>	Remove cable	
<i>Urgency:</i>	Short term (2026-7)	
<i>Possible cost?</i>		Inhouse
<i>Progress?</i>	Was TV cable from presbytery loft space	