

THE CARE OF CLERGY HOUSES



**THE CHURCH
OF ENGLAND**

BIRMINGHAM

BIRMINGHAM DIOCESAN BOARD OF FINANCE (BDBF)

**FINANCE INVESTMENT & PROPERTY
SUB-COMMITTEE (FIPS)**

FIPS is a Sub-Committee of Bishop's Council (acting as directors of the BDBF) charged with responsibilities for financial and property issues.

For those in paid ministry whose accommodation is a diocesan responsibility, the Committee provides and maintains houses. A clergy house is a valuable asset. It is the duty of the FIPS to maintain the structure and fabric of the property and the services to it, in good order. The occupier has the duty and responsibility to take proper care of the clergy house, being a duty equivalent to that of a tenant, to use and keep the premises in a tenant-like manner, notifying the surveyor/property section of any repairs appearing to them to be necessary or other issues that affect the accommodation.

The clergy house often represents the heart of the parish, serving not only as a home but also as a base for the priest's ministry. Meeting our respective responsibilities, we can provide the all important 'happy home' to support the work of the priest and the church's ministry.

.....
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The Venerable Dr Brian Russell

.....
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1. RESPONSIBILITIES and COSTS

In maintaining "official" clergy houses, the FIPS fulfils obligations of the Bishops Council, acting in its capacity as the Diocesan Parsonages Board, under the *Repair of Benefice Buildings Measure 1972* and Diocesan Schemes approved by the Church Commissioners in 1972, 1974, 1993, 2000 and 2005.

The FIPS is responsible for maintaining the building's fabric (including services and fixtures*), its external decoration, buildings insurance, and Council Tax. Occupiers/PCCs are responsible for replacement of worn or broken fittings* (see 4), garden maintenance (see 6), the cost of internal decoration (see 7), contents insurance (see 15), annual maintenance of intruder alarm systems (see 16), electricity, gas and water consumed, including standing charges (see 19), computer/telephone/television cabling/aerials/dishes/receivers/apparatus (see 20) and costs for all unauthorised work (see 8).

***Examples of what are classed as fixtures and fittings are listed at the end of the document.**

The FIPS members and Property Services staff wish to serve the clergy within the professional guidelines and budgets agreed for housing. Please make any initial enquiry via the FIPS Secretary or the Diocesan Surveyor.

2. WHO FUNDS REPAIRS and IMPROVEMENTS?

The Houses Fund is designed to meet repair costs for which the FIPS is responsible. This fund is made up from repair assessments on parsonage houses and paid by PCCs as part of their Common Fund contribution and from Church Commissioner's grants.

A limited portion of the housing budget is allocated to improvements and used in conjunction with, where possible, grants from charitable sources and by contributions from PCCs.

3. QUINQUENNIAL INSPECTIONS

Clergy houses are inspected at intervals not exceeding 5 years. The inspection is made by the Diocesan Surveyor and is generally carried out in the 3rd or 4th quarter of the applicable year.

Following the inspection, the Diocesan Surveyor will produce a report giving answers to certain questions required by the Repair of Benefice Buildings Measure, including (1) stating what repairs are required, (2) recommending any improvements, (3) stating whether the house should be replaced, (4) commenting on the state of the interior decorations and fixtures and (5) advising on the amount for which the building should be insured.

The report is sent to the incumbent, usually within 3 weeks of the inspection. The incumbent has a right to make representations and the date by which these must be made to the FIPS Secretary/Diocesan Surveyor shall be within 5 weeks from the date on which the notice is sent.

The report and any representations are taken to the next available FIPS meeting and the Committee shall confirm the report without variation or with such variation as the Committee may, at its discretion, decide.

Any Recommended Improvement within the report will be added to the list of outstanding improvements. These are addressed as funds permit, generally in the order of those first that have been on the list longest, but the FIPS does have a current policy of prioritising work to window replacements and some improvements are more logically addressed during an interregnum. Therefore, it is possible that some jobs are taken ahead of others that have been on the list longer.

The FIPS will instruct the Diocesan Surveyor to obtain competitive tenders for the repairs and external redecoration and, provided that total tender costs are within the budget allocation, place orders so that work commences within a period of 12 months from the date the surveyor's report is confirmed by the FIPS and to complete them as soon as possible.

Orders will be placed by the Diocesan Surveyor and contract pre-commencement meetings arranged to which the incumbent will be invited. The purpose of these meetings is to introduce the 'parties to the contract', deal with any queries or concerns and agree mutually convenient contract commencement dates/ provisional completion dates.

The surveyor will administer the contract, dealing with all queries and Contract Instructions, including, following the satisfactory completion of the work, settlement of the contractor's Final Account.

Thus on a rolling programme of approximately forty a year Quinquennial Inspections will take place in the 3rd or 4th quarter of the year and the recommended repairs and external redecoration carried out during the following summer.

Unofficial clergy houses and BDBF properties are dealt with in a similar manner.

4. REPAIRS

Money from the Housing Budget formally only flows to a particular property every five years in order to carry out repairs recommended by the Surveyor at the quinquennial inspection, including external decoration.

In interim years there are insufficient monies to do any work other than those of an emergency or Health and Safety nature.

With limited resources it is important that the Diocesan Surveyor controls commitment and expenditure of the Housing Budget. Requests for required work*, which FIPS are responsible for, must be made through the Property Services Section at the Diocesan Office - direct dial telephone number 0121 426 0409 - and the surveyor will decide if work is necessary and, if so, organise same, which will include placing an order with a contractor and settling the account upon satisfactory completion of the work.

Out of office hours, the occupier is only allowed to arrange work of an emergency or Health and Safety nature, informing the Property Section of this on the next working day. A Preferred List of Contractors offering an 'out of hours' service is enclosed and is also posted on the Diocesan website – www.birmingham.anglican.org – this is featured at the end of the Care of Clergy Houses booklet. Further copies are available upon request from the Property Services Section. Only contractors on the list should be used.

The cost of unauthorised work arranged by the occupier/PCC will not be met or reimbursed by the FIPS unless exceptional circumstances prevailed which can be justified.

*In regard to repairs, it is reiterated that the diocese is responsible for maintaining the buildings structure and fabric, including services (electric/gas/water – but not for the consumption of these services), fixtures (items that are permanently attached to the building) and its external decoration. Occupiers/PCCs are responsible for repair/replacement of fittings (items that are detachable) and internal decorations. If the structure/fabric/services or fixtures are damaged by the occupier, they will be required to meet the cost of repair/replacement.

5. IMPROVEMENTS

Any improvements recommended by the Diocesan Surveyor in the Quinquennial Inspection Report and approved by the FIPS, go on a list of outstanding improvements which are addressed as available funds permit and, generally, in the order of those on the list longest first.

The current policy of the FIPS is to prioritise improvements to window replacements which will increase sound insulation, reduce heat loss (and thus heating bills), and reduce the cost of Quinquennial repair and external redecoration work (by the frame material of such being either in a self-finish or stained wood).

Assisting funding for improvements is sought from charitable sources. PCCs are invited to make a contribution also.

Inevitably there are insufficient resources to address all outstanding improvement work but the FIPS are actively working to reduce the backlog.

6. GARDEN MAINTENANCE (including trees and boundaries)

Garden maintenance is the responsibility of the occupier.

Trees are seen as part of garden maintenance and the occupier's responsibility. It is essential that trees are 'managed' because if not the consequences often result in Health and Safety issues, trees affecting buildings and encroachment on the house and garden as a result of self-seeding. Tree work should only be carried out by competent and qualified people holding necessary insurance and preferably using names on the Dioceses Preferred List of Contractors. Prior to tree work, it must be ascertained from the Local Authority (LA) Tree Officer if Tree

Preservation Orders (TPOs) exist. If so prior approval for the work must be obtained from the LA. In Conservation Areas all trees are deemed to have TPOs.

To encourage 'management' FIPS adopt a pro-active and joint approach to tree maintenance with the occupier/PCC, carrying out any work recommended by an arboriculturist and sharing costs, subject only to (a) available finance and (b) prior approval. Certainly in situations of large gardens and numbers of trees the FIPS look to the PCC to financially support the occupier in the maintenance of the clergy house "grounds".

The occupier is only allowed to plant trees after notifying the Diocesan Surveyor of their proposal, including location and tree type and receiving written approval. Any tree must be appropriate for its location, taking account of its mature height and spread and positions of drains and buildings.

With a limited budget, the current policy of the FIPS is that it will prioritise work recommended by the Diocesan Surveyor in the Quinquennial Inspection Report to the house itself, rather than 'external works', i.e driveways, hardstandings, paving and boundaries (fences, hedgerows, walls, etc).

Whilst the FIPS will attempt to carry out all repair work recommended by the surveyor, their current policy should be borne in mind. However, all efforts will be made to carry out work of a Health and Safety nature.

Occupiers should note that there is no requirement for the FIPS to provide 'pet-proof' boundaries. It will be the occupier's responsibility to, if necessary, provide additional fencing/screening and to meet the cost in order to prevent escape/loss of a pet.

7. INTERNAL DECORATION

Internal decoration relates to paint/wall coverings to wall/ceilings.

Occupying clergy are responsible for internal decoration, though often with help from the PCC. Where a priest does not serve a parish, then the diocese may assist, in line with agreed expenses.

The FIPS encourages clergy/PCCs to decorate at least one room a year on a rolling programme of improvement, rather than decorating in total when taking occupation of the house and carrying out none in interim years, resulting in major internal decorations being required when the house is vacated.

The FIPS encourages internal decorations by offering PCCs an account in the Diocesan Parsonage Decorations Scheme whereby parishes may invest in units of £50, receiving £75 per unit, at the current rate, when the investment has been held for 12 months.

Parishes with an account can obtain details of current balance/amounts available to them by contacting the Accounts Section at the Diocesan Office. The same section should be contacted

about opening an account.

To be reimbursed monies from the account, the occupier/PCC should arrange decoration work, either by purchasing materials and carrying out work themselves, or engaging a contractor to do it on their behalf, then send evidence of the expenditure, or the contractor's charge, to the Diocesan Surveyor who, if all is in order, will authorise reimbursement of the appropriate amount. Kindly note that the Accounts Section prefer to make reimbursements to the PCC's bank account, rather than send cheques to individuals.

8. UNAUTHORISED WORK

Quinquennial repairs and external redecoration will be arranged by the Property Services Section in liaison with the occupier. Formally the only work allowed between quinquennials is that of an emergency or Health and Safety nature. Requests for interim work should be made by contacting the Property Services Section at the Diocesan Office who will, if appropriate, arrange work including placing of an order, check work on completion (if considered necessary) and settle the contractor's account. Out of office hours, the occupier should only arrange work if considered of an emergency or Health and Safety nature and then only using contractors on the Preferred List offering an out of hours service. The Property Section must be informed on the next working day. A Preferred List of Contractors offering an 'out of hours' service is enclosed and is also posted on the Diocesan website – www.birmingham.anglican.org – this is featured at the end of the Care of Clergy Houses booklet. Further copies are available upon request from the Property Services Section. Only contractors on the list should be used.

The FIPS will not meet the cost, or reimburse the cost, of work arranged by the occupier/PCC unless out of office hours and of an emergency or Health and Safety nature (and then only if such can be justified).

9. ALTERATIONS CARRIED OUT BY THE OCCUPIER

Occupiers of clergy houses are reminded that FIPS approval is required before alterations are carried out.

The proposal should be explained in writing to the FIPS Secretary/Diocesan Surveyor including, if appropriate, a drawing. The surveyor may wish to visit the house to assess the work.

The decision of the FIPS will be in writing and no work must commence until permission to do so is received. If the alteration proposal has not been instigated by the FIPS it is unlikely that any work costs will be met from the Housing Budget.

On the basis of being a clergy house, if the alteration is anything other than minor it is likely that Church Commissioner's approval will be required, possibly necessitating plans and specifications which may need to be provided at the occupier's cost.

Benefice fixtures within an official clergy house must not be removed, added to or altered without consulting the FIPS Secretary/Diocesan Surveyor and gaining written permission.

Where an occupier proposes carrying out alterations, consent will normally depend on reversion, if required, by the FIPS when vacating.

10. OFFICES WITHIN A CLERGY HOUSE

A clergy house should be welcoming to visitors and yet allow a family necessary privacy and thus public and private areas should be separated.

A clergy house should include a separate study to meet the priest's need for a place of work and quieter activities, both pastoral and administrative and to hold private interviews and small meetings without disturbance.

Whilst a study can accommodate computers, filing cabinets and storage for items not more suitably placed in a parish office or church vestry, it is not intended to accommodate parochial plant, nor should the clergy house be the administrative centre for all parish affairs.

The official status of a clergy house, as a private dwelling, is domestic. However if the property accommodates such as a parish office, as opposed to a private study, then it becomes characterised as non-domestic and would then not only change the tax status of the premises but also impose requirements under the Health and Safety at Work etc Act, potentially including need for risk assessments, setting up of emergency procedures, first aid requirements, employers liability insurance and compliance with the Electricity at Work Regulations, Control of Asbestos at Work Regulations and the Smoke-free Law*. Such would not only require the “duty holder” i.e. the priest, to arrange surveys/assessments, but would also involve identification and compliance strategy and ongoing management of same. *From 1st July 2007, virtually all enclosed public places and workplaces in England became smoke-free under new law. A clergy house, as a private dwelling, does not have to be smoke-free, except any part that is used solely as a place of work by more than one person, who does not live at the dwelling. If parts of the dwelling are used both for work purposes and private residential purposes, eg a living room which doubles as a meeting room, the smoke-free law will still not apply.

For these reasons the BDBF discourage “office” provision and “business use” within a clergy house and **such will not be allowed unless express permission has been given in writing by the Diocesan Secretary**, which would only follow the “duty holder” taking on full responsibility for complying with the law and the ongoing cost of managing same.

11. LETTING OF ROOMS

Letting has significant legal requirements which must be observed. Therefore, **no occupier should let any room or part of a clergy house without first consulting the Archdeacon and the Diocesan Secretary and gaining written approval.**

Under changes to the Housing Act 2004, a house which is let to three or more tenants who form two or more households* and share a kitchen, bathroom or toilet, is classed as a House in Multiple Occupation (HMO).

* a household is couples married or living together or relatives living together. A couple sharing with a third person would be considered two households. Three friends sharing would be considered three households.

A HMO must be licensed if it has 3 or more storeys (these include habitable basements and attics) and 5 or more tenants in 2 or more households.

Because a HMO imposes responsibilities in protecting the additional households, including fire precautions (such as fire-fighting equipment, inter-linked heat detectors as well as smoke detectors, emergency lighting, fire doors), electrical safety of appliances (provided by 'the Landlord') and furniture and furnishings fire safety (provided by 'the Landlord'), the BDBF strongly discourage three or more tenants who form two or more

households residing in a clergy house and **such will not be allowed unless express permission has been given in writing by the Diocesan Secretary**, which would only follow the 'duty holder', ie the priest/householder, taking on full responsibility for complying with the legislation, meeting all costs and the ongoing management of same.

If approval is given this will likely only be for a Resident Landlord Let, i.e. allowing lodgers. If someone lives in your house and shares facilities, such as bathroom or kitchen, they have no right to stay on when you require them to go and are only entitled to receive the amount of notice that was agreed when they moved into the property.

A simple Lodging Agreement would need to be constructed and signed by yourself and the lodger(s). The lodger would be required to make good any damage caused at their own cost to the satisfaction of the Diocesan Surveyor. If they fail to do so, the incumbent/priest in charge would be responsible.

In a Resident Landlord Let the incumbent or priest in charge is regarded as the landlord under the Gas Safety (Installation and Use) Regulations. As such, they, and not the Diocese, are then responsible for the safety of any gas appliance in the sub-let accommodation. Such should have an annual safety check carried out by a Gas Safety Registered Gas Installer, a record kept of each safety check for a minimum two years and a copy of the safety check issued to the lodger.

Any income from a Resident Landlord Let should be declared to the Diocesan Secretary.

12. OUTGOING CLERGY/VACANT HOUSES

At notification that a priest is to leave a parish an Outgoing Meeting is arranged at the clergy house involving the priest, the Archdeacon and the Diocesan Surveyor. Churchwardens are invited to attend also. This is seen as an opportunity to inspect the house to assess its condition and likely required works before the arrival of the next priest, as well as obtain the views of the

outgoing priest on the suitability/deficiencies of the house.

Churchwardens, as officers of the Bishop, are responsible for the clergy house during an interregnum.

When an occupier leaves the property, the following procedures are followed:-

- 1 Gas and electricity meters should be read for the appropriate Authority and bills for supplies, up to the departure date, forwarded to the new address for settlement. Supplies should then be transferred to the name of the churchwardens/treasurer.
The telephone company should also be informed and arrangements made for the payment of outstanding charges. The telephone must not be disconnected and the number must be retained unchanged.
- 2 Water must be turned off in an empty property at the stop tap (stopcock) on the incoming main water supply to the house and during the cold months (start of October through until the end of April) water services drained down. The diocese organise and meet the cost of this.
- 3 One set of keys is to be passed to each churchwarden and a set sent to the Diocesan Surveyor (who will reimburse any expenses incurred for cutting additional).
- 4 Whilst empty it is important to maintain the house so that it appears 'lived in'. Our insurers require that all locks, bolts and protective security devices are put in operation and the house inspected, both externally and internally, a minimum twice weekly. It is sometimes wise to inform the local police of the situation. Any damage noted or repairs required should be immediately reported to the Diocesan Surveyor who will arrange necessary work.
During an interregnum garden maintenance becomes the responsibility of the churchwardens.

Subject to available finance, works considered necessary will be organised by the Diocesan Surveyor, with the potential for letting the house upon their completion – see Section 13.

13. LETTING OF THE PROPERTY

When a Benefice becomes vacant, the Benefice Building reverts to the Bishop and as officers of the Bishop, the churchwardens have a duty to oversee the care of the house, albeit that the Diocesan Surveyor continues to manage and organise maintenance of the buildings fabric, including services and fixtures.

During an interregnum, it is sometimes advisable to let the clergy house. Benefits include 1) it deters vandalism 2) it keeps the house properly maintained 3) it generates rental income and 4) it avoids adverse comments on leaving houses empty.

A letting will only be pursued with the Archdeacons' approval, on behalf of the Bishop and arranged by the Property Services Section in liaison with the Area Dean, churchwardens and such other persons who the Bishop may appoint as sequestrators. Such would be a residential let and tenants forming one household (see Section 11) will be sought. A tenant would meet the Council Tax charge and the cost of consumed gas, electricity and water and absolve the churchwardens from responsibility for garden maintenance and twice-weekly inspections.

14. INCOMING CLERGY

At notification of an appointment of a priest, an Ingoing Meeting is arranged at the clergy house involving the prospective priest, the Archdeacon and the Diocesan Surveyor. Churchwardens are invited to attend also. This is the opportunity to inspect the house, assess its condition and deal with any queries or other matters. Observations and suggestions relating to the house will be welcomed, but the new priest should not come with a 'shopping list' of requirements as, whilst the interregnum is a logical time to carry out certain work, the extent of these is always controlled by available funds.

By the end of the meeting the extent of any work will generally be agreed, including work cost contributions. Internal decorations are the responsibility of the priest, though often with the help of the PCC, and are generally organised 'locally' although sometimes the surveyor is asked to arrange work or suggest appropriate contractors.

With the extent of the work discussed and agreed, the surveyor will, at the meeting or shortly following, confirm the date by which the FIPS's work to the property will be complete after which the priest/PCC will be able to commence internal redecorations ready for occupation of the house.

Unless major ingoing work is envisaged, completion dates will normally 'dovetail' with licensing dates. If major work is involved, the option of postponing the licensing, occupying another house as a temporary measure, or taking occupation of the clergy house with work unfinished, will be fully discussed and a way forward agreed.

The new occupier must arrange to take over responsibility for the electricity, gas, water and telephone charges on the day of moving in.

Computer/telephone/television cabling, including line rental, additional lines and apparatus, is the responsibility of the priest/PCC, as is aerial/dish provision.

15. INSURANCE

All clergy houses are insured for their replacement value on a block policy, currently held with the Ecclesiastical Insurance Group.

Occupiers are responsible for their own contents insurance and for occupier's liability and are strongly advised to ensure that their cover is adequate. The FIPS are not responsible for repair

or replacement costs as a result of any “loss” due to policy cover not being arranged by the occupier. If additional security precautions are required by the insurer because of the nature or value of contents, the occupier will be expected to fund these.

Any claims relating to the Buildings Insurance Policy should be notified immediately by telephone and letter to the Diocesan Surveyor. Malicious damage and break-ins must be reported to the police and a Crime Identification Number obtained. The Property Services Section will arrange for any necessary temporary boarding up, repairs, etc, settlement of work cost and submission of claim to the insurer seeking reimbursement.

16. SECURITY

Intruder alarms and, where appropriate, external security lighting, are provided at all clergy houses where the occupier requires them, with the cost being met by the diocese. Closed Circuit Television (CCTV) systems will be installed where ‘risk’ situations are seen to exist; the Committee having the ultimate decision in regard to this. Payment of annual maintenance agreements are a ‘local’ responsibility and the occupier is responsible for this cost, though often with assistance from the PCC. Where security lighting is provided, maintenance of the unit(s) and replacement bulbs are a ‘local’ responsibility.

It is the FIPS policy to provide certain basic security items at clergy houses, being:

- 1 At the front entrance an external quality outer door being solid or fitted with toughened or laminated glass (with any windows/panels to the side fitted with same) a five-lever security mortice deadlock to current British Standard, door chain or limiter and door viewer (if appropriate).
- 2 Remaining external doors to be of substantial construction and provided with a five-lever security mortice deadlock to current British Standard.
- 3 French windows are to be provided with one pair of key-operated mortice security bolts or key-operated surface-mounted bolts to each door
- 4 Sliding patio doors are to be glazed in toughened or laminated glass, include an anti-lift device and a minimum of three point locking or equivalent security device
- 5 Ground floor and accessible first floor windows are to have key-operated locks conforming to current British Standard.
- 6 Where key-operated window locks are fitted, it must be ensured that keys are readily available and held within the particular room in a place known to all occupants of the house. In a fire or panic situation there is unlikely to be sufficient time for a person to rummage for hidden keys and if not held within the room, there is a real danger that a person may become trapped without a means of escape.

If any of these items are lacking or defective, please contact the Property Services Section.

17. HEALTH AND SAFETY

1 Smoke Alarms

The FIPS's current policy is that in any major electrical installation upgrading work, circuit connected smoke alarms are provided.

In clergy houses with older electrical installations, the FIPS policy is to meet the cost of providing battery-operated alarms on the basis of one per floor. The maintenance of these lies with the occupier of the house. The recommendation is that the alarms be tested once a month.

Where smoke alarms are fitted these should be regularly tested by the occupier to ensure that they operate effectively. Where battery-operated types exist, batteries should be changed at least once a year. Alarms should never be disconnected; if nuisance activation is occurring because it is too sensitive, then the alarm should be replaced.

2 Gas Detectors

These are now widely available from DIY stores and detect that products of combustion from such as gas fires/boilers are not being cleared – known as spillage. The FIPS do not provide these detectors, considering that annual servicing and testing of gas equipment is a more appropriate precaution – the cost of which it meets.

3 Electrical Faults

Around 28,000 fires in the home are reported each year as being caused by electrical faults. Risks can be significantly reduced by taking a number of simple preventative measures, such as unplugging electrical appliances when not in use, always fitting the correct fuse and not overloading a power point by using several adapters in one socket. Electric blankets should be properly maintained, correctly used and serviced in accordance with the manufacturer's instructions. Flexes should be checked from time to time and should not be joined or run under rugs or carpets. Look out for warning signals of dangerous wiring – hot plugs and sockets, fuses which blow for no apparent reason, lights flickering or brown scorch marks on sockets and plugs. If you see any of these danger signs, contact the Diocesan Surveyor who can arrange for such to be checked. Do not store old newspapers, polish, paint, spirit, cleaning solvents, etc in a cupboard under the stairs, especially if electricity and gas meters are located there. A fire in this area can prevent escape from upstairs and the stairwell often acts as a chimney causing smoke to rapidly spread vertically, cutting off escape.

4 Escape Route

If a fire occurs in your home you may have to get out in dark or difficult conditions. Escaping from a fire will be easier if you have already planned your route and know where to go. Such should remain free from obstructions, ensuring there are no loose floor coverings that could trip you up. Everyone in the house should be made aware of the escape route, but also plan for an alternative means of escape in case the usual route of exit is blocked.

If any member of your household has serious mobility difficulties, you may wish to consider having their bedroom on the ground floor and, if practical, as near as possible to the exit. If someone will require assistance to escape, it is vital that they have a means of summoning help by their bed, i.e. a whistle, buzzer, intercom or telephone.

5 Asbestos

Asbestos was widely used in buildings 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, partition walls and heater cupboards ■roof and wall cladding ■boiler and incinerator flues, gutters, rainwater pipes, water tanks, etc ■floor tiles, roof felt/sheets.

Asbestos is potentially harmful. However a risk only arises when asbestos is damaged or if it is drilled, sawn, scrubbed or sanded. This can release tiny fibres into the air which can be breathed in and penetrate the lungs.

If you suspect there may be asbestos in your home - contact the Property Services Section who will arrange an assessment, if appropriate, tests and, if necessary, safe removal.

6 Radon

Radon is a naturally occurring radioactive gas found in soil and rocks which can enter a building from the ground. It has no colour, taste or smell. Levels vary from region to region but in general, in the Birmingham Diocese, levels are low.

Radon rises from soil into the air; outdoors radon is diluted and the risk it poses is negligible. However, when it enters enclosed spaces concentrations can build up, all of which cause exposure to radiation and can potentially cause lung cancer.

The government recommends that people in affected areas test their houses for radon and offers a test that measures radon in the home for a period of three months.

The Measurement/Screening is overseen by the Health Protection Agency – www.hpa.org.uk - but this specific service is available on www.ukradon.org.uk or by telephoning 01235 822622.

7 Lead Paint

Lead based paint is only likely to be found in pre-1960 buildings containing original paint systems.

Young children are especially vulnerable to the adverse affects of lead.

Lead based paint does not present a hazard unless it is ingested or inhaled. There is minimal risk where paint is in a sound condition and is not flaking or powdering.

To determine whether paint contains lead a testing kit is available from some decorating merchants and DIY stores. Alternatively, advice is available from the British Coatings Federation Ltd, Tel 01372 700848 or website www.coatings.org.uk

If deteriorating lead-based paint is present this can be dealt with either by removal or encapsulation. The former is the best option as, by encapsulation, the paint will always have the potential of becoming a problem in future years.

Lead is hazardous to anyone exposed to it and anyone carrying out painting and decorating must take all appropriate precautions to avoid exposure. However, where lead-based paint is present, it is recommended that a professional trades person should be called in who has the necessary training and equipment to fully protect the home from lead contamination.

If in the slightest doubt contact the Diocesan Surveyor for advice.

18. SMOKE-FREE LAW

From 1st July 2007 virtually all enclosed public places and workplaces in England became smoke-free. The new law having been introduced to protect employees and the public from the harmful effects of second-hand smoke. Persons having control of those premises have a legal responsibility to prevent people from smoking.

The clergy house, as a private dwelling, does not have to be smoke-free except for any part which is used solely as a place of work by more than one person who does not live at the dwelling, or a person who does not live in the dwelling and a person who does, or a person (whether he/she lives in the dwelling or not) who in the course of their work invites persons who do not live in the dwelling to attend that part of it, which is used solely as a place of work.

When determining whether a part of a dwelling is used solely as a place of work, the Regulations exclude work that is undertaken solely (1) to provide personal care for a person living at that dwelling, (2) to assist with the domestic work of that household, (3) to maintain the structure or the fabric of the dwelling or (4) to install, maintain, or remove any service provided to the dwelling for the benefit of the persons living in it.

Therefore, the new Smoke-free Law will apply only to parts of the dwelling used solely as a place of work. In a clergy house, it is likely that the study would be the only area that may be affected. An incumbent is unlikely to use their study solely as a place of work and this, therefore, exempts it from the Regulations, but if a room or area was used as a parish office, the Smoke-free law would apply. The Policy of the Birmingham Diocesan Board of Finance, covered in 'the Care of Clergy Houses' booklet, already states that offices within a clergy house will not be allowed unless express permission has been given in writing by the Diocesan Secretary.

If part of the dwelling is used for both work purposes and private residential purposes, for example a living room which doubles as a meeting room, the new Smoke-free Law will not apply.

With respect to the clergy house grounds, a public place includes both permanent structures and temporary ones, such as tents and marquees and these may, therefore, come under the Smoke-

free Law if, for example, they are open to the public for a church fete to which any member of the public could attend. Private functions are exempt.

Nothing in the law, of course, takes away the occupier's right to not allow smoking in any part of the premises.

If there are any questions about the law, it is recommended the Environmental Health Officer at the Local Council is consulted. Local Councils are responsible for enforcing the law; their role is to help.

19. ELECTRICITY/GAS/WATER SUPPLY

Payment for consumed electricity, gas and water, including Standing Charges, is the responsibility of the occupier/PCC.

Electricity/Gas

Competition now allows, if desired, the occupier to choose between different supply companies. Companies compete on both price and service and may offer significant price reductions. Companies may offer 'dual fuel' packages for both electricity and gas supplies giving even greater savings.

If you are considering changing your supplier, the advice is to shop around for the best price. Whatever, be aware of the fact that price is not everything. Some companies are much better than others when it comes to Customer Services.

Whilst the occupier/PCC is free to enter into contracts for electricity and gas supplies, they are not free to enter into any other agreements, e.g. new boilers/heating controls/servicing/energy saving measures, etc which supply companies may attempt to 'sell'.

Water

It is essential that occupiers/churchwardens familiarise themselves with regard to the position of the incoming water supply to the house. There are usually two stop taps (stopcocks), one at the boundary of the property, which is the water supply company's responsibility and one on the inside of the house where the main supply enters, which is the owner's responsibility. The position of this should be known and its method of shutting off, in case of a water leak within the property. Such should be checked regularly (a minimum once a year) to ensure the stop tap is working properly, as sometimes these can seize. The recommended method is to fully open the stop tap by turning it anti-clockwise as far as it will go and then turn it back a half turn as a precaution against it seizing. Should the stop tap location not be evident or you have concerns over the stop tap operation, contact the Diocesan Office Property Section.

In new houses and households using sprinklers*, water meters have to be installed. For others, the water supply company often encourages the installation of meters by offering such as free installation and giving examples of cost savings that could be achieved by having the supply metered as opposed to a set charge linked to the rateable value of the property. Provided meter

installation cost is free or any cost will be met by the occupier/ PCC, the Diocese are content for such to be installed but require that the FIPS Secretary/Diocesan Surveyor are informed of same in writing. However, using information from the supply company you are advised to carefully compare rateable value/meter water charges as the latter may be more expensive.

Ultimately, it is likely all properties will be required to have a water meter.

* A hosepipe without a sprinkler attachment is acceptable but such as a perforated hose is classed as a sprinkling device and would need metering.

20. HEATING SYSTEM AND APPLIANCES

In addition to offering a central heating system to each official clergy house, the FIPS also offer to provide and maintain an independent heat source to the main reception room and the study.

The FIPS aim to follow the requirements of the Gas Safety (Installation and Use) Regulations 1998 in order to:

- 1 Ensure gas fittings and flues are maintained in a safe condition.
- 2 Ensure an annual safety check is carried out on each gas appliance/flue.
- 3 Have all installation, maintenance and safety checks carried out by a 'Gas Safe' registered engineer.
- 4 Keep a record of each safety check for a minimum two years.

The FIPS arrange an annual safety check of gas fittings, flues and gas appliances/flues, including servicing of any boiler (whatever its fuel medium) and FIPS owned gas fires.

In the case of a heating failure or appliance breakdown, during offices hours the Property Services Section should be contacted and they will arrange for the appropriate engineer to attend. Out of office hours, if such is an emergency, the occupier will be allowed to call out an engineer from the list of names offering an 'out of hours' service (see Section 4).

Heating systems are today often 'pressurised' and if the pressure reading on the boiler falls below 1 Bar the system may 'lock-out' as a safety precaution. Re-pressurise by turning the tap on the 'filling loop', which should be adjacent to the boiler and fill until the gauge shows between 1 and 1.5 Bar. Then re-start the boiler. If it does not re-start or the pressure drops again within a short period, contact the Diocesan Property Section who will arrange a contractor to attend.

On modern 'high efficiency condensing' boilers (which produce a plume of water vapour) an 'overflow' pipe takes excess condensate from the boiler and discharges to outside. In sub-zero winter temperatures this pipe can freeze and as a safety feature the boiler will 'lock-out'. The problem can be overcome by pouring warm water from such as a kettle on external pipework

and use of a hair-dryer on internal pipework. Then re-start the boiler. If it does not re-start contact the diocesan property section who will arrange a contractor to attend.

A Preferred List of Contractors offering an ‘out of hours’ service is posted on the Diocesan website – www.birmingham.anglican.org – this is featured at the end of the Care of Clergy Houses booklet. ‘Hard’ copies are available upon request from the Property Services Section. Only contractors on the list should be used.

If an appliance fails a safety check the record will contain details of any defect identified and remedial action taken, or required to be taken. The equipment must not be used until the defect is rectified and you should confirm that a problem exists to the Property Services Section who will ensure rectification work or appliance replacement.

Where existing FIPS-owned fires are unrepairable, the Committee will meet the cost of providing a fire, that is appropriate for the flue opening, up to a current purchase figure of £500, plus VAT, plus the fitting cost. Should the occupier wish to purchase a more expensive fire, then they would need to meet the cost difference but, whatever, such would be considered a clergy house fixture and must not be removed/taken when the property is vacated.

IF YOU SMELL GAS OR SUSPECT THERE IS A GAS ESCAPE, YOU SHOULD IMMEDIATELY SHUT OFF THE GAS SUPPLY AND CONTACT THE GAS EMERGENCY FREEPHONE TELEPHONE NO. 0800 111 999.

21. ELECTRICAL INSTALLATIONS

Officially the Property Section should arrange all electrical work at the clergy house but if an occupier organises such as installation of a new light fitting then the work must be carried out by a competent and qualified person and preferably one on the Diocese’s preferred list of contractors.

From 1st January 2005, Building Regulations require that most electrical work receives prior application and approval, unless carried out by a competent person (having a full qualified knowledge of electrical installations) who will then issue a certificate confirming work is in compliance with the Regulations.

The Diocesan Surveyor ensures electrical installations are regularly checked and any recommended upgrading work carried out.

It is the FIPS’s policy to gradually replace all fuseboards with consumer units containing Miniature Circuit Breakers (trip switches). These are sensitive to the slightest power surge or earth leakage and, after an upgrade, ‘nuisance tripping’ can sometimes be experienced. Such tripping generally does not indicate a problem with the installation itself, but is sensing a fault with an appliance. An appliance, therefore, may require a repair or even replacement and such cost is the occupier’s responsibility.

To identify an appliance with a potential fault, 1) unplug all appliances 2) reset all trip switches to ON including RCD switch if fitted 3) individually plug in each appliance and switch on. Tripping of a circuit when an appliance is switched on indicates a fault with that appliance.

Some older type electrical installations have an unearthed lighting circuit, which was once common. If this exists at a house, it is perfectly safe provided metal light fittings are **not** used. If in doubt seek advice from the Diocesan Surveyor.

If there is an electrical failure during office hours, the Property Services Section should be contacted who will arrange an appropriate engineer to attend. Out of office hours, if an emergency exists the occupier will be allowed to call out an electrical engineer from the Contractors List.

A Preferred List of Contractors offering an 'out of hours' service is posted on the Diocesan website – www.birmingham.anglican.org – this is featured at the end of the Care of Clergy Houses booklet. 'Hard' copies are available upon request from the Property Services Section. Only contractors on the list should be used.

22. ENERGY EFFICIENCY

The current means of improving energy efficiency at clergy houses is limited by the available budget to the extent of ensuring loft insulation meets current standards and the programme of window replacement to provide double glazing is continued.

We all have a duty to reduce reliance on fossil fuels, energy consumption and pollution. The diocese are willing to share costs with the PCC/Priest on energy conservation measures subject only to a) available finance and b) prior consultation with and the written approval of the Diocesan Surveyor on the FIPS behalf. These may include one of the following:-

- a) Cavity wall insulation. Costs vary from around £500 - £750 using the dioceses preferred material of polystyrene bead. On average energy use, there may be a 'payback' within 5 years. Energy providers may offer a subsidised installation cost to the bill payer, albeit this is usually using a fibre material (mineral or rockwool), which have some 'history' of failure and also have a higher (worse) thermal conductivity than bead.
- b) Solar power systems. These are now being promoted on the basis of cutting reliance on fossil fuels and reducing atmospheric pollution. Systems include a) solar energy, b) thermal hot water heating and c) photovoltaic (PV) panels. Such are reputed to be 94% efficient, even on cloudy days and will provide 50-60% of annual hot water requirements. With relatively high installation costs of around £7,500, giving a saving of approximately £250 per annum, there is a payback period of 30 years. Other systems include solar thermal energy (solar panels that act as collectors and heat water) with an approximate £5,000 cost, saving £50 per annum with a payback of 10 years; ground source heat pumps (uses the earth [ground] as a heat source) with an approximate £12,000 cost, saving £200

per annum, with a payback of 60 years; air source heat pumps (absorb heat from the outside air), with an approximate £6,000 cost, saving £50 per annum, with a payback of 120 years.

- c) Wind energy. A medium sized average home requires 4-6MWh of power per annum, equivalent to a daily consumption of 11-16kWh. A wind turbine sited 12-15 metres off ground level is capable of supplying this at an average mean wind speed of 4/5 m/s. This figure (9mph) is the average for an inland site, whereas it is around 8 m/s (13 mph) on higher or exposed sites, potentially allowing any produced surplus to be sold to the National Grid/supply companies. With the current supply and installation cost, there is a 'payback' period of around 8 years.
- d) Condensing boilers. These save around £150 a year, although the actual 'payback' period is approximately 25 years. The complexity of modern-day boilers, however, mean that the unit likely only has a life expectancy of around 10 years.
- e) Combined heat and power (CHP). This is a dual action system that produces energy and heat at the same time. Such "boilers" are being assessed for reliability and potential use. Current figures indicate that for a £4,000 initial cost, thereafter for every £1 expended on fuel the unit will generate £1.55 of "benefits" (75p heat/80p electricity) potentially saving £200 a year on bills. However, such 'payback' equates to around 20 years, whilst the unit likely only has a life of 10 years.

Top 10 tips for energy efficiency and reducing bills.

- i) Effective insulation. Properly installed insulation to current standards can give the following annual savings on average household bills:-
 - a) Roof - £200
 - b) Walls - £200
 - c) Windows - £120
 - d) Doors/Floors - £60
- ii) Avoid leaving appliances on stand-by – turn them off completely. Potential annual saving – approx £30.
- iii) Close curtains at dusk to reduce heat escaping through the windows.
- iv) Turn off lights when you leave a room. Potential annual saving – approx £10.
- v) Do not fill kettles to the brim – only boil what you need. Potential annual saving – approx £10.
- vi) Ensure any hot water cylinder thermostat is never above 60⁰C and that the tank itself is properly insulated.
- vii) Use energy saving bulbs – which last up to 12 times longer than ordinary lamps and significantly reduce energy consumption and costs. Potential annual saving – approx £40.
- viii) By turning down the central heating thermostat by 1⁰C – savings in an average household will be £80 per annum.
- ix) Washing clothes at 30⁰C gives an energy consumption saving of around one third and an annual cost saving of approx £10.

- x) Showering potentially uses two thirds less water and energy than taking a bath.

For energy saving guidance and advice visit the Energy Saving Trust (EST) website www.energysavingtrust.org.uk.

23. COMPUTER/TELEPHONE/TELEVISION CABLING/AERIALS/ DISHES/ RECEIVERS/APPARATUS

Responsibility for provision, rental and maintenance of such equipment is a 'local' responsibility.

24. COOKERS

The provision of a cooker/hob/oven is the responsibility of the occupier, as is the servicing, repair and maintenance of same.

At clergy houses the usual is to provide a 615mm space for a slot-in cooker and separate ranges, ovens and hobs are not encouraged. However, if such is requested and feasible, sanction by FIPS would only be on the basis of the total cost of any alteration work/services provision being met by the occupier.

25. BEETLE/FUNGAL INFESTATION

Beetle or fungal infestation has the ability to spread rapidly causing damage and disruption.

If an infestation is noticed or suspected, it should be immediately reported to the Diocesan Surveyor who will arrange for an initial inspection and, if appropriate, an invasive survey in order to identify the extent and cost of eradication work.

With beetle infestation, check for:-

- 1 Newly created flight holes in timber. Holes can vary in size dependent upon the type of beetle.
- 2 Timber dust generally below flight holes indicating new infestation.

For fungal infestation, check for:-

- A. A musty/mushroom-type smell within a room - especially on the ground floor.
- B. 'Springing' within timber floors, potentially indicating a problem with the supporting floor joist(s).
- C. Damp walls, etc

Check to ensure:-

- I. Adequate natural ventilation to roof and floor voids - beware of insulation blocking the eaves area of roof.
 - II. Air bricks are not blocked, thus preventing cross-ventilation of sub-floor area.
 - III. Gutters/outlets/rainwater pipes are not blocked causing overflow and saturation of walls.
 - IV. Ball valves are not defective, etc causing overflow pipes to run allowing water to soak into the building structure.
-

26. PEST CONTROL

The FIPS will generally meet the cost of eradicating rodents (mice, rats, squirrels, etc) infestation. The FIPS will not usually meet the cost of eradicating ants, bees (generally a protected species) and wasps (they generally die in the first frost of winter and do not re-use a nest). Killing and controlling foxes is restricted under the Wildlife and Countryside Act. Pest control companies generally provide a fox removal service on a fee-paying basis, but the FIPS will not meet costs. The RSPCA's national helpline 0300 1234 999 can give advice, or visit their website – www.rspca.org.uk.

Should you have any pest control concerns or require clarification on any matters then please contact the Property Services Section who will arrange attendance by a specialist company if appropriate.

For true emergencies, the names of pest control companies are included on the Contractors List.

The Finance Investment and Property Sub-Committee consider it important that your clergy house provides a 'happy home' as well as a base for mission and if you have any queries, concerns or require clarification please do not hesitate to contact the FIPS Secretary or Diocesan Surveyor.

RESPONSIBILITIES - Examples of what are classed as fixtures/ fittings

FIXTURES (FIPS)

Central Heating/Hot Water

Boiler

Radiator/radiator valves/heater unit

Heated towel rail

Immersion heater

Hot water tank/cylinder

Water storage tank

Fixed gas heater (with any surround) } up to 2 provided

Fixed electric heater (with any surround) } by the Diocese

Electrical

Power points

Switches

Light pendant/fitting

Television/Telephone

Carpets

Other floor coverings

Tile or fixed sheet floor to

Bathroom/WC/Shower Room/Kitchen/

Utility/Laundry areas/Circulation areas

FITTINGS (Occupier/PCC)

Free standing heaters

Dimmer switches

Ceiling lights

Wall lights

Lamp shades

Table/free-standing lights

Aerial

Telephone lines

Telephone receivers

Satellite dish/receivers

Computing lines

Cabling

Apparatus

Carpets

Sanding/sealing of
wood floors

Wood laminate floors

Floor finishes to other areas

RESPONSIBILITIES - Examples of what are classed as fixtures/fittings (cont)

FIXTURES (FIPS)

Bathroom

Bath
Shower
Toilet
Hand basin
Taps
Fitted cupboards
Shaver socket
Mechanical extract

Bedroom

Fitted wardrobe
Fitted cupboard
Hand basin
Taps

Kitchen/Laundry/Utility

Fitted cupboards
Sink
Extractor hood for cooker

FITTINGS (Occupier/PCC)

Toilet seat
Shower head/hose
Waste plugs
Mirror
Cabinet
Shelf
Towel rail
Soap/toothbrush holder
Toilet roll holder
Wall heater

Wall mirror
Free-standing wardrobe/
cupboard/drawers/units
Furniture

Cooker
Oven
Grill
Hob
Microwave oven
Refrigerator
Freezer
Dishwasher
Washing machine
Tumble dryer
Bins

RESPONSIBILITIES - Examples of what are classed as fixtures/fittings (cont)

FIXTURES (FIPS)

Windows

Frames and glazing
Ironmongery
Curtain rail/track

Doors

External/internal doors
Ironmongery
Locks

External Areas

Paving to driveways/paths and paving immediately around the house servicing external doors (but not to additional areas, including patios, etc)

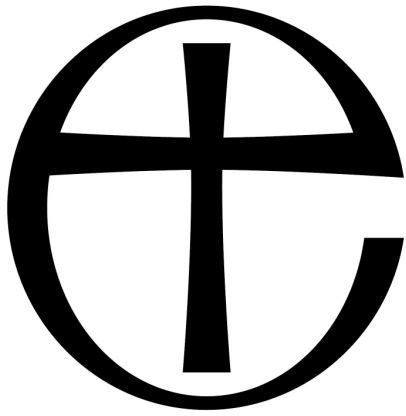
FITTINGS (Occupier/PCC)

Shutters/grilles

Curtain
Curtain pole
Pelmet
Blind

Doorbell/chimes

Trees/plants/shrubs
Shed
Greenhouse
Garden furniture
Ornaments
Barbeque
Outdoor heaters
Oil/solid fuel/gas
Water butts
Clothes line/rotary line
Bins



THE CHURCH OF ENGLAND

BIRMINGHAM

EMERGENCY PREFERRED LIST OF CONTRACTORS

Offering an Out of Hours Service

With limited resources it is important that the Diocesan Surveyor controls commitment and expenditure of the Housing Budget. Requests for required work must be made through the Property Services Section at the Diocesan Office and the Surveyor will decide if work is necessary and, if so, organise same which will include placing an order with a contractor and settling the account upon satisfactory completion of the work.

Out of office hours, the occupier is only allowed to arrange work of an emergency or Health and Safety nature. An edited edition of the Preferred List of Contractors, offering an 'out of hours' service to the Diocese, is listed within this booklet. Further copies are available from the Property Services Section. Only contractors on the list should be used.

If a contractor is called out, you should notify the Property Services Section of this, and the circumstances, on the next working day. Please contact Mrs Sue Greathead on direct dial telephone No 0121 426 0409.

The cost of unauthorised non-emergency work arranged by the occupier/PCC will not be met or reimbursed by the FIPS unless exceptional circumstances prevailed which can be justified.

<p>ALARM SYSTEMS</p> <p>ARC Alarms 24 Alvechurch Road West Heath BIRMINGHAM B31 3QW</p> <p>Emergency 0121 475 1596 Fax 0121 608 1185 Work range value: No limit</p>	<p>BUILDING</p> <p>C J Maguire 71 Beaufort Avenue Hodge Hill BIRMINGHAM B34 6AD</p> <p>Emergency 07808 217500 or 0121 786 1677 Fax 0121 786 1677 Work range value: £10 - £250,000</p>
<p>BUILDING</p> <p>GTD Property 40 Farnol Road Yardley BIRMINGHAM B26 2AF</p> <p>Emergency 07886 850848 Fax 0121 783 8506 Work range value: £10 - £30,000</p>	<p>BUILDING</p> <p>Kingfisher Building & Drainage 78a St Bernards Road SOLIHULL B92 7BP</p> <p>Emergency 0121 706 7006 or 07855 442245 Fax Work range value: £60 - £100,000</p>
<p>DRAINAGE</p> <p>Andrews & Armstrong 85 Birmingham Road SUTTON COLDFIELD B72 1LT</p> <p>Emergency 0121 354 3277 (mobile 07973 441729) Fax 0121 354 3277 Work range value: No limit</p>	<p>DRAINAGE</p> <p>Kingfisher Building & Drainage 78a St Bernards Road SOLIHULL B92 7BP</p> <p>Emergency 0121 706 7006 or 07855 442245 Fax Work range value: £60 - £100,000</p>
<p>DRAINAGE</p> <p>R & C Williams Ltd Spaghetti Junction 1 Tyburn Road Erdington BIRMINGHAM B24 8NP</p> <p>Emergency 07803 285 900 (Nigel Drew) Fax 0121 328 3171 Work range value: £100 - £250,000</p>	<p>ELECTRICAL</p> <p>N A Fair Electrical Services 14 Tudor Close Kings Heath BIRMINGHAM B13 OPD</p> <p>Emergency 07976 829214 or 0121 242 4303 Fax 0121 242 2707 Work range value: £35 - £15,000</p>

<p>ELECTRICAL</p> <p>Thomas Electrical 10 Castlehills Drive Castle Bromwich BIRMINGHAM B36 9BP</p> <p>Emergency 0121 749 2545 Fax 0121 749 2545 Work range value: £10 - £25,000</p>	<p>ELECTRICAL</p> <p>Tyseley Electrical Ltd Unit 1A HRS House Garretts Green BIRMINGHAM B33 0UE</p> <p>Emergency 07830 220116 Fax 0121 693 0208 Work range value: £100 - £300,000</p>
<p>GLAZING/BOARDING UP</p> <p>Shard End Glass & Glazing Co Ltd Unit 70 Birch Road East Witton BIRMINGHAM B6 7DB</p> <p>Emergency 07815 181656 Fax 0121 327 7177 Work range value: No limit - £50,000</p>	<p>GLAZING/BOARDING UP</p> <p>Stechford Glass 156 Station Road Stechford BIRMINGHAM B33 8BT</p> <p>Emergency 0121 783 3455 Fax 0121 784 9066 Work range value: No limit - £20,000</p>
<p>GLAZING/BOARDING UP</p> <p>Tuckers Glass & Windows Ltd 55 Watford Road Cotteridge BIRMINGHAM B30 1NP</p> <p>Emergency 0121 459 0285 or 07774 907952 Fax 0121 486 2180 Work range value: any - £250,000</p>	<p>HEATING/VENTILATION</p> <p>Status Mechanical Services Ltd inc Henry V Jones & Co</p> <p>Lightning Works Birmingham Road Hopwood BIRMINGHAM B48 7AL</p> <p>Emergency 07699 780287 (Pager Service) Fax 0121 447 7432 Work range value: £25 - £150,000</p>
<p>HEATING/VENTILATION</p> <p>Hydro Mechanical Services Ltd Unit 1 17 Reddicap Trading Estate SUTTON COLDFIELD B75 7BU</p> <p>Emergency 0121 378 4000 Fax 0121 311 1523 Work range value: £45 - £100,000</p>	<p>LOCKS</p> <p>C & T Locksmiths 123 Flaxley Road Stechford BIRMINGHAM B33 9HQ</p> <p>Emergency 0121 783 0442 Fax 0121 604 8800 Work range value: £50 - £50,000</p>

<p>LOCKS</p> <p>Manor Lock Services 1 Cartland Road Kings Heath BIRMINGHAM B14 7US</p> <p>Emergency 07973 316265 Fax 0121 624 8030 Work range value: £40 - £4,000</p>	<p>MISC (ASBESTOS REMOVAL)</p> <p>Enviro Call Ltd Lloyd House Gate Lane SUTTON COLDFIELD B73 5TT</p> <p>Emergency 07973 772602 Michael Tynan Fax 0121 355 5514 Work range value: £10 - £250,000</p>
<p>PEST CONTROL</p> <p>Birmingham Pest Control 32 Segbourne Road Rubery BIRMINGHAM B45</p> <p>Emergency 0121 604 8640 Fax 0121 604 8640 Work range value: £25 - £500</p>	<p>PEST CONTROL</p> <p>Pestakill Redways Broad Lane Tanworth-in-Arden SOLIHULL B94 5DY</p> <p>Emergency 01564 742103 or 01564 770466 Fax 01564 742103 Work range value: No limit</p>
<p>PLUMBING</p> <p>C J Maguire 71 Beaufort Avenue Hodge Hill BIRMINGHAM B34 6AD</p> <p>Emergency 07808 217500 or 0121 786 1677 Fax 0121 786 1677 Work range value: £10 - £250,000</p>	<p>PLUMBING</p> <p>Lawtons Plumbing & Heating 295a Vicarage Road Kings Heath BIRMINGHAM B14 7NN</p> <p>Emergency 07500 664200 Fax 0121 628 3768 Work range value: £30 - £250,000</p>
<p>PLUMBING</p> <p>Paul Oakley & Sons 43 Parkfield Road Coleshill BIRMINGHAM B46 3LD</p> <p>Emergency 07831 808773 Fax 01675 464878 Work range value: No limit</p>	<p>PLUMBING</p> <p>Osborne-Wylde 8 Cofton Lake Road Cofton Hackett BIRMINGHAM B45 8PL</p> <p>Emergency 0121 445 5362 (07793 084348) Fax Work range value: No limit</p>

<p>TREE SURGERY</p> <p>Maple Tree Surgery Services 41 Groveley Lane Longbridge BIRMINGHAM B31 4QG</p> <p>Emergency 0121 411 1536 (07799 414192) Fax Work range value: No limit</p>	<p>TREE SURGERY</p> <p>Midland Forestry Ltd Rear of Eascote Hall Farm Barston Lane Hampton in Arden SOLIHULL B92 0HR</p> <p>Emergency 07971 046655 (Steve Wingrove) or 07976 319563 (Steve Walker) Fax 01675 443480 Work range value: £100 - £250,000</p>
<p>TREE SURGERY</p> <p>Midland Tree Surgeons Ltd Lancaster Park Newborough Road Needwood BURTON-ON-TRENT DE13 9PD</p> <p>Emergency 01283 820131 Fax 01283 575836 Work range value: £100 - £100,000</p>	<p>TREE SURGERY</p> <p>Richard Mosley 11 Ten Ashes Lane Cofton Hackett Rednal BIRMINGHAM B45 8PE</p> <p>Emergency 0121 447 7572 (mobile 07817 4524978) Fax 0121 447 7572 Work range value: £100 - £50,000</p>
<p>TREE SURGERY</p> <p>South Midland Tree Services 8 Moors Lane Northfield BIRMINGHAM B31 1DH</p> <p>Emergency 0121 477 4134 (mobile 07759 595330) Fax Work range value: No limit</p>	