

St John's Canberra Facilities Management Plan

1 - Introduction

This management plan relates to the work undertaken by the Property and Maintenance Committee. The P&M group take care of regular maintenance of the buildings and the soft landscape maintenance and related projects. Some items fall into a Capital Works category (CW) that are larger one off projects which are managed by members of the P&M Committee or members of the PC.

All of the buildings have fixtures, fittings and contents. Fixtures are things that are fixed to the building and are integral to the operation of the building e.g. air conditioning, lights, plumbing, the organ and pews. Fittings are loose items within the buildings such as tables, chairs, fridges and safes.

This plan relates to the fixtures and fittings within the buildings but not to the contents, which are bought and maintained in a variety of ways. The funding related to fittings lacks clarity in terms of budgeting and will be addressed in the upcoming budget allocation.

This Facilities Management Plan is used in conjunction with the terms of reference for the Property and Maintenance Committee and the Guidelines for Management of the St John's Precinct as agreed at Parish Council on 21 May 2014 and 15 April 2015 respectively.

The maintenance works are generally funded by moneys approved by PC based on the annual budget produced by the P&MC.

There are Heritage Works (HW) projects which have been identified in the two CMPs which are funded through St John's Heritage Trust Funds and ACT Heritage grants. These projects are referenced in the regular maintenance section of the plan Section 5

There are also Capital Works (CW) which generally improve the facilities and landscape of the Parish Precinct. These are funded through the parish annual budgeting process and from parish bequests and have been identified in Section 6.

2 - Heritage Listed Buildings and Landscape

The heart of the precinct consists of the heritage listed buildings and landscape which is described in detail in the CMP for Significant Structures 2015 which references the materials and construction of the historic buildings and their condition. Also the 2010 Landscape CMP which references the significant landscape elements and recommends appropriate action.

These documents are available on the following sites -

http://media.wix.com/ugd/54f34b_b3df1a68b9e441c9b1f8afca4d8573ab.pdf

The following table identifies the buildings and landscape elements to which the FMP applies.

Asset	Insured Value If appropriate	Age	Comments
Church building & Fixtures, fittings and artworks	Valuer	170	Refer CMP BS
Schoolhouse Museum Fixtures, fittings and artworks	Valuer	170	Refer CMP BS
Rectory and garage and sheds Fixtures and fittings	\$92,500	78	Refer CMP BS
Lychgates (2) East West	Valuer	Cir 83	Refer CMP BS
Churchyard Original Churchyard Extended Columbarium 1 and 2 Columbarium 3 Paths and paved areas Stone walls Signs and benches Trees bushes hedges and grassed areas	NA	170 85 - - - - - 135 & 85 -	Refer CMP L

Remaining Parish Buildings

Parish Centre St John's Care Fixtures and fittings	\$3,374,000	58 5	
Scout Hall Fixtures and fittings	\$300,000	40	
Garden Shed	\$12,500	5	
Paths and paved areas	NA	Various	
Bitumen areas	NA	Various	
Gravelled areas	NA	Various	
Trees Bushes hedges and grassed areas	NA	Various	
Signs throughout precinct	NA	Various	

Leased Buildings

No. 1 Amaroo St Fixtures and fittings	\$480,000	55	
No. 7 Amaroo St Fixtures and fittings	\$287,000	55	

3 - The Purpose of Facilities Management Plan

St John's goal in managing its assets is to meet the required level of service in a cost effective manner for present and future parishioners, staff, volunteers and visitors to the site. Further we are responsible for taking into consideration the ACT Heritage guidelines for our heritage listed properties. The volunteers who assist with property and maintenance in the parish undertake work that is within their capacity. Where expert advice is required, professional services are engaged to undertake the work or service.

The key elements of facilities management are to:

- Maintain the assets to a standard acceptable to the Parish Council
- Providing an environment that recognises statutory legislation
- Develop plans to identify work required in advance of costly deterioration
- Identifying future improvements and plan for their implementation
- Monitor utilities costs to identify potential for savings by equipment replacement or by building works.

Maintenance management structure

- The Property and Maintenance committee oversee the process
- Budgetary forecasting is prepared by P&M
- PC determines the availability of funds
- Work is prioritised within the approved budget
- Planned action/ responsive action is undertaken by authorised personnel of P&M

4 - Methodologies

Routine Maintenance - This is regular, on-ongoing and sufficient to keep assets fully functional.

This planned maintenance and repair work requires inspections and assessment.

This maintenance can be short or long term and programmed to fit available funding.

Examples of this type of maintenance are hedge clipping, temporary car park gravel spreading, organ tuning and cleaning, painting externally and internally.

Reactive Maintenance - This is unplanned and carried out in response to events such as breakages and breakdowns. However it is planned for, in part, by making allowances in the annual maintenance budgets.

Examples of this regular type of maintenance are lights blowing and tree limbs falling and furniture warping and breaking.

However it can also be an unanticipated event. This requires forward financial planning to ensure repairs can be made before serious damage takes place.

Examples of this type of event are breakages, blockages or leaks. Any of which, if unattended to, can cause seriously expensive repair work. Similarly fridges and microwaves can break down without any warning.

Basic building maintenance information on file

- Contacts and out-sourcing register
- Plans register and plans
- Lease register
- Asbestos register

Process

Regular programmed inspections are undertaken of all the facilities in order to compile six monthly reports for the Parish Council. These reports are the basis of the annual budget submission which determine the priorities and capacity of the P&M Committee to undertake these works.

The Wardens annual inspection allows the scope of work to be undertaken to be prioritised.

5 - Building Maintenance

General day to day maintenance is a matter of common sense and organisation. Regular cleaning is organised by the parish either by volunteers or contractors. This is not part of the P&M work and not part of this FMP. Building maintenance is generally of a more major and costly nature.

The following is a summary of maintenance on a building by building basis.

The Church

Element	Works	Action	Priority
Exterior			
Roofs	Check for displaced tiles and shingles	Engage specialist contractor	As required
Roof restoration HW	Replace asbestos slates	Document works required for tender	Medium term for completion in 2020
Stonework	Check condition	Record deterioration	Ongoing
Stonework HW	Replace deteriorating stone and pointing	Apply for grants and engage contractor	Ongoing
Windows	Check condition	Apply for grants if required and engage contractor	Ongoing
Window protection	Replace some protective screens	Apply for grants and engage contractor	Medium term Not critical
Side Chapel walls HW	Install damp proofing membrane	Document works required for tender	Medium term
Exterior timber, window and doors	Repaint	Document works required for tender	Medium term
Gutters and downpipes	Inspect for debris	Engage specialist contractor to clear	Ongoing
Perimeter paving	Inspect	Respond as necessary	Ongoing

Interior			
Structure	Monitor cracking	Respond as necessary	Ongoing
Floors / tiles	Inspect for stability and wear	Respond as necessary	Ongoing
Carpets	Inspect for condition and wear	Respond as necessary	Ongoing
Interior timber panelling and doors	Inspect for condition and wear	Respond as necessary	Ongoing
Wall finishes	Inspect for condition Paint when required	Document works required for tender	Medium Term
Pews	Inspect for condition and wear	Respond as necessary	Ongoing
Pulpit	Inspect for condition and wear	Respond as necessary	Ongoing
Alter	Inspect for condition and wear	Respond as necessary	Ongoing
Alter rails	Inspect for condition and wear	Respond as necessary	Ongoing
Cupboards	Inspect for condition and wear	Respond as necessary	Ongoing
Organ	Service and repair	Engage contractor	Ongoing
Electrical	Monitor effectiveness	Respond as necessary	Ongoing
Lighting	Replace lighting	Engage contractor	Ongoing
Lighting HW	Replace chancel lighting	Document works required for tender	Ongoing
Heating systems	Monitor effectiveness	Respond as necessary	Ongoing
Sound system	Monitor performance	Respond as necessary	Ongoing
Piano	Monitor performance	Respond as necessary	Ongoing
Chairs	Inspect for condition and wear	Respond as necessary	Ongoing

General maintenance			
Pest inspection	Inspect	Engage contractor	
High level cleaning	Inspect	Engage contractor	

The School House

The schoolhouse committee undertakes all maintenance relating to the school house and walled external area and reports to the PC separately.

St John's Care

The St John's Care committee undertakes all maintenance relating to the facilities and fenced area and reports to the PC separately.

The Lychgates

General inspections of the lychgates take place periodically. Specific works required are identified as follows.

Element	Works	Action	Priority
Roof HW	Replace shingles	Prepare grant submission	Short term
Structure timber HW	Repair /replace structural timbers	Prepare grant submission	Short term
Stonework HW	Rebuild eastern stonework and point walls to both gate	Prepare grant submission	Short term
Gates and seats	Repair /replace structural timbers	Prepare grant submission	Short term

The Rectory

General inspections of the Rectory take place periodically and the Rector advises of issues as they arise.

Element	Works	Action	Priority
Exterior			
Roof	Check for displaced tiles	Call contractor	As required
Veranda	Re roof the veranda	Prepare grant submission	Short to medium term
External walls	Check condition	Patch render and paint	Medium term
Gutters	Clear regularly	Call contractor	As required

Interior			
Structure	Check for leaks and cracking	Render and paint	As required
Floor finishes	Inspect for condition and wear	Respond as necessary	As required

Joinery and cabinetry	Inspect for condition and wear	Respond as necessary	As required
Electrical	Monitor effectiveness	Call contractor	As required
Lighting	Monitor effectiveness	Call contractor	As required
Heating systems	Monitor effectiveness	Call contractor	As required
Plumbing	Monitor effectiveness	Call contractor	As required
Furniture	Inspect for condition and wear	Respond as necessary	As required
White goods	Inspect for condition and wear	Respond as necessary	As required

Parish Centre

General inspections of the Parish Centre take place periodically.

Element	Works	Action	Priority
Exterior			
Roof	Check for displaced tiles	Determine the scope of work if any	As required
Glazing	Check for broken glass Check for broken catches and locks	Call glaziers Replace	As required As required
Doors	Check for broken catches and locks	Replace	As required
External Paintwork	Check condition	Call tenders to repaint	Short to medium term
Paving	Maintain trafficable surfaces	Inspect regularly and rectify uneven paving	Short to medium term ongoing

Interior general			
Structure	Check for leaks and cracking	Render and paint	As required
Floor finishes	Inspect for condition and wear	Respond as necessary	As required
Joinery	Inspect for condition and wear	Respond as necessary	As required
Curtains and blinds	Inspect for condition and wear	Respond as necessary	As required

Electrical	Monitor effectiveness	Call contractor	As required
Lighting	Monitor effectiveness	Call contractor	As required
Heating systems	Monitor effectiveness	Call contractor	As required
Plumbing	Monitor effectiveness	Call contractor	As required
Furniture	Inspect for condition and wear	Respond as necessary	As required
White goods	Inspect for condition and wear	Respond as necessary	As required
Interior specific			
Hall	General refurbishment required	PC to determine scope	Medium
Hall Heating	Replace heating plant Establish service procedure for the heating plant	Replaced 2016	Current Current
Robertson room	General refurbishment Painting Lighting Carpet	Recall tenders when work is imminent Environment Comm. Obtain quotes	Short to medium term
Kitchen	General refurbishment required	Document and budget Replace as necessary	Short to medium term
Offices	Replace hollow core doors with solid core. Relocate entry door and replace glazing	Recall tenders when work is imminent Document and budget	Medium term

Landscape

Element	Works	Action	Priority
1880 trees maintenance	Trim dead branches	Call quotation	Short to medium term ongoing
1880 trees removal	Fell dead and dangerous trees	Call quotation	Short to medium term ongoing
1880 trees replacement	Plant new replacement trees if appropriate	Call quotation	Short to medium term ongoing

Element			
1930 trees maintenance	Trim dead branches	Call quotation	Short to medium term ongoing

1930 trees removal	Fell dead and dangerous trees	Call quotation	Short to medium term ongoing
1930 trees replacement	Plant new replacement trees if appropriate	Call quotation	Short to medium term ongoing

Element			
1930 heritage hedges maintenance	Trim hedges	Time based contract	Ongoing annual cut
1930 heritage hedge removal	Pull out dead and dying bushes	Plant replacement bushes	Short to medium term ongoing
1930 heritage hedge long term maintenance	Install irrigation system in part or whole	Call quotation	Short to medium term ongoing

Element			
Other tree maintenance	Trim dead branches	Call quotation	Short to medium term ongoing
Other tree removal	Fell dead and dangerous trees	Call quotation	Short to medium term ongoing
Other tree replacement	Plant new replacement trees if appropriate	Call quotation	Short to medium term ongoing
Lawns	Maintain	Irrigate, mow, weed and feed	Ongoing

Elements within the Landscaped areas

Element	Works	Action	Priority
Columbaria 1 2 & 3	Maintain the integrity of the walls	Inspect regularly and rectify deteriorating stone work	Ongoing
Columbaria 1 2 & 3	The columbaria plaques	Hon. Administrator of the Churchyard	
Graves	As required	Hon. Administrator of the Churchyard	
Paving	Maintain trafficable surfaces	Inspect regularly and rectify uneven paving	Short to medium term ongoing
Stone walls	Maintain the integrity of the walls	Inspect regularly and rectify deteriorating stone work	Ongoing
Signage	Check for legibility and accuracy	Replace as required by trades people or volunteer	Ongoing
Benches	Check condition	Paint, stain and repair	Ongoing
Irrigation Systems	Check condition	Replace as required by trades people	Ongoing

Scout Hall

Element	Works	Action	Priority
Exterior			
Roof	Check for leaks	Determine the scope of work if any	As required
Glazing	Check for broken glass catches and locks	Call glaziers Replace	As required As required
Doors	Check for broken catches and locks	Replace	As required
External Paintwork	Check condition	Call tenders to repaint	Short to medium term
Paving	Maintain trafficable surfaces	Inspect regularly and rectify uneven paving	Short to medium term ongoing
Interior			
Toilets	General refurbishment required if new use identified	PC to determine scope	Medium
Kitchen	General refurbishment required if new use identified	PC to determine scope	Medium
Hall	General refurbishment required if new use identified	PC to determine scope	Medium

1 & 7 Amaroo

Element	Works	Action	Priority
Exterior			
Roof	Check for displaced tiles	Determine the scope of work if any	As required
Gutters	Check clear	Call contractor	As required
Glazing	Check for broken glass Check for broken catches and locks	Call glaziers Replace	As required As required
Doors	Check for broken catches and locks	Replace	As required
External Paintwork	Check condition	Call tenders to repaint	Short to medium term
Paving	Maintain trafficable surfaces	Inspect regularly and rectify uneven paving	Short to medium term ongoing
Fences	Check condition	Determine the scope of work if any	As required

Interior general			
Structure	Check for leaks and cracking	Render and paint	As required
Floor finishes	Inspect for condition and wear	Respond as necessary	As required
Joinery and cabinetry	Inspect for condition and wear	Respond as necessary	As required
Curtains and blinds	Inspect for condition and wear	Respond as necessary	As required
Electrical	Monitor effectiveness	Call contractor	As required
Lighting	Monitor effectiveness	Call contractor	As required
Heating systems	Monitor effectiveness	Call contractor	As required
Plumbing	Monitor effectiveness	Call contractor	As required

Site wide equipment and information

Fire safety equipment

Type and numbers	Scheduled -with Parish administrator
Mode of operation	
Scheduled maintenance	
Service agent	
When installed	

First aid kits

Type and numbers	Scheduled - with Parish administrator
Where located	
Scheduled checks	
Service agent	
When installed	
Trained staff and volunteers	Schedule to be prepared

Sewerage and water supply

Plans register	Schedule to be prepared
----------------	-------------------------

Electrical supply

Plans register	Schedule to be prepared
----------------	-------------------------

Site Surveys and photographs

Plans register	Schedule to be prepared
Survey	To be updated annually

6 - Capital Works

Capital works projects are projects that go beyond simple maintenance and are often new works that are considered desirable and add to the functionality and improve the appearance of the Parish Precinct.

Element	Works	Action	Priority
Entry marker	Erect a structural element at the Constitution Ave. entry	Design studies for parish consideration	Short
Entry driveway	Reconfigure and resurface the driveway and car park	Consultants to develop the schematic design	Short
Extend the Robertson room and admin office	Reconfigure the existing rooms to improve usability	Design studies for parish consideration	Short to medium
Rectory Garage	Replace structure	Prepare tender documentation	Short to medium
St John's Care Extension	Extend rear area	Design studies for parish consideration	Short to medium
Scout Hall	General refurbishment required	PC to determine use and scope	Medium
Stage area change rooms and toilets	General refurbishment required	PC to determine use and scope	Medium

7 - Conclusion

This document is a work in progress and will be amended, over time, as the processes of funding and reporting are developed.