

**ST PETER'S PARISH PROPERTY COMMITTEE:****SCHEDULE OF WORKS, TESTS, INSPECTIONS ETC UNDERTAKEN IN 2020**

<b>Date</b>	<b>Contractor</b>	<b>Description</b>
January	HSS Hire Service	Temporary hire of 2 blower heaters, through Lothian Heating Ltd
	Machine Mart	Purchase of 2 blower heaters – temporary hire from HSS terminated
	Hardies Property & Construction Consultants	Site visits (2) to gather information for preparation of Planned Preventative Maintenance Schedule commissioned by Parish Finance Council
	Four prospective contractors + Blackwood Partnership	Site visits (6) in connection with preparation of quotations for removal of asbestos contaminated material from basement area
	Nicholson Bros	Repair of heater in church toilets
	Acron Asbestos Ltd	Replacement of leaking pipework in church heating system, requiring specialist access to asbestos contaminated area (2 site visits)
	Lothian Heating Services Ltd	Reconnection of church heating system following pipe replacement
February	Northern Steeplejacks Ltd	Annual inspection of lightning protection system
	FreshStart	Annual portable appliance testing (PAT)
	Alan Chalmers Ltd	Minor works – repair of leak to parish room
	Blackwood Partnership	Meeting to assess asbestos removal quotations; Acron Asbestos Ltd selected as preferred contractor
	Property Committee	Submission of application to Archdiocesan Trustees for approval to proceed with asbestos removal works
	Hardies PCC	Site visit to review draft Planned Preventative Maintenance Schedule

Date	Contractor	Description
April	Alan Chalmers Ltd	Joinery to alter/refit drawers in Sacristy chest of drawers
		Presbytery: renewal of central heating valves, pipe boxing and skirtings; replacement of floor tiles
		Construction of oak altar for the Lady Chapel
May	Alan Chalmers Ltd	Presbytery ground floor: decoration of main corridor, front and back entrance lobbies; fitting new coving, pipe boxes, skirtings and ceiling lamps
	Hardies PCC	Formal appointment of Acron Asbestos Ltd and Lothian Heating Services Ltd as main contractors
June	Alan Chalmers Ltd	Presbytery first floor: decoration of corridor, fitting new coving, pipe box and 3 lamps; repair of sitting room wall
		Pointing and sealing walls above parish room window and walls at entrance to courtyard.
		Removal of mesh from east railings and gates; sanding, preparing and painting east railings and gate (lower section)
	Lothian Heating Services	Miscellaneous work on gas, electric and water supplies to facilitate start of asbestos removal works
	Acron Asbestos Ltd	Work started on site to removal of asbestos material from boiler room and ducts in basement (22 June)
July	Lowland Fire Extinguishers	Annual check and service of fire extinguishers
	Acron Asbestos Ltd	Removal of asbestos material from basement completed. Whole basement certified as asbestos free on 24 July

Date	Contractor	Description
July (cont)	Lothian Heating Services	Preparatory work on site from 27 July to facilitate start of main heating installation project, through to 14 August
August	Alan Chalmers Ltd	Renewal of presbytery front windows; clearing drains and gutters; sealing access cover on downpipe
		Fitting plywood to infill gaps left by removal of heaters; plaster, paper and paint Sacristy wall; fit door stop to Sacristy door
	Lothian Heating Services	Start of works on main heating installation on 17 August; scheduled for completion on 9 October
	Ormsby of Scarisbrick	Cleaning of painting <i>Our Lady of the Snow</i> and carved, gilded frame
September	Alan Chalmers Ltd	Repair courtyard gutter; seal east roof at felt covering; clear debris etc from small yard on west side
		Cut back railing mesh, sand, prepare and paint east side railings and gate (upper section); cement render to east wall
	Ormsby of Scarisbrick	Repair and refurbishment of traditional carved crib figures of Our Lady and St Joseph; creation of new carved Bambino figure to match crib set
October	Alan Chalmers Ltd	Dismantle two oak cupboards in Sacristy and two plywood cupboards at rear of church; reassemble and re-site, switching locations; dismantle two remaining plywood cupboards from rear of church and store in basement
		In presbytery, remove panel to stair pipe box and subsequently refit
	Lothian Heating Services	Completion of main heating installation on 14 October, followed by series of tests, inspections and commissioning visits by contractors and suppliers

Date	Contractor	Description
	C & G Developments Ltd	Reinstatement of church floor removed to provide access and emergency exits for contractors' staff during the asbestos and heating works. Replaced with liftable hatches matching design of main church floor.
	Alan Chalmers Ltd	Build wooden ladder to access basement area; fix fittings and handhold to wall; mount fixture for ladder in hall cupboard
		Clear blocked rainwater drain and refit hand access cover
November	ARG Gas Services	Annual inspection and service of presbytery heating boiler
	Alan Chalmers Ltd	Fit two manual air fans in basement area windows
	Hardies PCC	Preliminary meeting to commission draft plans to undertake restoration of the church floor
	Lothian Heating Services	Repair to radiator damaged by falling Station of the Cross, replacing pipework and fittings; draining and refilling heating system
	Alan Chalmers Ltd	Cleaning and repair of wall behind fallen Station of the Cross
December	MacKellaig & Son	Construction and decoration of wooden crib in courtyard
	Alan Chalmers Ltd	Seal window in basement area to avoid water ingress; clear debris from gutters and drains