

EXETER DIOCESAN BOARD OF FINANCE LTD

HOUSING GUIDANCE AND POLICIES

(ISSUE Q)

November 2026

CONTENTS

- **Contacts** 3
- **Out of Hours Emergencies** 4
- **A-Z of Property Matters** 5-17
- **Useful Guidance** 18
  - Carbon Monoxide Alarms 19
  - Smoke Alarms 20-28
  - Dealing with Damp and Condensation 29-32
  - Legionella Guidance 33
  - A Guide to Buying Seasoned Wood 34-36

CONTACTS

MOVING INTO OR OUT OF A PROPERTY

Sarah Owen, Property Administrator

Tel: 01392 294954
Email: sarah.owen@exeter.anglican.org

FOR GENERAL PROPERTY ISSUES DURING NORMAL OFFICE HOURS

Sarah Owen, Property Administrator

Tel: 01392 294954
Email: sarah.owen@exeter.anglican.org

Or,

Harry Tear, Property Administrator

Tel: 01392 294952
Email: harry.tear@exeter.anglican.org

SURVEYORS

The designated surveyor for any reactive building works required at your home is detailed below:

Archdeaconry	Primary Contact	Secondary Contact
Barnstaple	**James White**	Max Smallridge
Exeter	**Becky Freeman**	Philip Keenan
Plymouth	**Peter Stanton**	Philip Keenan
Totnes	**Becky or Peter depending on property**	Philip Keenan

The contact details for your surveyor are:

James White	01271 600219 / 07790 157531; info@whitesurveyors.com
Max Smallridge	01271 600219 / 07481 426 526; info@whitesurveyors.com
Graham Davies	01392 294954 / 07989 991508; graham.davies@exeter.anglican.org
Becky Freeman	01392 294954 / 07971 607114; rebekah.freeman@exeter.anglican.org
Peter Stanton	01392 294954 / 07971 800914; peter.stanton@exeter.anglican.org
Philip Keenan	01392 294954 / 07971 996303; philip.keenan@exeter.anglican.org

OUT OF HOURS EMERGENCIES

EMERGENCY OUT OF HOURS CONTACT INFORMATION

In the event of a fire, please call 999 to request the fire service and inform your Surveyor as soon as possible. If the issue relates to a statutory service to your property, please call:

Emergency Type	Company Name	Contact Number
Electricity	National Grid	0800 678 3105
Gas	National Gas Emergency Service	0800 111 999
Water	South West Water	0800 169 1133
Flood	Environment Agency (floodline)	0345 988 1188

In the event of an emergency outside of office hours i.e. where works cannot be delayed until office hours due to significant risk to safety/welfare or where the damage poses a risk to serious disrepair to the property, please contact the relevant contractor from the following list in the first instance to see if they are able to assist:

Emergency Type	Company Name	Contact Number
Plumbing / Heating	Synergi	01404 234363; then press 2
Electrical:		
within 25 mile radius of Plymouth	Steve Harvey	07990 971473
Barnstaple Archdeaconry	Martin Smallridge	07989 075358
Exeter Archdeaconry (and all areas)	Darren Old	07976 589550
Security (Locksmith)	ASAP Locksmiths	07504 855190
Security (Alarms)	Tamar Security	02392 242 095
Drainage	Exjet	0800 328 6655
Pest Control	Rentokil	0808 271 6439
Roofing	ABC Roofing	07973 673732
General	Pro-Decs South West - Kevin Spear	07970 569732

If the contractor cannot assist, please try to contact your diocesan surveyor as per the contact details on the previous page. (In the Barnstaple Archdeaconry please speak with Graham Davies rather than the external surveyors, White Surveyors).

If you cannot contact your surveyor and the relevant contractor listed above is unable to assist, please feel free to find a local alternative, contacting them directly rather than via a third party such as Trust A Trader (as they will charge for the service). The Board will meet the cost of call outs from contractors provided the above approach has been followed and the problem has been not been caused by inappropriate use of the property and the problem is a genuine emergency.

Please ask any contractor to invoice the Exeter Diocesan Board of Finance Limited, The Old Deanery, The Cloisters, Exeter EX1 1HS, and send the invoice to property@exeter.anglican.org with details of the works that were carried out.

A-Z OF PROPERTY MATTERS

A **ACCIDENTAL DAMAGE**	Where accidental damage occurs to the building fabric, fixtures or fittings owned by the Board occasioned by a family member or guest, the damage will be repaired and the insurance excess paid by the Board. In the case of damage to personal items arising from fabric issues or events such as flooding, the Board would not normally compensate occupants for losses; however, consideration will be given to reimbursement of occupants' contents insurance excess up to the maximum amount of £250.
ALARMS	See Security, Carbon monoxide detectors or Smoke detectors.
APPLIANCES (INCLUDING COOKERS)	Most kitchens have spaces for freestanding 600mm wide cookers, fridges, dishwashers (if adequate space), fridges and freezers, which are to be supplied and fitted by the occupant. Occasionally, where a property has been purchased by the Board, it may have built-in appliances. Where practical, the Board will offer to remove appliances and form spaces. On the failure of an existing built-in appliance in an occupied property, it will either be removed and a space formed by the Board for a free-standing appliance to be provided by the occupant, or if it is more practical and economic, it will be repaired. See also kitchens.
ASBESTOS	Asbestos is a substance regulated by law because of the health and safety risks that it can pose in a building if it is not handled properly. Tests for the presence of asbestos are only carried out where works are due to take place involving the likelihood of disturbing any materials with a potential asbestos content. Presence of any materials considered likely to contain asbestos are noted in the Property Information Document provided to clergy before taking occupation. The condition of all suspect materials is monitored and contractors are notified of presence and location of any suspected Asbestos Containing Material prior to any work being undertaken.
B **BATHROOMS, SHOWERROOMS AND CLOAKROOMS**	Suites are refurbished only when at the end of their economic life. Assessment carried out at QIs and change of occupancy. Standard suite to be Armitage Shanks 'Sandringham 21'. Bath to have chrome plated handles and non-slip base where shower located over bath. Standard colour when providing new is white See also 'Showers'

BATS	Bats are protected species and there are expensive fines for disturbing them. If you think there are bats in the property, please notify your surveyor.
BED AND BREAKFAST	See 'Business activities'.
BOILERS, HEAT PUMPS AND CENTRAL HEATING	Central heating is provided to your property as standard and the Board is responsible for the maintenance, servicing, repair and replacement. Condensing boilers are only replaced when beyond economic repair. New installations to be gas fired where mains gas is available. Over time, the Board is committed to replacing oil boilers with air source heat pumps. See also 'Safety checking and servicing' and 'Out of Hours Emergencies'.
BOUNDARIES AND BOUNDARY STRUCTURES	Where the boundary is owned by the Board the Board will maintain it. However, new fencing provision will only be considered for safety and the security of the clergy family, but not for considerations in relation to domestic animals. If you know of anything that changes the boundary configuration please refer this to the Director of Property as a matter of urgency.
BURGLARIES	If you are unfortunate enough to have a burglary: 1. Notify the police immediately and obtain a crime reference number. 2. Contact the Property Department as soon as possible. 3. Liaise with you surveyor / arrange works to secure the property until proper repairs can be carried out. 4. Contact your own insurance provider in relation to your contents insurance 5. Review with your surveyor whether any improvements should be made to improve security
BUSINESS ACTIVITIES	If you are considering a business use from your property please discuss this with your Archdeacon and the Director of Property in the first instance as each 'activity' must be assessed individually. The clergy role for which the housing is provided must take precedence over any other business activity. The possibility of any conflict of interests between any such business activities must also be considered. In addition, consideration must be given to legislative and other implications including health and safety, child protection, additional costs, insurance and security.

C **CARBON MONOXIDE DETECTORS**	Carbon monoxide detectors are provided in each room where there is a fixed combustion appliance (excluding gas cookers), e.g. open fire, multi fuel stove, boiler and gas fire. Carbon monoxide detectors to have a 10-year sealed battery, type Kidde 10LLDCO, or similar approved. Occupants should test the detector(s) each week by pressing the test button. Please refer to the guidance in the 'Useful Guidance' section of this document to know what to do should your alarm sound at any time other than when testing.
CARPETS	See 'Floor Coverings'
CENTRAL HEATING	See 'Boilers, Heat Pumps and Central Heating'
CHIMNEYS AND FLUE SWEEPING	At ingoing stage sweeping of any chimneys in use will be arranged by the Board and certification obtained. Thereafter, the sweeping of the flue is the occupants' responsibility. It is recommended that the occupants arrange for sweeping of their chimney stacks by NACS registered chimney sweep and obtain a certificate on completion of work. This should be undertaken at the frequency recommended by the chimney sweep. The Government's Clean Air Strategy regulated the sale of wood from January 2022 requiring suppliers to supply with the `Ready to Burn' label, which applies to suppliers who can prove their logs have a moisture content of less than 20%. If your wood does not have a 'Ready to Burn' label, the government require a notice to be supplied to you by law stating: "this wood is not suitable for burning until it has been dried. You should not burn wood until it has a moisture content of 20% or less. Wet wood contains moisture which creates smoke and harmful particulates when burnt. As well as being harmful to your health and the environment, this can damage your stove and chimney and is an inefficient way to heat your home. Dry it in a covered, sunny, well-aired space for at least two years. Radial cracks and bark that comes off easily suggests wood that is ready for burning. Further guidance is in the Guidance section 'A guide to Buying, Storing and seasoning wood'
CLEANING AFTER INGOING SCHEME	Contractor to clean all affected areas of the property on completion of an Ingoing Scheme. Employment of professional cleaners only to be considered in exceptional circumstances.
COOKERS	See 'Appliances'
CURTAIN TRACKS	Regarded as fixtures and to be left/reinstated upon vacation of property. Tracks to be provided if missing when property vacant and to be maintained by the Board. Standard fitted is Swish Deluxe curtain track.

D **DAY-TO-DAY REPAIRS**	Clergy are responsible for general day-to-day maintenance of the property, including clearing of gutters where they can be accessed safely without the need for specialist equipment, cleaning out of gulleys and changing of light bulbs (including to security lighting where accessible). If tradesmen are required for the above, cost to be borne by occupants.
DECORATIONS - EXTERNAL	Previously decorated exterior joinery is redecorated as part of the quinquennial programme of work. Exterior masonry is redecorated every other Quinquennial. It is accepted that the appearance of the walling may become unsightly, but it will not significantly affect the building condition. The only exception to this policy will be to address a particular elevation if it is very unsightly and is highly prominent and publicly visible. Undecorated exterior masonry will be cleaned with fungicidal wash at each Quinquennial. Photographs of the property exterior will be taken to Parsonage committees to determine if redecoration thereafter is necessary /appropriate, but there is a presumption against due to the ongoing costs.
DECORATIONS - INTERNAL	Internal redecoration is the responsibility of the occupant. However, the Board will pay in full for internal redecoration of any room where the ingoing works have significantly affected them, such as occurs in bathroom or kitchen renewals. In addition, the Board provides some financial assistance in the form of a grant: **Pre-Occupancy – Ingoing Works** The Diocesan Surveyor will liaise with the Incoming Occupant to agree what works are to be undertaken and agree colours. Ceilings and joinery are painted white, and whilst the occupant is free to choose any colour for the walls, neutral colours are encouraged. The Board will pay up to £1,000 for ingoing redecoration costs but if spent in full there is no further redecoration grant available for the next 5 years. If less than £1,000 is spent, then the balance remains available as set out below under the heading 'During Occupancy'. The grant is a rolling grant over each 5-year period; hence any money drawn from the grant in year 1 is put back into it in year 6 and similarly in subsequent years. In addition, in the initial 5-year period, if the grant from the previous 5 year period has not been used in full, the balance will also be available at ingoing stage. This will be advised in the Property Information Document. During the main contract the Appointed Contractor will be responsible for the Health and Safety and management of site and accordingly no contractors or individuals not employed by the Appointed Contractor will be able to undertake any works in the property for the duration of the Ingoing works.

	During Occupancy A maximum £1,000 grant is available over any 5 year period, but is limited in the first five years as set out above. The grant is available at: • Up to 100% to cover the cost of materials where the work is undertaken by Occupant, • Up to 75% of the cost of redecorating the Hall, Stairs and Landing if the works are undertaken by a contractor • Up to 50% of the cost of redecorating any other rooms if the works are undertaken by a contractor. In the case of works undertaken by a contractor, a minimum of 2 quotations are required.
DISABLED ACCESS AND ADAPTATIONS	There is not a legal requirement to make alterations to the property for non-occupants. However, disabled provision will be considered when the Board makes any planned improvements. Reasonable alterations will be made and funded by the Board where required for a disabled post-holder or their immediate family. Where appropriate, guidance will need to be taken from an Occupational Therapist or other professional advisor/consultant.
DOOR BELLS & KNOCKERS	The Board provides a door knocker or basic door bell. Video door bells are not provided as standard by the Board.
DRAINAGE	The Board has insurance cover for blockages or damaged below ground drainage pipework. Please notify the Property Department if a blockage occurs to any below ground drainage. Drains that work properly are an essential part of maintaining a property as a safe and healthy environment for living. To keep them working well, it is important not to dispose of inappropriate matter down the drains such as fatty substances. If there is a blockage as a result from improper use, the board reserves the right to recharge any costs to the occupant. See also 'Out of Hours Emergencies'
DRIVEWAYS AND PATHS	Maintenance is the Board's responsibility but occupants are requested to keep the driveways and paths weed and moss free by regular clearing.
E **ELECTRIC VEHICLE (EV) CHARGING POINT**	Grant funding is currently available from the Office for Zero Emission Vehicles (OZEV). The Board covers the cost, over and above that available from any grant scheme, of providing a universal socket charging point for an electric vehicle owned/leased or being purchased by the priest/ family.
ELECTRICAL INSTALLATION	Electrical inspections are undertaken at any change of occupancy or a maximum of 10 years after the last inspection, whichever is the sooner. Recommendations for Action items listed as Code C3 are undertaken. See also 'Out of Hours Emergencies'

F **FENCES**	See 'Boundaries and Boundary Structures'
FIRE SAFETY	The Board does not carry out a Fire Risk Assessment of your home. It is therefore your responsibility to consider the risk of fire and how those risks may be removed or minimised. Clergy homes tend to have more books and papers stored than the average home. It is important these are kept tidy and away from any source of ignition. Your escape routes should always be kept clear and tidy. Smoke detectors are provided as standard (see smoke detectors).
FLOOR COVERINGS	The Board is only responsible for providing floor coverings to the 'wet areas' of the house, namely Kitchen, Utility, Cloakroom, Bathroom, WC rooms and en-suites. Carpets and laminate flooring are not a Board responsibility, but the Board will cover the cost of removal of any unwanted carpets/ laminate flooring prior to a new occupation. Payments to clergy for leaving carpets in-situ on leaving the property are only made in exceptional circumstances at the discretion of the Archdeacon and only when property is to be let and when letting cannot take place without them. In the case of new houses that are commissioned to be built for clergy occupation and no floor coverings are provided in any room, a grant of up to £2,000 may be available for the first occupant. Where there is wood block flooring the Board will cover the cost of localised repairs should the blocks fail. The Board does not cover the cost of re-sealing. New tiled floors are not provided, but existing floors are maintained by the Board.
G **GARDENS, HEDGES AND TREES**	Garden maintenance is the responsibility of the occupant including the pruning of small trees. A tax allowance may be claimable for those in receipt of a full stipend against the cost of the garden maintenance. Where District Councils charge for the collection of garden waste bins, the occupant determines if a bin is required and bears any cost. The Board is responsible for maintaining large trees. Surveyor assesses the condition of the trees at each QI and commission specialist assessments and works required for safety reasons. Should you notice the deterioration in condition of a tree in your grounds please contact your Surveyor. Some trees are subject to a Local Tree Preservation Order (TPO) which means that they may not be pruned or cut down without permission.

	During a property vacancy (and if the property is not rented), the PCC is asked to maintain the garden. In the case of rented properties, tenants are responsible. The Board funds the reduction in height of excessive hedges at Ingoing stage. Thereafter, maintenance is the responsibility of occupant.
GAS	In the event of a suspected gas leak do not operate electrical equipment or switches, in case of sparks. Ensure there are no naked flames, open the windows and turn the gas lever to the off position. Dial 0800 111999 immediately to report the leak and contact the Property Department. Gas installations including gas fires (but excluding occupants' cookers) are serviced annually by the approved contractor. Gas fires are generally being phased out as they become unusable – see secondary heating.
GLAZING	Assessment of condition carried out at QI or change of occupancy. Diocesan Surveyor to assess glass and offer safety glass or film to occupant, where considered appropriate.
GUTTERS	The Board arranges clearance at commencement of your occupation and as part of a quinquennial repair project, however between these times, it is the occupant's responsibility to ensure that gutters and gulley outlets are kept clear, where they can be accessed safely without the need for specialist equipment. The stitch-in-time approach of regularly removing any accessible leaf fall and other debris helps ensure that blockages or gutter overtopping does not occur and helps prevent internal dampness and associated building fabric deterioration. It is important that whoever accesses the gutters does so in a safe manner and it is common practice to ask a window cleaner to do this at the same time as cleaning windows. Alternatively, there are companies that specialise in gutter clearance work.
H **HOLIDAYS**	When going on holiday in the winter, it is recommended that the water is turned off at the stop cock and the property drained down, or the heating is left on the frost setting. If you are going to leave the property vacant for 60 days or more, please contact your surveyor to ensure that correct procedures are implemented to comply with insurance requirements.
INFESTATIONS AND PESTS	If you think that you may have an infestation of mice, rats, bee or wasp nests, cockroaches or other pests, please notify the Property Department. The Board will generally cover the cost of employing a specialist and if the issue is a genuine emergency then please use the contact provided in the earlier section. Should the nuisance be caused by poor home management, you may be responsible for the cost of treatment.

I **INGOING WORKS**	Diocesan Surveyor to visit, inspect and report extent of work that can be undertaken to Archdeacon. See also 'Property information document'
INSULATION	All water storage tanks and pipework should be adequately insulated to reduce the risk of freezing. Generally, the Board has already upgraded the loft insulation at clergy homes however, should you consider that the insulation is less than 250mm and you would like further insulation please contact your surveyor. The Board covers the cost of providing loft insulation. Generally, the Board has already upgraded the insulation in cavity walls where it is considered appropriate. At the time of the next flat roof recovering, the Board will arrange the upgrading of the insulation if considered appropriate.
INSURANCE	The Board is responsible for the building insurance. Contents insurance is the responsibility of the occupant.
K **KITCHENS**	Assessment of condition carried out at QI or change of occupancy by Diocesan Surveyor, but replacement only undertaken when the kitchen has become worn out. Units, worktops, sinks, taps & extractors are supplied by Howdens Joinery Co. https://www.howdens.com/ A limited choice from the Greenwich range has been approved by the Parsonages Committee. Your ideas on design will be taken into consideration but the design is ultimately determined by the Diocesan Surveyor. Any deviation to the Board's standards as a result of a personal request (such as a larger cooker space) that results in an increased cost will be met by the occupant.
L **LIGHTING**	The Board provides light fittings in each room with replacements being low energy, LED or similar. The occupant is responsible for providing shades and replacing light bulbs. If the occupant wishes to change a light fitting, this must be undertaken by a qualified electrician at occupant's expense.
LISTED BUILDINGS AND CONSERVATION AREAS	The Property Information Document will have advised if your property is listed or located in a conservation area. Where this is the case, this imposes additional restrictions on what is permitted including to the house and in the grounds such as to the trees. If in doubt, please contact your diocesan surveyor.
LPG INSTALLATIONS	Annual safety checking of LPG installations is the responsibility of the Board, but any maintenance and repair costs, where provided solely for cooking, will be charged to the occupant.

LOCKS	Locks to be changed during Ingoing Scheme only where there is concern regarding location of keys.
LODGERS	Separate guidance is available. Please contact the Property Services Department before entering into any lodging arrangement.
LOFTS	The Board is responsible for providing a ladder to the main loft space. The Board only provides boarding where required for safe access to services.
O **OCCUPATION FOLLOWING RESIGNATION**	Occupants may continue to reside at property for up to one month following the date of resignation at no cost. Longer occupation to be charged at cost where property cannot be let due to time constraints, or at market rent where time available to let property. Should the need to remain beyond the month arise from waiting for a clergy pensions house then the rental equivalent to the Pensions Board rental would be applied.
P **PARISH ROOMS**	The home is primarily a home and it is for the occupant to determine whether it is to be used for parish meetings or administrative functions. Before the house is vacated at the end of the licence any parish information or furniture should be removed.
PEST CONTROL	If you have any concerns that you may have a pest infestation please contact your surveyor. See also 'Out of Hours Emergencies'
PHONE POINTS	As a minimum, a master telephone socket is provided.
PLANNING APPLICATIONS AND OTHER NOTICES	If you receive any notification of a planning or similar application, please provide details to the Property Department straight away.
PONDS	The Board does not to take responsibility for the maintenance or safety relating to ponds. At an ingoing stage, the Diocesan Surveyor will offer the option to remove as part of Ingoing Works.
PROPERTY INFORMATION DOCUMENT	The Property Information Document is prepared by the Property Team and made available prior to interviews for any vacant post providing details of the property, responsibilities and extent of proposed ingoing works.
Q **QUINQUENNIAL INSPECTIONS AND REPAIRS**	Quinquennial inspections of your property are carried out by your Diocesan Surveyor five years after the completion of the previous QR works to enable the need for works and its associated timing to be determined. Where delaying works will not result in the condition of the building fabric being materially adversely affected, QR works are deferred.

R **RADON**	The majority of properties in areas assessed of higher than minimum risk have been tested. In the case of any remaining areas recommended by National Radiological Protection Board, testing equipment will be offered as part of a phased programme of works.
RIGHTS OF WAY	It is important to prevent the unintentional creation of a right of way by allowing others to cross the vicarage land regularly over a period of years, other than using the normal means of accessing the house. If you are aware of any potential rights being established, please liaise with your Surveyor.
RENTAL DURING VACANCY	The Board will automatically proceed to let a house upon vacation by parochial clergy unless there is insufficient time before the appointment of a curate. Subject to the house being let within approximately 1 month of vacation by the priest, the house will be let generally on a six months assured shorthold tenancy. The Board will automatically proceed to re-let a house for a period of at least six months upon vacation by a tenant if there is not an interview date.
S **SAFETY CHECKING AND SERVICING**	The Board has in place block contracts with a small number of specialist contractors who will contact you at the appropriate time to arrange safety checking and servicing of your gas/oil/heat pump installation. The Board is not responsible for the safety checking of freestanding cookers but is responsible for the annual safety checking and servicing of the following: • oil and gas boilers • heat pumps • unvented hot water cylinders and associated installation • gas fire(s) • built-in gas oven • built-in gas hob • all associated pipework, tanks and installations generally
SEAGULL DETERRENT SYSTEMS	Seagull deterrent systems are only provided by the Board where persistent problems are experienced over at least three years.
SECONDARY GLAZING	The provision of secondary is only considered for property where the provision of double glazed units is not possible/practicable.
SECONDARY HEATING	An open or gas fire has traditionally been provided as a source of secondary heating, usually in either the Study or Living Room. However, these are discouraged for energy efficiency and net zero carbon reasons and where desired during occupation by clergy and automatically during a vacancy, the Board will pay for the blocking up of the opening and the provision of an electric socket as necessary for an occupant's electric fire. When a gas fire ceases to be operational it will not be repaired or replaced. The Board will pay for their removal and blocking up of the opening as necessary and the provision of an electric socket as necessary for an occupant's electric fire.
SECURITY	The Board has previously undertaken a survey of parsonages to identify high risk properties and arranged for security alarms to be fitted. Additional properties

	are only added to this list if circumstances have changed significantly when assessed against the original criteria, or if Archdeacon requests alarm. Provision and maintenance is paid for by the Board. Security alarms are currently maintained by Tamar Security. Cameras are not provided normally and would only be considered in exceptional circumstances and when requested by the Archdeacon. Front doors, rear doors, and interior garage pedestrian access doors are to be fitted with 5 lever mortice locks or multi point locking devices. Where PVCu doors are fitted, interior 'thumb turn' latches or key operated locks, which engage the dead bolt, are acceptable. All ground floor and other accessible windows should be fitted with window locks. External security lighting can be provided to key elevations. A security review of your property should already have been undertaken but if you have any concerns please liaise with your surveyor. See also 'Out of Hours Emergencies'
SEPTIC TANKS AND OTHER PRIVATE SEWERAGE SYSTEMS	The Board is responsible for the clearance and any works arising from septic tanks and other private sewerage systems.
SHEDS AND GREENHOUSES	The Board does not provide sheds or greenhouses. Removal of an existing shed or greenhouse will be offered at the Ingoing stage. Before considering the provision of any new structure, please check with the Property Team as there may be legal restrictions.
SHELVING	The Board will provide up to 22m linear metres of shelving in the study where viable as part of the Ingoing works. The shelving standard is 'Spur' metal adjustable uprights and brackets with 225mm x 20mm varnished composite softwood shelves.
SHOWERS	The Board will provide a minimum of one shower, normally in family bathroom. It will be an instantaneous 9kW electric shower wherever practicable. Power showers and pumps are not provided. Provision of shower cubicles are considered when the bathroom is being refurbished. When the shower is over the bath, the Board will provide a shower curtain rail; the shower curtain is provided by occupant.
SMOKE DETECTORS	All clergy houses are provided with a minimum of one smoke detector on each floor. Generally the installation will comprise mains powered smoke detectors with 10 year lithium battery. These detectors are replaced by the Board prior to their expiry date.

	Occupants should test the detectors each week by pressing the test button on each unit. Please refer to the 'Useful Guidance' section of this document for operation information of the alarms including testing, cleaning and faults.
T **TREES**	See 'Gardens, hedges and trees'
TV AERIALS/ SATELITE DISHES	TV aerials will be provided and maintained by the Board where needed. Occupants wishing to install satellite dishes on the outside of the property should consult the Board, especially when property is listed. Listing/Planning considerations may prohibit installation.
V **VACANCY RESPONSIBILITIES**	Prior to vacating a property, please undertake the following: • take final meter readings for electricity and gas if appropriate on the day of removal, settle bills and pass the readings (with photographs) to the Property Services Department; • if moving out between November and April, turn off the incoming water main and leave the central heating on a minimal setting with room thermostat set on approximately 6^0C and TRVs on 1 in principal rooms and * (frost setting) elsewhere; • terminate the telephone contract, leaving the line available for any tenant; • leave a list of names and telephone numbers for the next priest, especially the names of local handymen who have proved useful in the past; • empty the house and grounds of belongings. Once the property is empty the churchwarden/PCC are responsible for the following while the property is unoccupied: • generally keeping an eye on the property during the vacancy - be the eyes and ears of the Parsonages Committee; • making weekly inspections (to comply with insurance requirements); • collect and forward important post (if not being redirected); • open electricity/gas bills, read the meters and forward to the Board; • basic gardening *. * If there is a problem with gardening the Archdeacon should be consulted.
VENTILATION	Kitchens are fitted with a ducted-out integrated cooker hood as part of a kitchen refurbishment wherever possible. Bathrooms and shower rooms are fitted with a humidistat extractor fan as part of a refurbishment project. Please also see 'Dealing with Damp and Condensation' in the Useful Guidance section.

W **WINDOWS**	An assessment of the condition of the windows is carried out at the Quinquennial Inspection or Ingoing stage. The decision to renew is based on when the existing windows have reached the end of their economic life.
WATER BUTTS	Where practical and desired, up to three water butts with stands and connected to rainwater downpipes with rain diverter kits will be provided by the Board, as part of a Quinquennial or Ingoing scheme of work.
WOOD BURNING STOVES	Where no stove is currently provided a wood burning stove, and flue liner if required, will be provided if requested in a principal reception room as secondary heating as part of QR and Ingoing schemes in properties heated using oil or LPG, or in a small number of 'hard to heat' properties with gas central heating, with "hard to heat" being assessed on exceptional size, construction and glazing. Only wood should be burnt in the stoves. Any storage requirements for wood are to be at the occupant's own expense.

This document is to remain an Open Document and is to be periodically reviewed and updated as necessary, following agreement by the Combined Parsonages Committee.

Useful Guidance

Carbon Monoxide Alarms

Smoke Alarms

Dealing with Damp and Condensation

Legionella Guidance

A Guide to Buying Seasoned Wood

Carbon Monoxide Alarms



Why is My Carbon Monoxide Detector Beeping?

Carbon Monoxide Alarms

Carbon monoxide (CO) is an invisible, odorless, and tasteless gas that is produced by fuel-burning appliances, such as your furnace or generators. Having the proper amount of CO alarms installed in your house helps you achieve whole home protection for the safety of your family. However, it is important to be educated and know how your alarm communicates with you. There are several reasons why your carbon monoxide detector could be beeping or chirping. Learn what each type of chirp from your detector indicates so that you are prepared in the event of an emergency.

Different Types of Beeps and Chirps:

- **4 Beeps and a Pause:** EMERGENCY. This means that carbon monoxide has been detected in the area, you should move to fresh air and call 9-1-1.
- **1 Beep Every Minute:** Low Battery. It is time to replace the batteries in your carbon monoxide detector.
- **5 Beeps Every Minute:** End of Life. This type of chirp indicates it is time to replace your carbon monoxide alarm.
  ** Refer to your alarm manual for your specific model*

What Does a Low Battery Beep From My Detector Mean?

Depending on the type of CO alarm you have, the battery life of the detector differs but generally you should replace your alarm batteries every 6 months. It is important to check and test carbon monoxide alarms to make sure they are working, and ensure the battery is still good. There are also plug-in carbon monoxide detectors with a battery backup which should also be replaced. These detectors provide you with continuous protection in the case of an emergency during a power outage. First Alert also offers alarms with 10-year sealed batteries that will last the life of the alarm.

What Does an End-of-Life Beep From My Detector Mean?

Most carbon monoxide alarms last between 5 and 7 years. Even if the battery is still good, all detectors should be replaced after 7 years. This is because the sensor in the alarm is reaching its end of life, and when it comes to detecting CO, you want an alarm with a high functioning sensor. However, with today's technology, the 10-year battery powered CO alarm can provide a decade of detection.

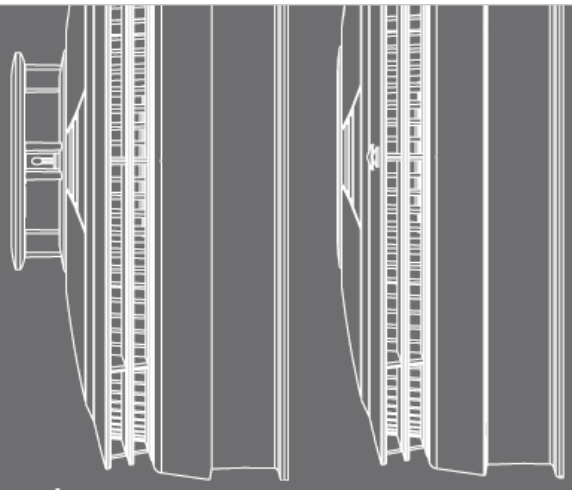
What Does an Emergency Alarm Chirp Mean?

When your carbon monoxide detector chirps 4 times in a row and pauses, this means it has detected unsafe levels of carbon monoxide. This means your entire household should evacuate immediately and seek fresh air. Some symptoms of carbon monoxide poisoning are headaches, dizziness, upset stomach, vomiting, nausea, chest pain, and confusion. It is important that after evacuating your house, to call 9-1-1 and don't let anyone else in the home until the fire department gets there to resolve the situation.

Carbon monoxide leaks can be scary because this gas can be deadly. If you or your family show any symptoms of CO poisoning, get to fresh air immediately and call 9-1-1. Installing proper CO alarm coverage on every level and in every bedroom will help your family be alerted to an emergency as soon as carbon monoxide is detected. Remember to regularly check and test your carbon monoxide alarms and replace the batteries when specified.

It is required by the law to have working CO detectors in your home. Learn more about CO legislation in your state

Smoke Alarms – Extracts from AICO Instruction Manual



Mains Powered

Ei3024 / 3016 / 3014 Alarms

Instruction Manual

Read and retain carefully for as long as the product is being used. It contains vital information on the operation and installation of your Alarm. The manual should be regarded as part of the product.

If you are just installing the unit, the manual **MUST** be given to the householder. The manual is to be given to any subsequent user.

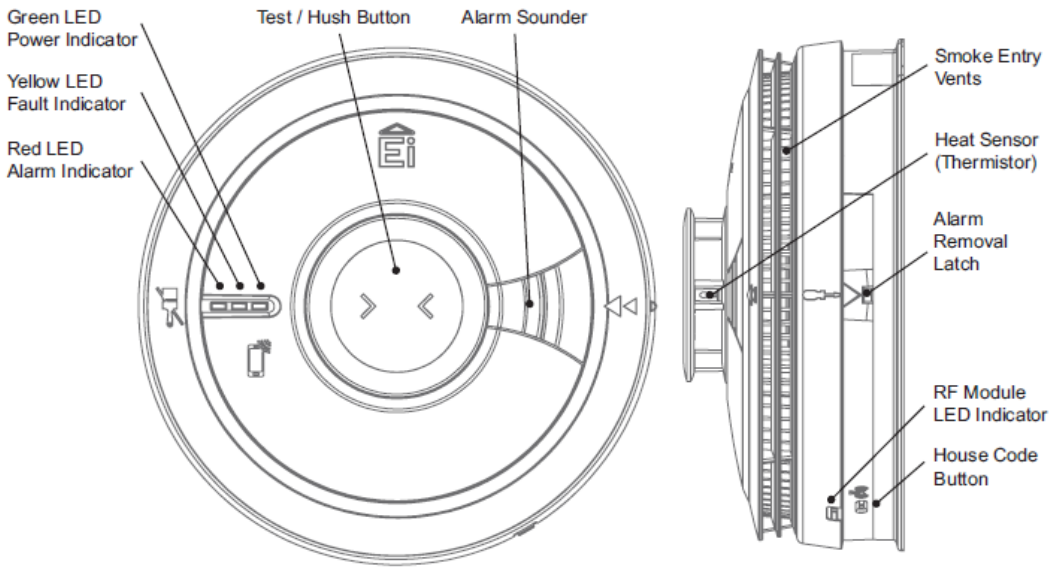
Installer Guide

1

Introduction

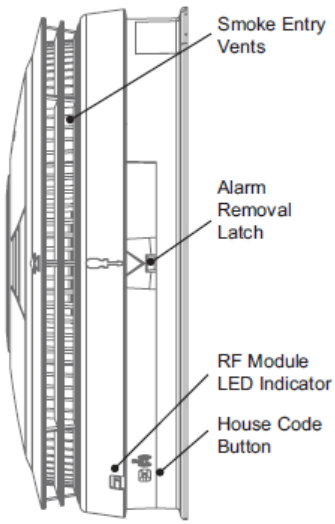
1.1 Overview

Ei3024 Multi-Sensor Fire Alarm

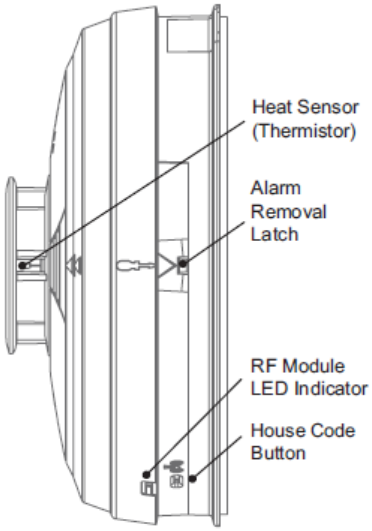


7

Ei3016 Optical Alarm



Ei3014 Heat Alarm



8

User Guide

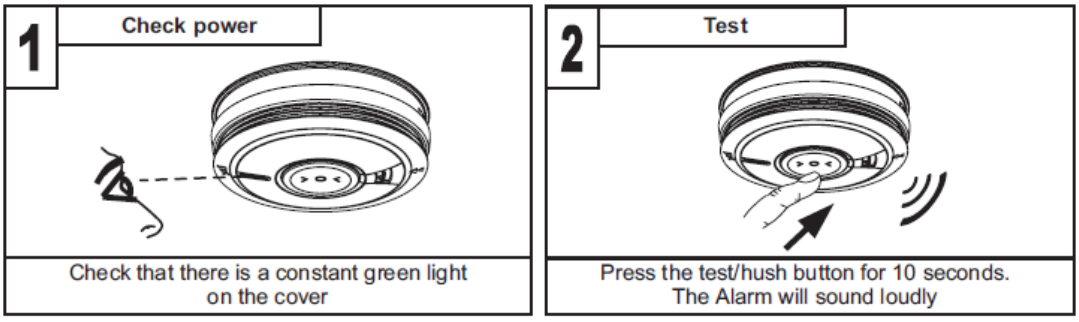
3
Testing

3.1 Testing and maintaining your Alarm

Frequent testing of all your Alarms is a requirement to ensure they are functioning correctly. Guidelines and best practices for testing are as follows:

1. After the system is installed.
2. Once monthly thereafter.
3. After prolonged absence from the dwelling (e.g. after holiday period).
4. After repair or servicing of any of the systems elements or household electrical works.

Inspecting and Testing proceedure



(i) Check that the **green LED power indicator** is on continuously.

(ii) Check also that there are no faults i.e. NO green, yellow or red LED flashing (if this is the case please see indicator summary table).

(iii) Press the **test/hush button** for up to 10 seconds and ensure that the Alarm sounds. This tests the sensor, electronics and sounder are working. The Alarm will stop when the button is released. Pressing the test/hush button simulates the effect of smoke and/or heat and therefore is the best way to ensure the Alarm is operating correctly. (Refer to indicator summary table if you see Red or Yellow LED flashes).

(iv) **Interconnected Alarms only** - Test the first unit by pressing the test/hush button for 10 seconds. All the Alarms should sound within 10 seconds of the first alarm sounding. After releasing the test/hush button, the local alarm will stop sounding immediately and the interconnected Alarms will be heard sounding in the distance for a further 3-4 seconds. This feature gives an audible verification that the interconnection is OK. Check all the other Alarms in the same way.

(v) Check the functioning of the mains battery back-up directly after installation and then at least yearly as follows:

- Turn off the mains power at the distribution board and check that the green indicator light is now flashing (1 flash every 48 seconds) to indicate the Alarm is on backup battery power.
- Press the Test/Hush button for up to 10 seconds and ensure the alarm sounds loudly.
- Monitor the Alarm over a 3 minute period for any fault chirps and or yellow LED fault indicator flashes (Refer to "**Fault Modes**" table on what to do if this occurs)
- Turn the mains supply at the distribution board back on.

Switching off Mains for long periods

If the premises are regularly being left without mains power for long periods the Alarms should be removed from their mounting plates and the Ei3000MRF modules (if fitted) should be removed to prevent the batteries becoming fully depleted. (This is sometimes done with holiday homes which are only occupied in the summer).

The Ei3000MRF modules (if required) must be re-fitted to the Alarms and the Alarms must be re-attached to the mounting plates when the premises are re-occupied. Ensure to match the original RF module back to the same Alarm head.

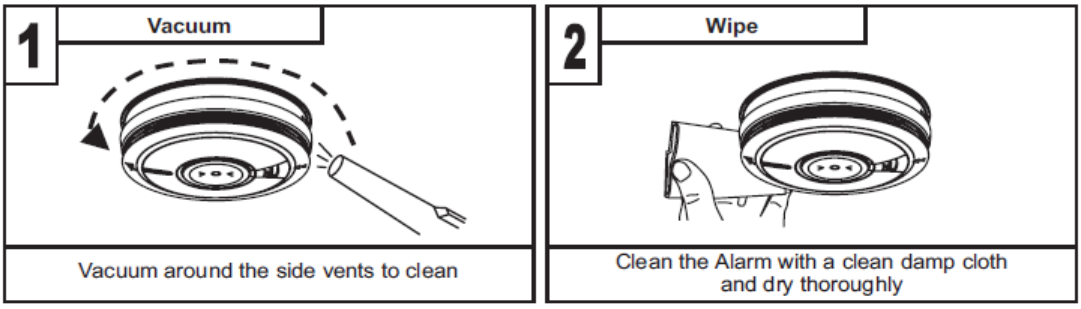
Long term storage (over 1 year) can damage the batteries to the extent that they may not recharge when the Alarms are re-connected to the mains supply.

WARNING: DO NOT TEST WITH FLAME

This can set fire to the Alarm and damage the house. We do not recommend testing the Alarm with heat and/or smoke as the results can be misleading unless effective apparatus is used.

3.2 Cleaning your Alarm

Clean your Alarm regularly. In dusty areas it may be necessary to clean the Alarm more frequently.



Use the narrow nozzle attachment of your vacuum cleaner to remove dust, insects and cobwebs from the sides and cover slots where the airflow enters. Clean the outside cover by occasionally wiping with a clean damp cloth then dry thoroughly with a lint free cloth. Do not use any cleaning agents, bleaches, detergents or polishes, including those in aerosol cans.

WARNING: Do not paint your Alarm.

Other than the cleaning described above, no other customer servicing of this product is required. Servicing or repairs, when needed, must be performed by the manufacturer.

All Alarms are prone to dust and insect ingress, which can cause false alarms or failure to alarm. In certain circumstances, even with regular cleaning, contamination can build up in the smoke sensing chamber causing the Alarm to sound or fail. Contamination is beyond our control, it is totally unpredictable and is considered normal wear and tear. For this reason, contamination is not covered by the guarantee.

5

Indicator Summary Tables & Troubleshooting

Indicator summary table					
Normal mode					
Mode	**Action**	**Green LED (power)**	**Yellow LED (fault)**	**Red LED (alarm)**	**Sound**
Power up	Slide onto mounting plate	x 1	x 1	x 1	—
Standby	—		—	—	—
Testing (monthly)	Press and hold test/hush button	*	—	—	
In alarm mode					
Detecting fire	—		—		
Activated via interconnect	—		—	—	
Pressing Silence Button on Alarm detecting fire	—		—		x 10mins

* With the test/hush button held the green LED will flicker/pulse every second

= LED on solid = LED flashing

Memory mode			
Status	**Action**	**Red LED (alarm)**	**Sound**
0-24h	—	x2 every 48 sec	—
>24h +	Press and hold test/hush button	x2 every 8 sec	
To erase the memory	Keep test/hush button pressed for >20s		Sounds until test/hush button is released

The Alarm memory is an important feature where even if the house is unoccupied during an alarm condition it warns the homeowner that the Alarm has previously detected Fire and been in alarm.

The memory feature also helps identify the unit which has previously triggered an entire alarm system, which can also be very helpful after the entire alarm system has gone into alarm and then stopped, for no obvious reason. Once the source alarm has been identified, appropriate action can be taken e.g. in the case of a fire alarm event in memory, investigate the cause of nuisance / false alarms by ensuring kitchen or bathroom doors are kept closed to prevent very hot air or steam from cookers / showers reaching the heat sensor on the Alarm, locate the Alarm further away from the source of steam or condensation, replace the Alarm if it is thought to be defective or remove the unit in the short term.

The memory feature has two operation modes:

- memory indication for 24 hour period after alarm.
- memory recall on demand

24-hour memory indicators: For 24 hours after alarming, the red LED will flash twice every 48 seconds (approx)

Memory recall on demand: To review the memory status at any time, press and hold the test/hush button, the red LED will flash twice to convey the alarm event in memory, if any.

Reset Memory: Hold down the test/hush button for at least 20 seconds. Cover the sounder with a cloth to muffle the alarm during this time. Clearing of the memory is indicated by a 1-second-long flash of the red LED. Please note that the alarm memory will also be reset if the Alarm is removed from its mounting plate.

Fault modes and Memory indicator					
What you hear / see				What it means	What to do
Green LED [1] (power)	Yellow LED [2] (fault)	Red LED (alarm)	Chirps		
every 48 sec x1	——	——	——	AC mains off	Reconnect AC mains power
——	every 48 sec x1	——		AC mains off Low battery backup	Reconnect AC mains power
	every 48 sec x1	——		Low battery backup	Replace Alarm
	every 48 sec x2	——	x2	Sensor fault	Replace Alarm
	every 48 sec x3	——	x3	End of Life	Replace Alarm
	every 8 sec x4	——	x4	Max Dust Compensation has been reached	see Maximum Dust Compensation section
	Flashes as per fault type	——	——	Fault chirps have been silenced. Rate of the yellow LED flashing indicates fault type	If required chirping can be silenced again by pressing Silence button
	——	when pressing test/hush button	——	There has been an alarm in your absence	Check Alarm memory section

1 ON when AC mains power is switched on, flashes every 48s when on backup battery, OFF when both AC mains and backup battery are off.
2 If you are unsure of the amount of flashes of the Yellow LED you can at any time while a fault condition exists, press the test/hush button. The relevant number of flashes will then be 8s apart.
Note: Fault chirps can be silenced by pressing the Test/Hush button.

The Alarm can communicate its status and history through various Led flashes and chirps/beeps. However, a more comprehensive report of all such events is available through the AudioLINK download via the smart phone App.

Low Battery Backup Fault

If the battery backup supply is depleted, the sounder will give one short chirp with one yellow LED fault indicator flash every 48 seconds. In this case check that the green LED power indicator is on continuously. If it is off, or flashing every 48 seconds, the Alarm is not receiving 230V AC mains power and is being powered by the battery backup. The chirp every 48 seconds indicates that the battery is depleted. The battery is not replaceable. Check fuses, circuit breakers and wiring to determine the cause of the interruption to the mains power. If in doubt, contact a qualified electrician. Once mains power is reinstated, the chirps should cease within 2 hours as the battery charges up. If the chirping persists for over 2 hours with the green light on, there may be some other problem with the Alarm. The Alarm must be returned for repair or replacement - see **GETTING YOUR ALARM SERVICED** section.

Sensor Fault

The Alarm regularly checks the optical smoke sensor and/or thermistor heat sensor for correct operation. If the Alarm has found a fault with the sensor, it will give 2 short chirps with 2 yellow LED flashes every 48 seconds. In this case, the Alarm must be returned for repair or replacement - see **GETTING YOUR ALARM SERVICED** section.

End of Life

Once the Alarm passes its 10th year of installation, it will give 3 short chirps with 3 yellow LED flashes every 48 seconds to indicate it has reached its end of useful life.

The entire Alarm must be replaced (Also check the replace by date on the label on the side of the Alarm). Disconnect the mains first and replace the Alarm - see ‚Removing the Alarm' section.

Maximum Dust Compensation (Ei3016 and Ei3024 only)

The Alarm monitors the dust contamination build-up in the optical smoke chamber and then compensates for it, reducing the possibility of false alarms.
If however, the Alarm gives 4 short chirps with 4 yellow LED flashes when the test/hush button is pressed, it indicates that the Alarm has reached the maximum dust compensation. When this occurs, the Alarm will continue to operate as normal, but there is an increased risk of false alarms caused by dust contamination. If contamination has occurred quickly (e.g. due to dust from carpets being replaced) and the Alarms are sounding, the dust compensation may take some hours to operate. In this situation, remove the Alarm from the ceiling, leave it disconnected for 5 minutes, then reinstall the unit (the air must be clean i.e., dust and smoke free). The dust compensation will now operate quickly, within 60 seconds.

Temporarily Silencing the Fault chirps

If the test / hush button is pressed on an Alarm that is giving fault chirps and yellow LED fault indicator flashes, the Alarm will be silenced (Fault Hush mode) for a period of 12 hours. However, the Alarm will sound / function as normal within that period should it detect Fire (except if the fault detected is a sensor fault). The yellow LED fault indicator will continue to flash as before to indicate the fault is still present. This is a useful feature should the fault occur at night as it keeps the disturbance at a time when people in the building are trying to sleep to a minimum. The fault chirps will return 12 hours later. A low backup battery fault and an end of life fault can be hushed as often as required.
A sensor fault condition can only be hushed once.

Your Alarm does not sound when you press the test/hush button	• Check the Alarm is secured correctly on the mounting plate. • Wait 15 seconds after connecting the power before button testing. • Hold button down firmly for at least 10 seconds. • If the Alarm does not sound, then your Alarm must be returned for repair or replacement - see **GETTING YOUR ALARM SERVICED** section.
Your Alarm sounds for no apparent reason	• If, when the Alarm sounds, there is no sign of smoke, heat or noise to indicate that there is a fire, you should get your family into a safe place, before you start investigating. Check the house carefully in case there is a small fire smouldering somewhere. Check for smoke, fumes, steam, very hot air etc. • Locate the Alarm that sounds and has flashing red LED. • If you have thoroughly investigated and are sure that it is just a nuisance alarm, simply press the Test/Hush button briefly to silence the Alarm for 10 minutes. This will also silence any interconnected Alarms for the same period. When the Alarm is in 'Hush' mode the red LED will continue to flash while it detects the presence of smoke or heat. The Alarm will reset to normal functionality at the end of the 10 minute. If additional silenced time is required, simply push the Test/Hush Button again. • If you experience frequent nuisance/false alarms, it may be necessary to re-locate the Alarm away from the source of the fumes or if it continues to sound without smoke or heat being present and cleaning the Alarm does not solve the problem, it needs to be replaced.

Interconnected Alarms do not all sound	• Hold test/hush button for at least 10 seconds to ensure that the signal is transmitted to all the interconnected Alarms. • If this is not the case and you have a hardwired interconnection, we recommend you consult a qualified electrician. • If the Alarm is fitted with an RF module for wireless interconnection, check that all Alarms in the the RF system are powered and are house-coded correctly. (see the Ei3000MRF SmartLINK module manual).
Pressing the Test/Hush button does not silence the Alarm	Always make sure that you are pressing the Test/Hush button on the Alarm that sounds with the red LED flashing.
Your Alarm chirps/beeps/ flashes	In standby mode, the Alarm does not sound, beep, chirp or flash. The only light on is the green power LED. The Alarm automatically monitors the battery, sensor and electronics periodically to ensure that all are satisfactory. If a fault has been found, the Alarm alerts the occupier to this via short chirps from its sounder and its yellow LED fault indicator flashes every 48 seconds. The Alarm will also indicate any faults when the test/hush button is pressed. See indicator summary table on the next pages.

If the Aico smoke alarm is sounding due to a fault (i.e. you are confident there is no smoke/fire) it can be removed from the ceiling baseplate as per the guidance in the link below. Please also contact the property department so that the matter can be rectified as a priority:

https://youtu.be/Ixlyik_Qki0?si=7DlOWUrz-mbvqiJ-

DEALING WITH **DAMP AND CONDENSATION**

NEA Active for Warm Homes
WARM AND SAFE HOMES

During the colder months condensation becomes a major problem in many British homes.

It is caused when warm, moist air hits a cold surface such as a window or external wall and condenses, running down the cold surface as water droplets. If left this can develop into black mould which looks and smells bad and can cause health problems as well as thousands of pounds worth of damage to clothes, furniture, books, shoes and decorations.

Condensation can be a problem in any property no matter its age. It is often worse in homes that have been modernised as ventilation and the circulation of air is reduced.

Controlling ventilation and air circulation around the home is very important in the prevention of condensation because this allows moisture-filled air to escape to the outside, preventing future problems inside your home.

Rising or penetrating damp can cause problems in your home although it is less common than condensation.



DID YOU KNOW?

- A family of four can add moisture to the air equivalent to 30 to 40 litres of water a week just by breathing
- Showering, cooking, bathing and washing can add 15 to 20 litres a week
- Drying clothes indoors can add 10 to 15 litres a week

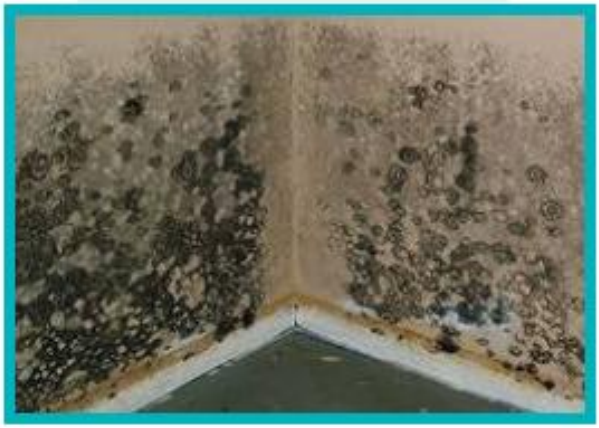
CONDENSATION



Condensation can cause mould to form in your home, lead to staining/ damaging wallpaper, wall surfaces, window frames, furniture and clothing. The mould and its spores carry the musty smell that is often associated with a damp house. Black mould can't grow where salt deposits are present (as with rising damp) and is therefore a sign of condensation.

Water vapour is generated in your home in many ways but the main causes are:

- **steam from cooking and boiling the kettle**
- **baths and showers**
- **drying clothes inside**
- **unsuitable venting of tumble dryers**



The best way to deal with mould is to remove it from walls using a special fungicidal wash which should be used in line with the manufacturer's instructions. Special paints are also available that will delay the return of the mould, but unless you take steps to reduce condensation it will eventually grow back.

Areas prone to condensation

The following areas are particularly prone to condensation:

- **cold surfaces such as mirrors, windows and window frames**
- **kitchens and bathrooms where a lot of steam is created**
- **external walls, walls of unheated rooms and cold corners of rooms**
- **wardrobes/cupboards and behind furniture against an external wall and a lack of ventilation**



Reducing condensation

There are four things to consider when dealing with a condensation problem - **heating, insulation, ventilation and excess moisture**.

Heating

Condensation is most likely to be a problem in homes that are underheated.

- **Try to keep temperatures in all rooms to above 15°C as this will reduce condensation forming on external walls.**

Insulation

Insulating your home will have a threefold value in tackling the problem:

- **warming the surface temperature of walls, ceilings and windows**
- **generally increasing the temperature of the home**
- **reducing heating costs thus allowing the home to be heated to a higher standard more affordably.**

Ventilation

Condensation will occur less if you allow air to circulate freely. Make sure vents and airbricks are not covered or obstructed.

Reduce the moisture

Condensation in the home occurs when there is too much moisture in the air. Take steps to reduce the amount of moisture in the air by following some of our top tips.

TOP TIPS TO REDUCE CONDENSATION

1. In cold weather try and keep temperatures between 18-21°C in main living areas whilst indoors.
2. Don't block airbricks or air vents.
3. To kill and remove mould wipe down wall and window frames with a fungicidal wash which carries a Health & Safety Executive approved number.
4. Dry washing outside whenever possible.
5. Don't dry clothes on radiators. This will make your boiler work harder to heat your house and cost almost as much as using a tumble dryer, whilst creating a lot of condensation.
6. If you have to dry clothing indoors and don't have a tumble dryer, place clothes on a drying rack in a room where a window can be opened slightly and keep the door closed.
7. No drying rack? Put your clothes on hangers and hang from a curtain pole above a slightly opened window.

OTHER TOP TIPS TO REDUCE CONDENSATION IN YOUR HOME

IN THE LIVING ROOM



- Open window trickle vents during the day or when going out, or open windows for at least 10 minutes every day
- Lay thick carpet with a good thermal underlay
- Hang thick, heavy lined curtains during the winter to help keep the room warm.

IN THE KITCHEN



- Close internal doors whilst cooking and open a window
- Use an extractor fan if you have one • Put lids on pans (this also reduces boiling times and helps save money)
- Only boil as much water as you need in a kettle to reduce steam and save money.

IN THE BEDROOM



- Wipe down windows with a window squeegee
- Open window trickle vents during the day or when going out, or open windows for at least 10 minutes every day
- Don't put furniture, including beds, against any external walls and try to leave a gap between the wall and furniture to allow airflow
- Lay thick carpet with a good thermal underlay
- Hang thick, heavy lined curtains during the winter.

IN THE BATHROOM



- Open windows whilst bathing/ washing and leave them open for about 20 minutes after, if it is safe to do so
- Use an extractor fan if you have one
- Take shorter and cooler showers
- When running a bath put the cold water in first; this results in significantly less condensation
- Wipe down windows/mirrors/tiles/shower doors with a window squeegee and mop up the moisture with an absorbent cloth which can be wrung out in the sink
- Don't leave wet towels lying around.

DECORATING



- When wallpapering use a paste containing a fungicide to prevent further mould growth
- Use thermal lining paper under wallpaper when decorating
- Use mould-resistant paint on areas prone to mould such as ceilings above windows.

NEA's WASH Advice Service is a **free support service** providing advice to householders in England and Wales on their **energy bills** and keeping **warm and safe** in their home. We can also help with **benefits advice** and **income maximisation**.

For energy advice call: **0800 304 7159**
For benefits advice call: **0800 138 8218**

Clergy Housing Guidance on Legionnaires' disease

Background information

Legionella bacteria are naturally occurring inhabitants of moist environments, including ponds, lakes and rivers. The bacteria cannot be eradicated but can be controlled. Since the bacteria are widespread in the environment, they are sometimes found in domestic water supplies. Outbreaks can occur from purpose-built water systems where conditions allow growth of the bacteria.

Legionella bacteria require certain conditions in which to grow. These include.

a) water temperature of 20 – 45^{0}C;
b) a supply of nutrients such as other bacteria, algae, sediment and/or sludge within the system.

Infection occurs by breathing in water droplets containing the bacteria and cannot be acquired from drinking contaminated water or from person-to-person spread. Infection with *Legionella* species can result in either of two forms of illness; Pontiac fever, an acute flu-like illness which last about 1 week and has no long-term effects, or Legionnaires' disease, a form of pneumonia which may be fatal. The risk of Legionnaires' disease occurring in single dwellings is extremely small.

Management of Water Systems

Management of water systems requires a step-by-step approach:

Step 1 – Risk assessment
Step 2 – Alterations to the system, where appropriate
Step 3 – Regular management of the system

The responsibility for these steps falls on both PSD and the occupants of houses as set out below.

Steps 1 & 2 will be undertaken by Diocesan Surveyors at Quinquennial Inspections or Ingoing Schemes as appropriate.

Step 3: Regular management of the system

The regular management of the system is essential to minimise the potential risk. This is the responsibility of the occupant and includes the following.

1. Taps: Any taps not used within a seven-day period should be flushed for 2 minutes on a weekly basis avoiding splashing to minimise creation of water droplets.
2. Showers: Any shower not used within a seven-day period should be flushed for 2 minutes on a weekly basis. The shower head should be removed, and the shower hose placed directly over drain outlet.
3. Toilets: Any toilet not used within a seven-day period should be flushed with the lid down each week.
4. Water features: Any ornamental water features should be subjected to regular maintenance and monitoring. Any system which has been unused for a period of greater than seven days should be flushed through. Minimisation of water spray can be achieved by placing a refuse sack over the spray head.

A Guide to Buying Seasoned Wood

Department
for Environment
Food & Rural Affairs

How to get the most from your stove or open fire

A guide to buying, storing and seasoning wood

Burning wood can be a great source of heating for some rural homes. To get the most out of your wood fuel it needs to be dried and ready to burn. This will help you to:

- Get the most heat out of your stove or open fire
- Maximise efficiency, meaning you will burn less fuel
- Reduce the risk of chimney fires
- Reduce air pollution which is harmful to you and your neighbours

Most modern stoves are efficient, well designed pieces of equipment. The fire box and air flow controls are designed to get the most out of woodfuel with a moisture content of up to and including 20%.

Unseasoned or wet wood can:

- Be difficult to light or keep alight
- Damage your grate or stove, tarring the inside and blackening the glass
- Allow more tar and soot to accumulate in your chimney increasing maintenance costs and risk of chimney fire
- Create a lot of smoke
- Produce less heat



Green or freshly felled logs are not suitable for burning in a domestic stove or open fire until they have been dried to 20% moisture content or less.

burnright

woodsure READY TO BURN

Terms Used to Describe Firewood

Kiln dried

Kiln drying can quickly convert unseasoned wood to ready to burn wood in a matter of days. Kiln dried wood should have a moisture content of 20% or less and if stored and packaged correctly will be ready to use on the day of purchase.

Seasoned wood

There is no set standard or method for 'seasoned' firewood. The term can be applied to any wood that is stored for a period of time to naturally reduce the moisture content between processing and burning.

Firewood that has been air dried and stored under cover for at least 12 months (or 2 summers) can be dried down to around 20% moisture content (depending upon species, climate and storage) and may be suitable for burning on the day purchased.

The Ready to Burn logo means that the supplier has demonstrated by independent testing that their firewood has a moisture content of up to and including 20%.

For any wood fuel purchased make sure the wood is stored under cover and in the dry before you burn it.

Part seasoned wood

Wood seasoned for just a few months may be much drier than freshly felled wood but will still require further seasoning before it is ready for use. Store the wood under cover with good air circulation and check that the moisture is up to and including 20% from a random number of samples of split logs with a moisture meter before burning.

Cord wood

Is the term used to describe longer, un-split logs usually straight from the woodland. It is cheaper to buy but will require a lot of work to cross cut and split into pieces of firewood suitable for use in a stove or fire place. Firewood produced at home from cord wood will require seasoning under cover before use.

Which Wood is Good to Burn

Wood fuel can be from hardwood or softwood tree species (or mixed).

Hardwoods - deciduous, broadleaved tree species, such as Oak, Ash, Birch – are generally better as firewood as they tend to be denser and burn for a long period of time.

Softwoods - evergreen, coniferous species such as Spruce – tend to light more easily and can be good for kindling but are less dense so will burn faster and compared to a similar sized hardwood log will provide less heat.

A tonne of dry hardwood logs will occupy a smaller space than a tonne of dry softwood logs.

Different logs will require different amounts of time to get fully seasoned and ready for burning.

Wood felled in the summer contains more sap so will take longer to dry.



DO NOT burn treated waste wood (eg old furniture, pallets or fence panels) or household rubbish

Treated waste wood and household rubbish can emit harmful fumes and toxic pollutants, such are arsenic, into your home when burnt.

What to look for when Buying Fire Wood

If you don't have a moisture meter you can often get an indication of whether logs are newly felled, partly seasoned or ready to burn by:

- Weight – when comparing logs of similar size and the same species; wet wood is heavier
- Sound – a hollow sound when tapping indicates dry logs
- Cracked ends – can indicate dry wood logs
- Bark - the looser the bark the drier the log
- Colour – dry wood can be light in colour
- Price – wet wood is cheaper as it needs further drying before burning

How to Naturally Season Logs

- When drying timber it should be stacked on bearers (off the ground) in a sunny, windy location, under a waterproof cover with open sides. The stack should be well aired and ideally the prevailing wind should blow through the stack.
- If possible, cross cut logs should be split to less than 10cm diameter. This allows moisture to move from the centre of the log to the surface more easily.
- Natural seasoning is likely to take two summers or more.Sound – a hollow sound when tapping indicates dry logs



Smoke Control Areas



Remember: If you are in a Smoke Control Area you can only legally burn wood on a Defra Exempt Stove.

You could face a fine of up to £1,000 if you break the law.

Further Information

For more information visit:

https://www.readytoburn.org/

https://www.which.co.uk/reviews/wood-burning-stoves/article/guides

https://www.which.co.uk/news/2017/12/why-you-might-not-be-using-the-best-fuel-for-wood-your-burning-stove/

http://woodsure.co.uk/firewood-ready-to-burn/

http://www.stoveindustryalliance.com/ecodesign-ready-stoves-and-air-quality/

Videos to watch:

To see how wet and dry wood burns differently, you can watch a Woodsure video at: https://youtu.be/LqMhkL0YduM

To learn more about how to burn correctly, watch the Burnright video at:

https://burnright.co.uk/