



## **Annual Report on the Fabric and Furnishings at St John the Baptist Church, Egham - Oct 2020 to March 2021**

This report gives details of works carried out and items acquired during the period of October 2020 - Mar 2021 and is concerned primarily with the church but also records for information items involving the Easter Centre, the Caddey and St John's clergy houses and refers to the church silverware.

### **The Church**

- Monthly/quarterly/annual safety checks of extinguishers, assembly point, smoke alarms, emergency lighting and Legionella checks
- Working parties to maintain the churchyard
- Redecorate entrance lobby and stairwells to galleries

### **The Easter Centre**

- Annual heating and hot water systems serviced (by HPSS)
- Six-monthly inspection of the platform lift (by British Engineering Services)
- Annual Intruder Alarm Service
- Six-monthly fire alarm system test
- Annual air handling system service
- Replaced broken glass entrance door to Atrium
- Neilcott have undertaken major work by the upper entrance doors to solve water ingress problem
- Other work carried out in the Easter Centre during this period was general maintenance, which will be ongoing:
  - Weekly fire-alarm checks
  - Weekly legionella prevention
  - Equipment operations checks – draining pumps, water pumps, platform lift
  - Monthly Drain checks
  - Bimonthly regeneration of water softener in kitchen
  - Check operation of urinal flushing and change batteries if required
  - Remove leaves and other debris from roof

There are other planned maintenance activities carried out under contract by maintenance companies not listed above.

### **The Caddy**

- Roof gutters cleaned

### **33 Grange Road**

No works required

### **Mauley Cottage Manorcrofts Road Egham**

This property continues to be maintained by the Guildford Diocese.

### **Church Silverware**

We continue to have on display in the Cathedral Treasury 1 Tazza engraved with King David, 1 Tazza engraved with Christ in the house of Martha and Mary, 1 Flagon (1749), 1 Chalice and 1 Patten (1618).

April 2021