

Re-Opening of Building Checklist

Name of Church	Checklist undertaken by
Shildon Methodist Church	John Hodgson (reviewed by church reopening working group)
Address	Area of the building accessed This checklist covers both the main Church building and the separate Community Hall.
Main Street, Shildon, Co Durham	
Postcode	
DL4 1AJ	
Date of Initial Assessment	Review Date (if applicable)
6 July 2020	To be agreed by working group

Checks to be Made	Completed	Any further action?
<p>1. Airing the Building</p> <p>Open up the windows and doors for at least an hour to let the building air out. If the building has been closed during lockdown, there is a risk of excessive dust and mould. No one should be in the building during this time for safety reasons.</p>	Yes	Building has been inspected regularly and has been aired.
<p>2. Outside the Building Checks</p> <p>While the building is airing out, you could check the outside of the building.</p> <p>Check the gutters, flashings, downpipes and gullies are not blocked/damaged from ground level and where practical.</p> <p>Check for any break-ins or vandalism.</p> <p>Ensure that all perimeter fences, railings or gates, security lighting and other deterrents to thieves are in good working condition.</p> <p>Ensure that all CCTV is working and notices are in place.</p> <p>Look over the churchyard and check for loose headstones.</p> <p>Check to see if any trees, shrubs or climbing plants, which might pose a security, safety, or damaging effect on the building or walkways are cut back.</p>	Yes	Church buildings and grounds have been regularly inspected during lock down and any essential repairs carried out.

<p>3. Check Cleanliness of Building</p> <p>Once the building has aired, check the general cleanliness of the building.</p> <p>Look for any leaks from pipes or animal waste (e.g. bats or mice).</p> <p>Make a note of anything that needs to be included during the initial cleaning.</p>	<p>Yes</p>	<p>All areas of the building will need to be cleaned in line with national and government guidance. There have been no leaks or other issues.</p>
<p>4. Electrics</p> <p>If the electrics were turned off, these will need to be switched back on.</p> <p>Check the lights, light bulbs, emergency lights, fire alarms, security systems are in good working order</p> <p>There is risk of deterioration of portable electrical equipment caused by the damp and possibly mice while the buildings were closed. It is recommended to carefully check all electrical appliances, preferably by having a PAT test. More information can be found here.</p>	<p>Yes</p>	<p>Electrics were not switched off. All lights have been checked. Any bulbs/tubes will be replaced as required prior to any reopening. Alarm system on Community Hall has been checked and is working. All portable equipment has been locked away during lock down. All electric equipment has undergone an annual PAT test through our regular maintenance cycle.</p>
<p>5. Heating</p> <p>If the heating system was turned off, it is recommended to switch it on in order to check for leaks.</p> <p>It is also recommended to gradually increase the temperature as a high spike in temperature could affect any delicate fabrics or natural materials in the building.</p>	<p>Yes</p>	<p>Heating was not switched off but was set at a lower temperature. No leaks have been detected in Church or Community Hall. One of the Hall boilers developed a fault but this has been repaired through our maintenance contract.</p>

<p>6. Water Systems and Legionella</p> <p>Legionella is a bacteria that can form when water is stagnant for a long period time. The bacteria can form where droplets of water remain stagnant. If the water systems were flushed as recommended in the weekly inspections, then another flush of the systems should be sufficient.</p> <p>Here is the checklist of what should have been done:</p> <ol style="list-style-type: none"> 1. All water systems should be flushed on a weekly basis (ideally twice/week). 2. All hot water storage systems should be switched off (but not drained) and flushed to prevent the storage of hot / warm water. 3. All taps (hot and cold) should be run at half pressure for 5 minutes each at every flushing. 4. All outside taps should be run at half pressure for 5 minutes each at every flushing. 5. All toilets should be flushed twice at every flushing. 6. All showers should be run for five minutes each at every flushing (ideally run these into a bucket to prevent mist and droplets being breathed in by the tester). 7. All hot water boilers should be run and flushed through at every flushing. 8. All dishwashers should be run and flushed through at every flushing. 9. Any other water appliance should be flushed (i.e. washing machines). 	<p>Yes</p>	<p>There are no water tanks in church buildings. We have been advised Legionella is not a risk for our Church buildings. Water has been run through the systems during lock down and will continue to be done prior to any reopening of buildings. This includes central heating, hot and cold water systems and toilets.</p> <p>Dishwasher has been aired and will be run on a washing cycle to ensure it is clean before being put back into use.</p> <p>Our premises do not have air conditioning.</p>
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10. If a church has air conditioning and condensers, then they should take separate advice from their maintenance contractor.

11. All inspections and flushing operations should be recorded on a [register](#).

If a building has remained empty for a period of time, then there is a risk that the systems are infected. Therefore when flushing the systems, ensure that spray and water particles aren't breathed in (wear a mask or stand well clear of the running water and run showers heads into buckets or containers).

Legionella Testing

If the water system has not been flushed weekly as described above, then a test is strongly advised before re-opening the building. However, if all aspects of the weekly flush have been conducted, then the guidance states due care has been taken to minimise the risk. Thus, a test is not needed but the church may want to have one for peace of mind. This is a decision for the managing trustees.

If the managing trustees choose to have a test, the simplest test would be to gather 2 samples - one where the water enters the building and one where it exits. Please note that it is advisable to discuss if this is sufficient with the local service provider as each water system is different. [Legionella Control](#) have set out of code of conduct which would help in finding a suitable service provider. Tests can take up to ten days to be analysed and during this time water outlets producing mist should not be used. If the test is positive for the bacteria, then a chemical flush can be arranged.

For more information, please refer to [HSE's Guide on Legionella for Duty Holders](#).

<p>7. Organ Maintenance</p> <p>For a church with a larger or mechanically complex organ, prolonged lack of use will result in long-term problems with its performance. If an organist is available in the neighbourhood to keep all the action parts moving, it is appropriate for them to do so in a manner consistent with go.</p> <p>If an organist is not available, then the person performing the weekly inspection could carrying out the following steps:</p> <ol style="list-style-type: none"> 1. Switch the organ on (consult with your regular organist, as every instrument is different) 2. Pull out all the stops (or press them down, if the instrument has stop tabs) 3. One at a time, press every key (black and white) on each keyboard of the instrument, and all of the pedals. Note that the organ operates differently from a piano; keys should be pressed rather than struck. 4. If any faults occur, such as notes not sounding, or continuing to sound after the key has been released, make a note and consult with your organist or organ tuner. 5. Cancel all stops by pushing them in (or up for stop tabs). 6. Switch off the organ. <p>The purpose of this is to run through all the stops on all keyboards, and the pedalboard to keep leatherwork from sticking and keep electrical contacts clean.</p> <p>The person performing maintenance should update the maintenance register and the surfaces need to be sanitised in line with government guidelines and Historic England's How to Clean Historic Surfaces (if applicable).</p>	<p>Yes</p>	<p>The Church has an electronic organ which is neither large or has complex parts.</p> <p>The organ will be cleaned and sanitised before use.</p>
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<p>7. Cleaning</p> <p>The building will need to have a good clean to bring it back into good working order. If no one has entered the building for 72 hours, then cleaning for Covid-19 is not required. For further information, read more on Cleaning Churches during Covid-19.</p> <p>If there is has been a confirmed Covid-19 case in the building, then the government has listed out special cleaning requirements.</p> <p>If the building is listed, please refer to Historic England’s Guide to Cleaning Historical Surfaces. Cleaning of some historic objects will need extra care. Please speak with the Conservation Officer for further guidance.</p>	<p>Yes</p>	<p>The buildings will need to be cleaned in line with national and government guidance. They will have been left for more than 72 hours and so cleaning for Covid-19 will not be required.</p> <p>There have been no cases of Covid -19.</p> <p>Buildings are not listed.</p>
<p>8. Covid-19 Risk Assessment</p> <p>After these initial checks, there will most likely need to be further changes to order to comply with government guidelines. The Covid-19 Risk Assessment will help you think through how to adhere to social distancing guidelines in the building and how to set up good hygiene and cleaning regimes. This form can be found on www.methodist.org.uk/for-churches/property/coronavirus-guidance-for-property/.</p>	<p>Yes</p>	<p>A Risk Assessment will be completed.</p>