

THE TEMPLE, WANSTEAD PARK
VOLUME 02: MANAGEMENT AND MAINTENANCE PLAN
FINAL ISSUE
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Stephanie Wilson/ Kevin Halls

On behalf of Purcell ®

St Mary's Hall, Rawstorn Road, Colchester, Essex CO3 3JH

stephanie.wilson@purcelluk.com

www.purcelluk.com

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THE TEMPLE, WANSTEAD PARK: MANAGEMENT AND MAINTENANCE PLAN

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This Management and Maintenance Plan (MMP) has been prepared for the City of London Corporation (City Corporation) in association with the preparation of a Conservation Management Plan (CMP) for The Temple in Wanstead Park in the southern most part of Epping Forest.

The scope of the MMP is to provide a robust framework for the ongoing management and maintenance on a day-to-day basis for The Temple at Wanstead Park. This is to ensure that all the planned activities are safe for the users of the site and its facilities, in addition to ensuring the condition and integrity of the listed building's fabric is secured for the future.

The primary purpose of the MMP is the protection and conservation of the Grade II listed building and immediate landscape. It does not cover the management and maintenance of the full extent of Wanstead Park. This document will identify:

- what management and maintenance is required;
- recommended timelines;
- responsibilities;
- anticipated cost;
- how to monitor and oversee the work.

The plan is designed to help the site owners care for their heritage asset, to determine the required resources and avoid recurring issues. A secondary aim is to ensure the safe use of the spaces by staff, volunteers and visitors and to ensure there are the maximum available opportunities to use the spaces and optimise the potential for visitors to the site.

The last Condition survey for The Temple was undertaken in January 2022 and established a generally fair condition of the building. This MMP, accompanying condition survey and CMP are to continue the upkeep of the building as well as describe any ongoing issues.

In order to understand the specific future management and maintenance requirements, the following works have been developed in consultation with The Temple Management and the full design team consisting of;

- Heritage Consultant – Purcell
- Senior Architectural Technician – Purcell
- Part II Architectural Assistant – Purcell
- Structural Engineer – Strand Engineers
- Services Engineer – Qoda Consulting.

This document should be read in conjunction with:

- The Condition Survey (Purcell)
- The Conservation Management Plan (Purcell)
- Structural Engineers Report (Strand Engineers)
- Services Report (Qoda Consulting).



2.1 BUILDING CONDITION

The current building condition is generally good. With minimal water ingress and recent packages of repair the building fabric itself has been maintained well. However, due to the materials, specifically the existing brick and pointing, this system of maintenance will need to be continued. The building has arrived at a point where the windows and doors need to be overhauled as opposed to repaired/maintained as outlined in the corresponding condition survey. Increased use of the building will be possible with small packages of work, with a future plan in place for the larger packages in order to improve the visitor experience overall.

Roofs

The roof is pitched and covered with clay pantiles, the ridge tiles are assumed to be embedded and fixed well but are visually uneven. The roof covering was replaced sometime around 1997. Overall, the roof and chimneys visually appear in good condition with slight damage to flaunching on the south chimney. However, it should be noted the roof was only observed from ground level. Missing mortar to the roof verge requires re-bedding as noted in the condition survey.

External Rainwater Goods and Service Pipes

Rainwater goods are cast iron and are in good condition. It has been noted that the northern rain water pipe on the west elevation is loose and needs refixing; refer to the condition survey for further details. The fascias are painted timber and are in good decorative condition.

External Walls

The elevations are mainly constructed from exposed original London stock. Over the years the building has been reconfigured numerous times, with the most recent addition at the south end of the building which now provides public WCs.

Previously there has been numerous external works packages to the brickwork and the different approaches are visible on the elevations with large patches of repointing in various techniques.

However, in many areas the brickwork is starting to recede due to age and exposure. In certain places receding mortar and brickwork is due to previous repairs using too hard a mortar. Brickwork repair and repointing will be a constant requirement going forwards, and there are areas requiring attention immediately.

The painted render in the Portico is in fair condition but the paint to the columns has blown and needs an overhaul.

Window and external doors

Overall, the external windows and doors are in a fair condition. However, to prevent damage to the fabric of the building in the future, all external windows and doors should be overhauled.

Internals

Internally the decorations are in fair condition with specific areas containing surface cracks. More noticeable cracks are stated in the condition survey. There is noticeable movement throughout the building with large cracks in the upper floor shop. However, these cracks are not replicated on the exterior.

Grounds

The pathways and hardstanding areas surrounding the immediate area of the Temple appear in good condition. The brickwork laid at ground level to the east elevation is overgrown and covered in vegetation and moss. The boundary fencing is estate style painted metal and is in fair condition.

2.2 MANAGEMENT AND USE

The building is mainly accessed by visitors via the main front door set within the portico, whilst offices and other staff areas are accessed from the rear east elevation. There are public WCs incorporated into the southern end of the building, with access controlled by time locks.

3.1 NATURAL FACTORS

There are several risks associated with naturally occurring influences on the site outlined below.

With any building a common known natural risk factor is issues with damp and water ingress throughout a building, in part due to blocked gutters and downpipes, damaged / worn roof coverings and insufficient repair works to external fabric, such as lack of pointing. Although all currently in generally good condition these factors need to be monitored for changes on a regular basis.

Most older buildings are vulnerable to stormy weather, where wind, rain and lightning can strike. The building currently has a lightning protection system and the roof drainage system seems to provide sufficient capacity. This risk will be mitigated by the constant monitoring of exterior walls, gutters, and roofs, especially after bad weather.

3.2 HUMAN FACTORS

Fire is a risk to any historic public building. The Temple is closed most days with specific opening times and events listed on the website. When open it hosts a range of activities involving multiple groups, therefore presenting a significant challenge in the monitoring of people throughout the site, especially when the building is rarely open. It is also the responsibility of building management to ensure that dangerous electrical equipment, practices or substances are not brought into the building or onto the site. It is necessary to ensure that regular fire tests, drills and procedures are reviewed to ensure their effectiveness. Additionally, regular checking of all electrical items, services and fire detection systems will be required to help mitigate against the risk of fire breaking out. Fire risks associated with electrical equipment need to be checked through regular PAT testing.

A piecemeal approach to servicing provision could lead to several consequences; the most serious being the failure of building services. A lack of heating during the winter can lead to damp and mildew growth, whilst burst pipes (such as after cold weather) can cause damage to finishes and potentially underlying structures in the building.

Although CCTV has recently been installed and reported incidents of vandalism have decreased there is still a risk to the building. Having a building situated in a large parkland away from sight of other buildings increases the likelihood of anti-social behaviour. However, regular checking of the building by staff will help mitigate against the chances of intruders to the building.

3.3 RESOURCE ISSUES

There is currently no member of staff based at the building but there is a member of Epping Forest staff living in the Keepers' Lodges and the Temple is passed by many people each day.

The principal resource risk is if the Temple management team, consisting of Epping Forest in partnership with the City Surveyors' Department, does not facilitate or resource or manage the building adequately as outlined in this MMP. The City Surveyor delivers maintenance works to The Temple.

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4.1 MANAGEMENT AIMS AND OBJECTIVES

The following tasks need to be carried out. The existing management structure at The Temple should ensure that these tasks are delegated to the appropriate member of staff as necessary.

TASK	FREQUENCY	SUGGESTED NO. OF STAFF
Day to day responsibility for running the building.	Daily / When in Use	1 (+1 reserve)
Plan the activities on site	As required	1 (+1 reserve)
Decide what visits will be allowed	As required	1 (+1 reserve)
Ensuring safe & appropriate operation of the facility	As required	1 (+1 reserve)
Manage booking of the facilities	As required	1 (+1 reserve)
Marketing	As required	1
Assist with security, locking and unlocking of building to fit in with operational requirements	As required	1
Day to day responsibility for the routine checks identified in this MMP	Weekly	1 (+1 reserve)
Making regular inspections of the building, identifying, and logging defects	As planned	1 (+1 reserve)
Arrange for remedial work as required	As required	1 (+1 reserve)
Liaising with the conservation officer and local authority planning department. This should be an in-house member of staff; where suitable experience is not available however, the Temple should consider using an external consultant to manage the statutory process of undertaking works to a listed building.	As required	1

4.2 WHAT EVERY MEMBER OF STAFF SHOULD KNOW

As a basic checklist each member of staff should be familiar with the following. There should also be a hard copy kept to hand in the event of an emergency. This should all be covered in The Temple's emergency plan. Familiarisation with this information should be made part of any staff induction.

A checklist of emergency phone numbers to include as a minimum:

- Emergency number for the security alarm system monitors and the code number to cancel a false alarm.
- Emergency number for the fire alarm system and the procedure for cancelling a false alarm.
- Emergency contact number for the local police.
- Call out number for an electrician familiar with the building, via Epping Forest/City Surveyors' Department.
- Call out number for a heating engineer familiar with the building via Epping Forest/City Surveyor's Department.
- Call out number for a plumber with knowledge of the building via Epping Forest/City Surveyor's Department.

Provision of the risk assessment with regards to fire. This is likely to take the form of a limit on numbers for various types of activity and in the different spaces. The Temple Manager will need to be sure that the numbers at any events are properly controlled and that all fire exits and gangways are clear in accordance with regulations. Any constraints identified by regulators should be freely available for reference in the office.

Details on the procedure for opening and closing the building down. This will become second nature to managers, however other members of staff may need to be available to do these functions from time to time.

4.3 MAINTENANCE AIMS AND OBJECTIVES

There are numerous reasons to carry out regular maintenance across the site, particularly given the Grade II status of the building and the setting of a conservation area.

Thorough and well-planned preventative maintenance can:

- Upkeep a building's appearance.
- Extend the life of the building and its materials.
- Prevent the loss of, or damage to original fabric.
- Help to prevent large-scale repair works and therefore large repair bills.

A regular routine of maintenance inspection should be carried out annually and, where appropriate, more often, particularly after storms or periods of bad weather, when built fabric can be negatively affected. Following this logic, the best time to carry out an inspection of roofs and rainwater goods is after a heavy rainfall as this allows for a clear inspection of the effectiveness of coverings and dispersal systems.

Conservation contractors should be sought for specialist work, or where necessary, engage an external consultant to determine the extent of repairs and maintenance. The local conservation officer will need to be consulted as part of any works that alter the appearance or character of the building.

5.1 REPAIRS

Specialist Repairs

The building is Grade II listed, therefore all areas of the building and site, whether original or later additions, are covered by the listing. It is therefore advised that the local authority conservation officer is included in discussions before any work is carried out. In addition, The Temple is located within the Grade II* Wanstead Park Registered Park and Garden and so any works outside the management agreement must be subject to an application for planning permission.

The following list is not exhaustive and should be used as a guide only. The Temple management should contact a conservation officer or consult an external heritage consultant or Architect in any event when work is needed to these areas:

- roof repairs involving original tiles / slates / coverings,
- brickwork / stonework,
- windows,
- joinery - doors and architraves,
- floor structure and decking,
- replacement / repairs to cast iron drainage,
- architectural metalwork (balustrades etc)
- surfaces/treatments
- wall repairs
- ceiling repairs.

Routine Repairs

The following could be considered as routine repairs / low impact that may be able to be carried out without consent. However the conservation officer must be consulted to confirm this. Note that visual inspections do not require consent.

- repairs to light fittings,
- electrical points,
- decorations within modern areas (consult the CMP),
- adjust / refix radiators (to existing locations only),
- clearing of gutters,
- repair broken window panes.

Fire Risk

There should be a fire strategy in place that should be reviewed every 12 months. This review and audit should continue and include all detector devices, signage, evacuation procedure, compartmentation (including fire doors and smoke seals) and extinguishers by a suitably qualified fire engineer.

Cleaning Products

Certain modern cleaning products can be harmful to old buildings, particularly if the product has not been designed to be used on them. It is recommended that cleaning product providers be identified and reviewed with a heritage advisor for their suitability.

Planned Preventative Maintenance Plan

The maintenance actions shown on the attached sheets should be taken as the basis of a routine to maintain the fabric of the building and immediate landscape. In addition, a five yearly inspection and survey of the whole site should be carried out to assist with the five yearly review of the MMP, therefore the next survey should be undertaken in 2028. It will identify new areas of risk and inform the strategy for the maintenance and management of the site for the following five years.

5.2 MANAGEMENT AND MAINTENANCE TABLES

The tables on the following pages indicate the management and maintenance tasks that are required for The Temple. They are divided into 'Essential' tasks in section 5.3, which are required by law or for health and safety reasons, and 'Routine' tasks in sections 5.4 and 5.5.

Responsibility:

Within the City of London Corporation, the responsibility for the tasks identified in the MMP will mainly lie with:

- Epping Forest Team (EF)
- Integrated Facilities Management Team (IFM)

Epping Forest is the premises controller. However, repair and maintenance of the building is arranged with EF in partnership with the City Surveyor's Department, depending on the tasks. A small number of task will lie within the following teams within the City Surveyor's Department:

- Operations Team (ops)
- Heritage Estates Team (HES)
- Asset Management (AM)

External contractors are to be appointed by the appropriate teams within the City of London Corporation depending on the nature of the works.

Action: If a defect is identified, note location of defect in maintenance log, consult heritage advisor regarding extent of repairs. Liaise with local authority conservation officer to determine if proposals are acceptable. Arrange for repairs as agreed with local authority. Long term issues to be identified for consideration as part of annual / five yearly review.

Costs: Where no cost is indicated, the work is already included with existing IFM and EF staffing and maintenance/ repair budgets.

5.3 ESSENTIAL MANAGEMENT AND MAINTENANCE

These tasks are essential management and maintenance tasks to ensure the safety and upkeep of the building and surrounding landscape.

ESSENTIAL MANAGEMENT

ITEM NO	ITEM	FREQUENCY	DESCRIPTION AND ASSUMPTIONS	RESPONSIBILITY OR DELIVERY	APPROXIMATE COST
1	Fire	Every 6 months	Arrange for routine checks of all fire fighting equipment and replacement as necessary. Cost estimate based on assumption of every six months.	IFM	£500
2	Fire	Monthly	Conduct fire alarm test to check it is in working order.	EF	
3	Fire	Monthly, or as required by regulations.	Test of the emergency lighting system to ensure that this is working effectively when the power fails.	IFM	
4	Fire	6 Monthly	Carry out test fire evacuation drill with all staff and where possible a selection of volunteers present. This should involve the complete evacuation of the building and assembly at the designated point and a check of the list of expected numbers in the building.	EF	
5	Fire	Quarterly	Arrange for routine visit by Fire Alarm company to test a random selection of smoke detector heads and to carry out routine replacement of old heads as necessary.	IFM	
6	Mechanical	Annually	Arrange for routine visit by heating specialist responsible for the boiler/heating/air handling systems for routine service.	IFM	
7	Certificates	Every 10 Years	Arrange for an updated Display Energy Certificate and ensure this is accessible to the management team (EF/CSD/IFM) for reference.	Specialist Contractor	£650
8	Electrical	Annually	Arrange for routine visit by electrician to check over the safety of the systems and to ensure all distribution boards and circuit breakers are in good working order.	IFM	
9	Electrical	Annually	Arrange for annual PAT test of portable equipment and full discharge of emergency lighting system and test of its effectiveness.	IFM	
10	H&S	Annually	Check that necessary first aid qualifications of staff are up to date and that necessary first aid equipment is on hand, in date and in good working order.	EF	
11	Management	Annually	Carry out a review of the previous 'Fire Risk Assessment' and ensure that this is up to date and still relevant. Amend as necessary.	EF	£500
12	Management	Annually	Arrange for cleaning of extraction ductwork in kitchen and WCs.	IFM	
13	Fire and H&S	Annually	Carry out a trial evacuation of the building when occupied to check actual effectiveness of the evacuation procedure and how long it takes to clear the space.	EF	
14	CCTV & Alarm Systems	Annually	Arrange for a comprehensive maintenance visit every year to test CCTV and alarm system.	IFM	
15	Electrical	Five yearly	Arrange for a complete electrical test of the whole of the installation in the building. This should note the condition of the systems and make recommendations for any necessary repair or replacement work. This should provide a list of works categorised as urgent, or to be completed within one, two or five years. This should form the basis for planned work over the next five year period.	IFM	
16	Mechanical	Five yearly/Varies	Arrange for a full inspection of the mechanical heating, hot and cold water services. This should note the condition of the systems and make recommendations for any necessary repair or replacement work. This should provide a list of works categorised as urgent, or to be completed within one, two or five years. This should form the basis for planned work over the next five year period.	IFM	



ESSENTIAL MANAGEMENT

ITEM NO	ITEM	FREQUENCY	DESCRIPTION AND ASSUMPTIONS	RESPONSIBILITY OR DELIVERY	APPROXIMATE COST
17	Management	Five yearly/Varies	Complete a review of all the service contracts (Alarms, pumps, boilers, electrics, fire extinguishers etc) to ensure that these still represent value for money. Carry out a retendering exercise if necessary.	IFM	

ESSENTIAL MAINTENANCE

ITEM NO	ITEM	FREQUENCY	DESCRIPTION AND ASSUMPTIONS	RESPONSIBILITY OR DELIVERY	APPROXIMATE COST
18	Fire	As specified in risk assessment or through change	Update Fire Risk Assessment and check fire escape strategy in place for the building according to specified time frame in Fire Risk Assessment or when changes are made to the building	Fire Contractor	£1,500
19	Mechanical	Every six months	Inspection and testing of water systems for possible legionella infection and sterilising the system as necessary.	IFM	
20	Radiators	Annually	Check operation and secure fixings, adjust valves.	EF	

5.4 ROUTINE MANAGEMENT SCHEDULE FOR BUILDING AND IMMEDIATE LANDSCAPE

Management refers to the tasks that are to be undertaken in order to run the building efficiently and safely on a day to day basis.

MANAGEMENT					
ITEM NO	ITEM	FREQUENCY	DESCRIPTION AND ASSUMPTIONS	RESPONSIBILITY OR DELIVERY	APPROXIMATE COST
1	General daily routine	Daily on opening up	<ul style="list-style-type: none"> Unset alarms and unlock doors in normal use. Check doors for any signs of forced entry or tampering. Check status of alarm systems (fire and security) for indication of faults. Check diary to see what visits/deliveries are proposed and/or what workmen are expected and prepare as necessary. Check Building Management System (BMS) for any faults or incidents. Check visitor facilities for cleanliness and ensure that all sanitary ware and fittings are in serviceable order and supplies of paper, towels and soap are adequate. Check that fire escape doors and means of escape are useable and free of obstruction. Check that first aid and fire fighting equipment is in its correct locations. 	EF	
2	General daily routine	Daily	Maximum capacities in rooms and on stairs need to be adhered to regarding items/objects and number of people.	EF	
3	General daily routine	Daily on shutting down	<ul style="list-style-type: none"> Check around and secure all exits to the premises. Ensuring all shutters are closed. Check that all personnel have left the premises. Check that all lights are turned off. Set alarms and lock final exit door. 	EF	
4	Fire	Weekly	Carry out routine test of the fire alarm installation.	EF	
5	Lighting	Monthly	Walk around the building to ensure that all lights and illuminated exit signs are in good working order and organise replacements / repair where necessary.	EF	
6	Security	Monthly	Carry out random test of movement detectors and CCTV cameras to ensure security system is effective.	EF	
7	Security	Monthly	Walk around the exterior of the building to check for any signs of damage or vandalism that might affect the operation of The Temple.	EF	
8	Structure	Monthly	Report any new cracks to external walls if noticed by any member of staff. Report any new cracks to the plastered finishes on the stair soffit and walls if noticed by any member of staff.	EF	
9	Fire	Quarterly	General check around all storage and back of house areas including plant spaces to ensure that they are clean and tidy and are not adding unnecessarily to the fire load of the building.	EF	
10	Health & Safety	Annually	Check over of office equipment to ensure it is safe and serviceable including the cleaning of keyboards and telephones, checking of seating positions, adequacy of task lighting etc.	EF	
11	Management	Annually	Review of cleaning procedures, cleaning rotas, cleaning equipment and possible need for replacement.	IFM	



MANAGEMENT

ITEM NO	ITEM	FREQUENCY	DESCRIPTION AND ASSUMPTIONS	RESPONSIBILITY OR DELIVERY	APPROXIMATE COST
12	Management	Annually	Review of the physical condition of the building. Adding any areas that need maintenance work, replacement of fittings and fixtures or redecoration to the works list for the coming year.	IFM	
13	Management	Annually	Review of leases.	AM	
14	Management	Annually	Review the Management and Maintenance Plan. Does this remain relevant or should it be adjusted?	EF / IFM	
15	Structure	Annually	Check for any new cracks to the plastered finishes on the stair soffits and walls, to actively check for any signs of structural movement to the stairs.	IFM	
16	Hazard Risk Assessment	Annually or as required	Identify the following; trips, slips, head injuries, working at height, confined spaces, hazardous areas, emergency preparation.	EF	
17	Surveyor	Five yearly	Arrange for a detailed inspection by a surveyor or an architect to set out the physical condition of the space and its fixtures and fittings. This should provide a list of building works internal and external categorised as urgent, or to be completed within one, two or five years. This should form the basis for planned work over the next five year period. EF/Ops are responsible for commissioning the external contractor.	Contractor	£4,500
18	Surveyor and Management	Five yearly	Combine the surveys into a complete work programme for the next five year period to combine with the current annual programme of work and replacement. EF/Ops are responsible for commissioning the external contractor.	Contractor	Included above
19	Waste	As Required	Records of waste disposal.	EF	
20	Management	Five yearly	The CMP should be reviewed and updated as necessary every five years.	HES	

5.5 ROUTINE MAINTENANCE SCHEDULE FOR BUILDING AND IMMEDIATE LANDSCAPE

Maintenance refers to the tasks that are to be undertaken in order to maintain the condition of the building.

MAINTENANCE					
ITEM NO.	ITEM	FREQUENCY	DESCRIPTION AND ASSUMPTIONS	RESPONSIBILITY OR DELIVERY	APPROXIMATE COST
ROOFS					
1	Roof areas and Rainwater Goods	Annual or more frequently as required	Clear debris from gutters and valleys, rod rainwater pipes, etc.	IFM	
2	Roof tiles/slates, rainwater goods, flashings & leadwork	Quarterly and after adverse weather	Note any damp patches internally and externally. Inspect roof from ground for dislodged coverings. Inspect rainwater goods from windows and ground for secure fixings and leaking joints. Check that overflows are clear. Check that flashings/leadwork is securely fixed, not dislodged or stolen. Inspect chimneys and fascia boards from ground and report any loss or damage.	EF	
3	Gutters	Annual	Inspect condition of joints and clips. Make temporary repairs to cracks and splits. Ensure that lead gutters are free of debris. Assumed undertaken same time as gutter clearance.	IFM	
4	Chimney and Chimney pots	Annually	Inspect chimney pots and cowls from the ground and report any damage and signs of movement.	EF	
5	Chimney	Every 5 years	Inspect condition and report any damage and cracking; specialist access required. Inspect condition and report any damage and signs of movement. Check for excessive leaning.	Contractor	£1,120
6	Roofs	5 years	Survey of roof to entire building. Assumed MEWP access.	IFM	£4,200
7	Roofs	Every 10 years	Check for moss growth, biocide treat and remove. Assume rope access.	Contractor	£8,500
8	Rainwater goods	Every 10 years	Repaint all exterior rainwater goods; specialist access required. Assumed MEWP access.	IFM	£8,500
WINDOWS					
9	Cleaning	Twice annually	Clean windows internally and externally using safe access system. Clean by pole.	IFM	
10	Timber (including shutters and lintels)	Annually	Check panes, check opening parts for operation and security, check cills, parting beads, meeting rails, heads for decay. Visually check condition of lintels for evidence of any movement or water staining.	EF	
11	External paintwork	Every 7 years	Repaint all exterior window paintwork; specialist access required. Assume MEWP access.	IFM	£2,000
DOORS					
12	Timber Doors	Monthly	Check locks, signage, glazed panels, check for signs of decay, check weather seals, operation of hinges / closers particularly on fire doors. Check operation and lubricate door ironmongery. Jamming or sticking doors can indicate changes with the door hinges, or deflection of floors.	EF	
13	External paintwork	Every 7 years	Repaint all exterior door paintwork.	Decorator	£520



MAINTENANCE

ITEM NO.	ITEM	FREQUENCY	DESCRIPTION AND ASSUMPTIONS	RESPONSIBILITY OR DELIVERY	APPROXIMATE COST
MASONRY					
14	Ventilation	Annually	Check that air bricks are in place and clear of obstructions.	EF	
15	Vegetation	Annually	Check for signs of vegetation growth adjacent to leaking gutters/roofs etc.	EF	
16	External paintwork to portico and portico columns	Every 7 years	Check for flaking finishes - remove and repaint where necessary.	Contractor	£1,300
EXTERNAL - IMMEDIATE LANDSCAPE					
17	Landscape	Monthly	Check for broken / proud / protruding brick paving.	EF	
18	Gullies	Quarterly and after adverse weather	Check for obstructions or blockages.	EF	
19	Services / cables	Annually	Check for secure fixings, corrosion and leaks.	EF	
20	Foliage and trees close to building	Annually	Check trees, especially those close to entrances or boundaries. Report any dead branches or signs of ill health.	EF	
21	Ramps	Every 2 years	Clean to remove build up of dirt.	EF	
INTERNAL					
22	Joinery	Monthly	Check doors and windows for operation and locking and report any failings.	EF	
23	Roof and floor voids	Quarterly	Check roof and floor voids and signs of vermin and remove. Mitigation measures should be humane. Avoid using poison.	EF	
24	Floors	Quarterly	Check for wear and tear, fixing and finishes, loose finishes / protrusions and report any failings.	EF	
25	Water ingress	Quarterly and after adverse weather	Check for dampness in ceilings, walls, roof voids and around external openings in walls. Check for mould / vegetation and report any failings. Redecorate walls as required.	EF	
26	Cracks	Annually	Check for excessive cracking (larger than hairline cracks) or growing cracks in walls and ceilings and report any failings.	EF	
27	Architraves, skirting and cornices	Annually	Check for wear and tear, fixing and finishes and report any failings.	EF	
28	Finishes	Annually	Check for peeling / flaking finishes and report any failings.	EF	
29	Floor structure	Annually	Check for loose boards, loose fixings and movement and report any failings.	EF	
30	Finishes/Interior paintwork	Every 5-7 years	Repaint all interior paintwork. Tower for entrance area assumed.	IFM	£22,600



MAINTENANCE

ITEM NO.	ITEM	FREQUENCY	DESCRIPTION AND ASSUMPTIONS	RESPONSIBILITY OR DELIVERY	APPROXIMATE COST
31	Stair Balustrades & Handrails	Monthly	Check for secure fixings, finishes. Check gaps for conformity with building regulations and report any failings.	EF	
FF&E AND SPECIALIST FINISHES					
32	Sanitary-ware	Monthly	Check operation of flush, taps, secure fixings to wall and report any failings.	EF	
33	Cubicles	Monthly	Check secure fixings of partitions, check opening / locking of doors and report any failings.	EF	
34	Catering Kitchen units	Monthly	Check catering kitchen units and doors for soundness and operation and report any failings.	EF	
SERVICES					
35	Lightning conductor	Every 12 months	Undertake testing of system. This must be done within every 12 month period for Building Regulation purposes.	IFM	
36	Lighting	Annually	Carefully clean all fittings.	IFM	

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6.1 HOW WILL THE PLAN BE USED AND WHO WILL BE RESPONSIBLE FOR IT?

This plan will be adopted by The City of London as a basis for the management and maintenance of the building. The plan will be used by EF/CSD/IFM as the basis for setting the daily duties of their staff and as a check list to ensure that appropriate maintenance contracts are set up and that these are being properly carried out. The Temple Manager will take responsibility for ensuring that all members of staff are familiar with the key elements of the plan and are aware of their responsibilities within this framework.

The Temple Manager will also take responsibility for ensuring that all people working in the building receive an appropriate induction. The routine nature of the work covered by the maintenance plan should be integrated with the items of minimal routine repair work. This will include things like the replacement of furniture, the redecoration of areas, minor repairs to building fabric and replacement of equipment, minor alterations to the structure etc. This should all form part of a planned programme of work which can be reviewed and budgeted for annually within a longer term five year plan framework. Responsibility for the plan in day-to-day terms will be that of The Temple Manager. The plan should be reviewed and endorsed annually by the wider building team, including the City of London team. Copies of the plan will be kept by The Temple Management Team and The City of London.

6.2 HOW WILL THE PLAN BE REVIEWED AND UPDATED?

The plan will need to be reviewed annually to ensure that it is the most appropriate and up to date with current legislation and the general operation of the building. The maintenance work should be viewed in conjunction with other work planned for the forthcoming year to ensure that where possible work is done efficiently making best use of access provisions, closure periods etc. The plan should be completely reviewed and revised at five-year intervals. This will be in with reference to the proposed five yearly inspections and survey of the building, structure and equipment. The plan will also need to react to changing business plans and legal frameworks as time passes as well as different operating methods.

6.3 DOCUMENTS TO BE REFERENCED WITH THE MMP

This Management and Maintenance Plan should be read in conjunction with:

- The Conservation Management Plan
- The Operating and Maintenance Manuals for the mechanical and electrical plant which is installed in the building.
- The Condition Survey
- Ecology surveys
- Asbestos surveys

6.4 NEXT STEPS

The MMP is designed to identify what maintenance and management is required, when to do it, who will do it, how much it will cost and how to monitor the work. The document does not, however, provide a basis from which repair works can be undertaken without consulting the local conservation officer due to the building's listed status and location within the wider Wanstead Park Area.

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