Summary of additions and amendments to the Housing Guide – October 2022

Amendments

1. Page 10 - Chimneys  
   Open fires – In line with the Church’s carbon neutral ambitions, we do not support the reinstatement of open fires.
2. Page 13 - Drains  
   Do not put paint down the drains. Wet wipes or other non-biodegradable items should not be flushed down the lavatory. For blockages resulting from improper use, the Board reserves the right to re-charge the cost of rectification to you. Blockages to internal drains (sinks, shower, toilets) due to misuse are not the responsibility of the Board. In the first instance you should endeavour to unblock it yourself or call a plumber. For any blockage due to a fabric defect, repairs are the responsibility of the Board.
3. Page 14 - guttersThe cost of clearing out the gutters will be reimbursed by the Property Department up to the sum of £100 per annum upon it being sent a copy of the invoice paid.
4. Page 15 – Heating  
   The occupant is responsible for understanding how the heating system works, call outs will not be arranged for simply educational purposes**.**
5. Page 16 – Light fittings  
   The diocese will maintain external security lighting above 2.5m. Where lighting is safely accessible from the ground, the incumbent will be responsible for changing bulbs.

New section

Page 20 - Contractors and third parties at the premises

The occupants are responsible for maintaining a safe environment for themselves, contractors and third parties at the premises.

When a contractor is on site undertaking works instructed by the Board they should be treated with respect and courtesy.

The area they are working in should be clean and free of clutter. In the event a visit is cancelled because of safety issues, the diocese reserves the right to recover costs for the cancelled visit and place further work on hold until the area is made safe by the occupant.