

DECORATION ALLOWANCE REQUEST FOR REIMBURSEMENT

Property:

- 1 Rooms decorated:

- 2 Please describe materials used (ie paint, wallpaper, paste, Polyfilla, etc).
Please attach receipts.

	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
		TOTAL	£

Signed: Date:

Notes:

- 1 General information on internal decoration can be found overleaf or in the House Care Handbook for clergy Manual.

**BEFORE UNDERTAKING REDECORATION, PLEASE CONTACT THE
PROPERTY DEPARTMENT AT CHURCH HOUSE
(Colin Scorer on 01452 835 592)**

Notes

External Decoration

The P&DD will arrange for the external decorations of the property to be undertaken during a quinquennial year including garages, outbuilding, fences and gates. This includes paint, timber stain and timber preservative as appropriate. The P&DD will not be responsible for sheds or occupants garden furniture.

Internal Decoration

The P&DD are responsible for the hall, stairs and landing or consequential works resulting from improvements and remedial repair works. Hall stairs and landing will be considered for renewal every five years but, will only be undertaken if deemed necessary by the surveyor. All other rooms are the responsibility of the occupant. The Resources Committee encourage occupants to keep their houses reasonably decorated and to support this provides a decoration grant.

The decoration grant can be used to employ a professional contractor or when undertaking the works on a DIY basis, to cover the cost of the materials used on the decorated surfaces e.g. paint and wall paper. It does not cover the cost of dust sheets, brushes, rollers, white spirit, masking tape etc. to undertake the works. The decoration grant is £550 and is re-allocated every three years. Once the 3 year cycle has completed the allowance restarts. Any allowance remaining will not be carried over to the next 3-year period. The grant will contribute 50% towards the cost of work carried out professionally, and for which an estimate has been previously approved.

For example:

If a living room cost £400 to decorate. The occupant can reclaim £200 towards the cost of the works (50%) up to the value of the total grant remaining.

If the works were undertaken on a DIY basis, the occupant can reclaim 100% of the cost of materials up to the value of the grant remaining.

All decoration grant submissions will require Page 1 of this form to be completed. The submission should include an invoice from the contractor if undertaken professionally or a copy of the material receipts from the shop. Please ensure the receipt adequately describes the items purchased as any incomplete or ambiguous submissions can be rejected.

The Resources Committee will not dictate colour schemes, nor has the power to do so, but it does request that strong colours are avoided. Strong colours are expensive to cover over and the cost to do so is not the Resource Committee's responsibility.

If surfaces are painted with strong bold colours they must be returned to neutral shades prior to vacating the property to ensure the property can immediately be re-occupied by a member of clergy without the PCC or new appointee having to cover the expense to re-standardise the rooms.

Natural timber finishes to doors, balustrading, architraves, skirting and kitchen units are to be left as natural timber unless permission has been granted by the Head of Property and Development.

If PCC's or occupants undertake the works, care must be taken to ensure that everyone works safely, within their competence and to a good standard of work including preparation and tidying / cleaning any surfaces not intended to painted e.g. parquet floors, floor boards, light fittings and switches, plastic window frames etc.