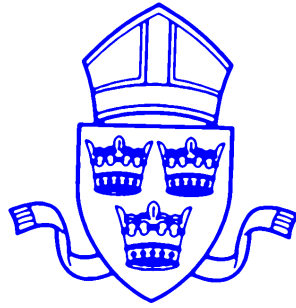


DIocese OF ELY



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To All Clergy Living in Parsonage Houses

SGL/SAG
7th December 2011

CHRISTMAS 2011

A seasonal reminder that, should you be going away at any time during a period of cold weather, please take all necessary measures to ensure that there is sufficient background heat in your house to prevent either hot and cold pipes or the boiler freezing up. It would be also helpful if someone was asked to keep a watchful eye on the house.

Where radiators are fitted with thermostatic radiator valves, it would be sensible to turn these down to the frost stat setting (the ice crystal logo) after which they will only come on when the room temperature is around 4 or 5 degrees centigrade. The boiler can operate normally and its internal thermostat will allow it to cut off when the water temperature has reached the pre-set limit, thus saving expenditure on unnecessary heating.

Whilst you are away, it is also sensible to ensure that the stopcock is turned off in order to limit any damage in the unfortunate event of a serious leak. If your home is heated using a modern condensing boiler, it would be sensible to ensure that the external condensation pipe is free of frozen condensate prior to starting the boiler on your return. It would be advisable to wrap the pipe with insulation prior to going away and to ask a neighbour to check the pipe during times of extreme weather.

Where a house is heated by oil, it would be sensible to check oil tank fuel levels beforehand in order to ensure a sufficient supply of heating oil. Please remember that should the heating oil run out, the cost of enabling the system will not be met from the Houses Committee budget and you run the risk of serious damage to boiler pumps, etc.

The office will be closed for the Christmas break from midday on Friday, 23rd December until 9.00am on Tuesday, 3rd January 2012.

I have attached to this letter our list of emergency contractors. This is always available at the following web address:

www.ely.anglican.org/clergy_housing/emergency.pdf

In the meantime, may we wish you all a very peaceful Christmas and a happy and healthy 2012.

STEPHEN LAYTON

STELLA GREEN

