February 2016 *A quarterly newsletter of the Diocese of Trenton Risk Management Program*

Diocese of Trenton Risk Management Quarterly

Parishes, Schools, Cemeteries & Catholic Institutions

Spring Edition:
Preparing Facilities for Warmer Weather

Winter can take a toll on buildings and grounds. Once the warm weather arrives, assess your facilities for damages and make the necessary repairs to ensure safety in the months ahead.

Parking Lots

Salt, ice, and snowplows have been known to inflict major damage on asphalt parking lots. To minimize potential injuries, please follow these guidelines:

- Look out for any holes or large cracks that can cause trips, falls, and water accumulation. Temporarily fill the holes with sand or hire a contractor (for blacktop) or mason (for concrete) to fill in the holes and cracks.
- Repaint speed bumps, curbs and other raised surfaces with yellow safety paint to make them as visible as possible.

Barriers

Poorly marked or hard-to-see barriers can actually increase the likelihood of an accident. Typical methods of cordoning off parking lots, like draping chains or cables across lot entrances, can be hard to see, especially in low light or poor weather. These obstacles pose a threat to cyclists, skateboarders, motor vehicles and pedestrians.

If you are using chains and cables, use high visibility, flexible plastic tubing to cover the length of the chain or cable. In addition, consider attaching hanging signs to barriers to increase visibility and warn trespassers that they enter at their own risk.

Chimneys

As with other heating systems, chimneys need to be cared for on a regularly-scheduled basis. If a chimney is not properly cleaned and maintained, the result may be fire or carbon monoxide poisoning. Stress from snow and ice could produce cracks in the flue or mortar joints, allowing the flames and heated gases to extend into the structure. For this reason, have chimneys inspected for damage — both inside and out — by a qualified professional.

Roofs

If your roof suffered any damage from this winter's weather, April showers could lead to major leaks. Inspect your roof and make the necessary repairs as soon as possible. In particular, check the flashing. This is the material used over joints in the roof to prevent water seeping in and causing damage. Look for other signs that your roof may be in need of repair, such as:

- Cracked or split wood members
- Noticeable sagging of any kind
- Bends or ripples in supports
- Cracks in walls or masonry
- Sheared-off screws from steel frames
- Sprinkler heads that have dropped down below ceiling tiles
- Doors that pop open
- Doors/windows that are hard to open
- Bowed utility pipes or conduit attached at ceiling
- Creaking, cracking or popping sounds

Grounds

- Sweep up all sand on walkways.
- Remove and dispose of dead branches, trees and shrubs that may cause trips and falls.
- Prune trees according to a seasonal maintenance plan. Consult with a certified arborist for assistance. For more information on tree maintenance, please go to **http://dotinsurance.org/archive** and view the **Tree Maintenance** article in our February 2015 newsletter.
- Inspect sidewalks and lawns for damage or holes that may present a tripping hazard.
- If there is a playground on your property, check the protective layers which often get displaced in the winter. Make sure the surfaces around and under play equipment have a minimum of 12" of wood chips, mulch, sand or pea gravel.

Equipment & Utility Systems

- Service lawn and landscaping equipment.
- Check air conditioning units and replace filters, if needed.
- Shut down boilers properly for the season.
- Change the furnace filter and check the blower.
- Check all plumbing and electrical systems and repair any damage. ■

Stained Glass Windows Maintenance & Repair

Sacred art is a profound expression of faith. As Catholics, we have a rich heritage of sacred art, and the most visible signs are the stained glass windows that adorn our churches. As with any feature of a church building, stained glass windows are subject to deterioration over time. Proper care should be taken to protect and preserve these artistic treasures.

Periodic Inspections

It is good practice to periodically inspect windows and address any concerns in the early stages. "The longer you leave the repairs, the more likely the deterioration will continue and then you are left with increased repair costs," writes Drew Anderson, a conservator with the Metropolitan Museum of Art who consulted at Saint Patrick's Cathedral in New York City on behalf of the museum. He also recommends taking a photographic inventory of windows periodically so that you will have a visual record of changes. When assessing windows, look for the following:

- Broken/cracked pieces of glass or pieces that appear to have slipped
- Faded paint
- Moisture on sills from leaks
- Excessive bowing (more than 1")
- Broken tie wires on metal support bars that are in place to support the window
- Rattling of the stained glass
- Peeling mortar
- Condensation on the stained glass or in between secondary glazing

Please note that if some of the conditions above are present, it does not necessarily mean there is a major problem. For example, some measure of bowing in windows is normal. Restoration architect Jean Phifer who consults with Murphy Burnham & Buttrick Architects, the design leaders for the renovations at Saint Patrick's Cathedral, says, "As long as it's stable and not getting worse you may decide to leave it." At Saint Patrick's Cathedral, she and her team left a number of bowed, yet stable, windows in place.

It is best to obtain the opinion of at least two reputable specialists before undertaking major restoration work.

Proper Cleaning

"Cleaning should always be carried out by a professional," writes Mr. Anderson. Regular tap water damages the glass, so conservators must use a pH neutral cleaner. Ms. Phifer adds, "Clean very gently, vacuum very lightly…every five to ten years if the windows are accessible." Higher windows that require expensive scaffolding to reach can be cleaned every 20 years or so. If the windows have paint details, the stability of the paint should be assessed before cleaning; some are too fragile for any form of cleanser.

Windows that are too delicate to be cleaned have two options: repainting or conservation. Mr. Anderson, while acknowledging that every case is unique, recommends a conservative approach that involves "looking at ways to preserve what still exists and making sure any treatment is reversible."

Trying to repaint or restore the original details can often lead to negative, unintended results that bear no resemblance to the original window.

Protective Glazing

Protective glazing greatly extends the life of stained glass windows in certain situations. Ann-Isabel Friedman, director of the New York Landmark Conservancy's Sacred Sites Program, describes it as, "primarily a sacrificial layer to protect the stained glass from projectiles and direct rain and wind."

It is critical, however, that protective glazing be adequately vented to allow air circulation and that it be easily removable for future cleaning or restoration. Shoddy workmanship can cause more damage to the glass than it would have acquired without glazing.

"It's important to understand the function and purpose of the protective glazing and not just have a contractor come in and talk you into putting something in," says Ms. Phifer.

Ms. Phifer recommends taking the following into account when considering glazing:

- Climate: seasonal changes in weather cause stress via thermal expansion/ contraction
- Threats: vandalism, hurricanes, sun exposure, acid rain
- Accessibility: if windows are out of reach you will need scaffolding, which greatly increases the price of the project
- Fragility: painted surfaces are more susceptible to deterioration

Complete Re-Leading Versus Partial Re-Leading

The lifespan of lead depends on the surrounding environment, but eventually it will have to be replaced. "Tell-tale signs of a window in need of re-leading include bowing, buckling or sagging panels, tie wires loose from the structural support bars and significant movement of the window when pressed," writes Mr. Anderson.

Unfortunately, complete re-leading is one of the most expensive restoration projects. Ms. Phifer advises caution before committing to a complete re-leading of the window. "If one examines the window close up, you can anticipate how much may be necessary," she says.

Once the panel can be evaluated in a studio, sometimes only a small part of the window needs re-leading or cleaning.

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If you have any questions, comments or topic requests for future newsletters, please send an email to newsletter@dotinsurance.org

Distracted Driving

Distracted driving is any activity that diverts a person's attention from the primary task of driving. All distractions endanger driver, passenger and bystander safety.

"Every single time you take your eyes off the road or talk on the phone while you're driving —even for just a few seconds—you put yourself and others in danger," warned former Secretary of Transportation Ray LaHood. Motorists face many distractions each day, but few are as pervasive — and dangerous — as mobile communication devices. A number of studies have shown that motorists who talk on handheld or hands-free cellular phones are as impaired as drunk drivers. According to the National Safety Council, drivers are four times more likely to be in a crash while talking on a cell phone. Text messaging is by far the most alarming distraction because it requires visual, manual and cognitive attention from the driver. For this reason, 46 states ban text messaging for all drivers.

Know the Law

Texting and the use of cell phones without a hands-free device are prohibited under NJ State law.

A primary law means that an officer can ticket a driver for the offense without any other traffic violations taking place. All of the laws stated below are primary laws:

- Ban on handheld cell phone use for all drivers
- Ban on all cell phone use (handheld and hands-free) for bus drivers
- Ban on all cell phone use (handheld and hands-free) for novice drivers
- Ban on texting for all drivers

Although the use of hands-free devices is allowed in some circumstances, it can be a distraction. Consider turning off the phone before getting behind the wheel or pull off the road before answering a call.

Common Distractions

Cell phone use and texting are current hot topics in the press, but the same distractions that existed from the early days of the automobile, such as grooming and eating while driving, are distractions today.

Inattentive and distracted driving accounted for 3,154 deaths and 424,000 injuries in 2013.* **Common distractions include:**

- Texting
- Using a cell phone or smartphone
- Eating and drinking
- Talking to passengers
- Grooming
- Reading, including maps
- Using a navigation system
- Watching a video
- Adjusting a radio, CD or MP3 player

Website Resources

For more information on distracted driving, including downloadable tool kits, flyers and fact sheets to use at your parish, school or agency, please see the following websites:

- **http://distraction.gov**
- **http://trafficsafety.org**

* http://www.distraction.gov/stats-research-laws/facts-and-statistics.html

AEDs: Automated External Defibrillators

Janet's Law

New Jersey law (Janet's Law) requires the following for all schools:

- All public and private schools K–12 to have an AED on site
- At least five (5) school employees to be certified in CPR/AED
- An emergency action plan for sudden cardiac arrest
- The AED to be located in an accessible, unlocked location with appropriate signage above the unit
- Signs throughout the school directing people to the AED

Good Practice

Although this law does not mandate AED placement in buildings other than public and private schools, it is prudent and in the best interest of the community we serve to have AEDs in our churches, parish centers, recreational facilities and religious education buildings.

There may be other buildings on the parish campus that would benefit from the presence of an AED and should be considered when evaluating need. A portable device may be a reasonable cost alternative to a permanently located unit.

AED Vendors

Proposals for equipment have been solicited from several companies in order to obtain the best price for all Diocesan entities. AED Training Kits are a cost effective option allowing a parish to train employees and volunteers at convenient times and as often as necessary.

Please contact Joe Cahill for information on AED vendors, or if you have any questions:
Telephone: 609-403-7189
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Stained Glass Windows, *continued from page 2*

Asbestos Concerns

Many caulk manufacturers used asbestos in their caulk formulas prior to 1970. Before a stained glass studio removes a window, an asbestos specialist must determine whether the caulking contains asbestos.

If asbestos is present, the church should request a written description of how the stained glass studio will remove the glass and clean the site after removal. The plan should include a thorough vacuuming with HEPA vacuums.

Hiring a Contractor

Due to the delicacy, value and importance of stained glass windows, you need to hire a dependable contractor with experience conserving the kind of windows you have. Ms. Friedman recommends looking for "someone who will do a diagram and identify all the windows in the sanctuary by number, call out those windows that are in the worst condition and then offer or recommend some kind of phased repair." She advises avoiding a contractor who prices by the square foot or offers a wholesale for all windows. It is "very rare for all windows to fail at the same time," she adds. Most churches do one or two windows every five years.

From a conservation standpoint, re-leading can also detract from the historical significance of the window. "A part of that value is the original lead," says Ms. Friedman. "When you replace that lead… you've removed something original and in some way have devalued the window. You don't want to be overly aggressive. You want to be conservative." If you still suspect your windows are in need of new leading, Ms. Phifer recommends consulting with an independent conservator before hiring a contractor to undertake any work.

Maintaining stained glass windows is more than protecting a piece of glass. Ms. Phifer eloquently reaffirms the importance of these windows: "Stained glass is a wonderful artistic resource for churches. I hope they continue to maintain and restore these remarkable historic artifacts…the quality, the light, the beauty of the color, if they tell a biblical story or depict saints…it's very moving and important to not let them deteriorate."

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www.dotinsurance.org/forms/auto-forms

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