



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

1 KINGDOM WAY, WEST HANNINGFIELD, CHELMSFORD CM2 8FW
TELEPHONE 020 8906 2211

LDI:LDK March 17, 2020

TO ALL BODIES OF ELDERS

Re: Kingdom Hall Maintenance Checks During COVID-19 Pandemic

Dear Brothers:

We are writing to provide direction on Kingdom Hall maintenance during the on-going coronavirus (COVID-19) pandemic.

As our halls will not be in regular use for the foreseeable future, faults such as gas or water leaks, vandalism and break-ins may not be identified quickly. It is important that theocratic buildings continue to be maintained to the degree that is reasonable and safe at this time.

With the above in mind, please arrange for the following to be completed:

- The internal and external condition and security of the Kingdom Hall should be checked weekly.
- Unnecessary electrical equipment should be unplugged.
- The building should remain heated and ventilated at regular intervals, but without wasting dedicated resources. Automatic heating and ventilation timer systems set for regular meeting times should be disabled or adjusted. Running the heating twice a week for around four hours at 17-19 degrees Celsius should be sufficient.
- Toilets should be flushed and taps run on a weekly basis.
- Mandatory maintenance and safety works, such as boiler servicing, should continue as needed.
- Any issues identified should be dealt with locally where possible. Contact your assigned maintenance trainer if advice is required.

Careful attention to these points will prevent minor issues from developing into more serious problems.

As a reminder, no one should care for these tasks alone. Neither should groups of publishers be invited to attend. Of course, any arrangements made should be in line with the most up-to-date direction from the governmental authorities in your area regarding social distancing and isolation requirements.

We thank you for your attention to this matter and your reasonable attempts to apply the direction. Please be assured of our warm Christian love and greetings.

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN