

**ARRANGEMENTS FOR QUINQUENNIAL INSPECTION OF CHURCHES
IN THE DIOCESES OF COVENTRY AND LEICESTER**

Under the provisions of the Inspection of Churches Measure 1955 as amended by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 (“the Measure”).

1. All parish churches in the Diocese and all other consecrated churches and chapels and buildings licensed for public worship, together where directed with articles, trees and ruins, are required to be inspected under the Measure at five yearly intervals.
2. PCCs must consult the Diocesan Advisory Committee (DAC) about the choice of an inspecting architect/surveyor (professional adviser). Appointments of professional advisers are subject to the approval of the DAC.
3. The inspection of the church is to be visual, and such as can be made from ground level ladders or accessible roofs, galleries or stagings. Parts of the structure which are inaccessible enclosed, or covered will not be opened up unless specifically requested. The inspection is to include, so far as practicable, all features of the building, and to cover all aspects of conservation and repair. The PCC shall provide ladders and any other assistance, as the professional adviser considers necessary.
4. From the notes taken at the inspection, the professional adviser should prepare a report following the outline as set out in Appendix 1.
5. **Within two calendar months** from making the inspection, the professional adviser should send **two** copies of the report to the PCC of the parish and **two** copies to the Secretary of the DAC (one of which is for the Archdeacon).
6. The Secretary of the DAC keeps a register of those buildings that are covered by the inspection requirements and of approved professional advisers. The register also includes the last date of inspection and report.
7. Each PCC is responsible for arranging, with its approved professional adviser, for the timely carrying out of inspections in accordance with the provisions of “the Measure” and also for the negotiation and payment of inspection fees.
8. An Archdeacon has the power to ensure the inspection of every church in his archdeaconry once in five years, as laid down in Sections 2 and 3 of the Inspection of Churches Measure 1955 as amended by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991.

Outline Quinquennial Inspection Report

Preliminary information

Name of Church, Diocese and Archdeaconry

Name of professional adviser carrying out the inspection, name of firm if applicable, address, telephone number and email address.

Date of inspection and report, date of previous inspections, record of weather conditions.

Key plan, drawn to scale where possible, with photographs of problem areas referred to in the report.

Relevant photographs highlighting items to which the Report is drawing attention

Brief description of the building, including orientation.

List the trees in the churchyard, noting any subject to tree preservation orders, note whether the church is within a conservation area, the church's historical background, brief architectural history, materials used in the construction, seating capacity, site access, provision for disabled people, parking facilities.

Limitations

State limitations of the report.

Whether it is made from the ground or from other accessible floor levels, ladders and readily accessible locations.

That the inspections are visual. Opening up of enclosed spaces is excluded, even if further inspection of these spaces may be recommended.

If appropriate, list items not inspected.

Note that the report is restricted to general condition of the building and its defects.

1. Schedule of works completed since previous quinquennial report

List repairs carried out since the last inspection: -

- Works recommended in the last report
- Items of emergency repair
- Alterations, additions and demolitions

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2. **General Condition** Describe the general condition of the building noting:
- Any particular movements
 - Subsidence and settlement
 - Areas of damp penetration
 - General areas of damage and decay
 - Any particular work undertaken outside the churchyard which might have an impact on the church and its setting.

External

3. **Roof Coverings** Systematically record materials, construction, general condition, including ridges, hips, valleys, parapet wall gutters, cess boxes, chutes, flashings, and any special features.
4. **Rainwater goods and disposal systems** Record materials, condition and cleanliness, assess whether adequate.
5. **Below ground drainage** Comment on storm drains, soakaways, foul drains, inspection chambers and rodding eyes and their condition.
6. **Parapets and upstand walls** Construction and condition of parapets, copings, cappings, finials, crosses.
7. **Walling** Record materials and general condition of all walling to towers and spires, walls, crossing walls, referring to buttresses, to stonework details such as cills, mullions, stringcourses, arches, lintels, carved and moulded features.
- Plinths, gratings, air bricks.
- Note the condition of pointing.
8. **Timber porches, doors and canopies** Comment on the materials and general condition of all timber structures, including doors and their frames, timber and metal window frames, commenting on external finishes.
9. **Windows** Comment on the condition of external window openings, stonework, saddlebars, and glazing, including the leading, condensation trays and ferramenta.

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INTERNAL

10. **Towers, spires**
- Comment on the condition of the tower internal walling and spire from nearest accessible point internally.
- Note general condition of bells and bellframe, headstocks and rope guards and whether specialist advice is necessary.
- Timber floors, supporting structures, noting any beam-ends which need further investigation.
- Louvres and bird mesh.
- Access provision, ladders, trapdoors etc.
11. **Clocks and their enclosures**
- Note general condition of external enclosures, any evidence of routine maintenance, and general information on condition.
12. **Roof and ceiling voids**
- Where accessible, note general condition.
- Include signs of water penetration, structural failure, rot and insect attack.
- Where suspended ceilings exist, comment on materials and general condition.
- Where possibility of asbestos exists, its condition and implications for its removal.
13. **Roof structures, ceilings, ceillures**
- Comment on materials and general condition of all exposed elements.
- Include braces, fixing methods, decorative panels.
14. **Upper floors, balconies, access stairs**
- Comment on the construction and condition of upper floors within the main building. Note requirements for ventilation.
- Report on general condition of balconies, stairways and balustradings, noting any particular areas needing improvement under Health & Safety legislation.
15. **Partitions, screens, panelling, doors and door furniture**
- Comment on materials and general condition of all screens, panelling, partitions, doors, frames and ironmongery.
- Comment on any carved items, painted panels and other items of particular merit.
16. **Ground floor structure, timber platforms**
- Comment on materials and general condition, ventilation and adequacy.
- Report on general conditions of timber platforms, pew platforms.

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17. **Internal finishes** Comment on materials and condition of wall and ceiling finishes.
- Note dampness, areas of decayed plaster and any other apparent defects.
18. **Fittings, fixtures, furniture and movable articles** Comment on condition of important fittings, fixtures and movable articles.
- Note particularly any designated by the archdeacon for inspection (in a separate letter).
- Note defects and make recommendations for improving security (in a separate letter).
- Note whether conservation or other specialist advice is required.
19. **Toilets, kitchens, vestries, etc.** General condition, fitness for purpose, cleanliness.
20. **Organs and other musical instruments** Comment on general condition and access provision.
21. **Monuments, tombs, plaques, etc** Comment briefly on condition and make recommendations for specialist advice where necessary.
22. **Service installations generally** Note that the report and comments are based on a visual examination only and that no tests of services have been undertaken. Make recommendations for testing, as appropriate.
23. **Heating installation** State type of system installed, fuel, age, apparent condition and existence of maintenance agreements (PCC to advise).
24. **Electrical installation** Note location and apparent condition of incoming mains, meters and distribution boards. Note last inspection by NICEIC contractor (PCC to advise).
25. **Sound system** Comment on the provision and condition of sound systems, loop systems, whether regularly maintained under a maintenance agreement.
26. **Lightning conductor** Comment on condition, when last inspected; make recommendations for testing and improvement in accordance with the latest British Standard.
27. **Fire precautions** Note number, position and types of fire extinguishers provided. Examine records of maintenance for appliances.

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28. **Disabled provision and access** Comment on provision for the disabled, including access to various parts of the church and recommendations for necessary improvements, bearing in mind statutory requirements.
29. **Safety** Comment in general on the safety of the church for its users and visitors, including reference to the Asbestos Assessment and the Fire Risk Assessment by the PCC.
30. **Bats** Comment on any known locations of bats, reports known from any bat groups, likely bat roosts, and implications for future repairs.
Advise Parish to obtain report from English Nature or other bat group if any works are liable to have a detrimental effect on bats. If in any doubt, refer parish to English Nature.

CURTILAGE

31. **Churchyard** Comment on general condition of the grassed and planted areas.
32. **Ruins** Inspect and comment on any ruin in the churchyard, noting any known to be designated as being of outstanding architectural, artistic, historical or archaeological value (PCC to advise).
33. **Monuments, Tombs and Vaults** Comment on general condition, making specific reference to any obvious defects, health & safety risks and any necessity for a programme of action to address longer term problems.
34. **Boundary Walls, Lychgates and Fencing** Briefly describe in general terms materials and condition of all elements.
35. **Trees and Shrubs** Note any trees or shrubs likely to injure persons or damage the fabric of the building, if so inspect any trees subject to Tree Preservation Orders (PCC to advise). The latest quinquennial tree report to be annexed to the Quinquennial Inspection Report.
36. **Hardstanding Areas** Comment on general condition of paths, paving, hardstandings, steps, car parking areas and surface water drainage.
37. **Miscellaneous** Comment on garden sheds and other site features not mentioned above, rubbish disposal etc.
38. **Log Book** Inspect the Log Book provided by the PCC.

Comment on requirement for reports from the Fire Prevention Officer, Crime Prevention Officer, security consultant, insurers, etc.

Recommendations

List items under the following degrees of priority, where possible with broad budget costs. Note items that might safely be entrusted to unskilled labour and others that may qualify for grant aid.

Note specifically the following:

1. Urgent works requiring immediate attention.
2. Works recommended to be carried out during the next twelve months.
3. Works recommended to be carried out during the quinquennial period.
4. Works needing consideration beyond the quinquennial period.
5. Works required to improve energy efficiency of the structure and services.
6. Works required to improve disabled access and other duties under the Disability Discrimination Act 1995.

Standard Explanatory Notes to be added to all inspection reports

- A Any electrical installation should be tested at least every quinquennium by a registered NICEIC electrician, and a resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the church Log Book. This present report is based upon a visual inspection of the main switchboard and of certain sections of the wiring selected at random, without the use of instruments.
- B Any lightning conductor should be tested every quinquennium in accordance with the current British Standard by a competent engineer, and the record of the test results and conditions should be kept with the church Log Book.
- C A proper examination and test should be made of the heating apparatus by a qualified engineer, each summer before the heating season begins.
- D A minimum of two water type fire extinguishers (sited adjacent to each exit) should be provided plus additional special extinguishers for the organ and boiler house, as detailed below.

Large churches will require more extinguishers. As a general rule of thumb, one water extinguisher should be provided for every 250 square metres of floor area.

Summary

<i>Location</i>	<i>Type of Extinguisher</i>
General area	Water
Organ	Carbon Dioxide
Boiler House:	
Solid fuel boiler	Water
Gas fired boiler	Dry powder
Oil fired boiler	Foam (or dry powder if electricity supply to boiler room cannot easily be isolated).

All extinguishers should be inspected annually by a competent engineer to ensure they are in good working order.

Further advice can be obtained from the Fire Prevention Officer of the local Fire Brigade and from your insurers.

- E. **This is a summary report only, as it is required by the Inspection of Churches Measure; it is not a specification for the execution of the work and must not be used as such.**

The professional adviser is willing to advise the PCC on implementing the recommendations, and will if so requested prepare a specification, seek tenders and direct the repairs.

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- F. Although the Measure requires the church to be inspected every five years, it should be realised that serious trouble may develop in between these surveys if minor defects are left unattended. Churchwardens are required by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 to make an **annual** inspection of the fabric and furnishings of the church, and to prepare a report for consideration by the meeting of the PCC before the Annual Parochial Church Meeting. This then must be presented with any amendments made by the PCC, to the Annual Parochial Church Meeting. **The PCC are strongly advised to enter into a contract with a local builder for the cleaning-out of gutters and downpipes twice a year.**
- G. Woodwork or other parts of the building that are covered, unexposed or inaccessible have not been inspected. Your professional adviser cannot therefore report that any such part of the building is free from defect.
- H. The repairs recommended in the report will, with the exception of some very minor maintenance items as listed in the Chancellor's 'Minor Works' list, require a faculty before they may be carried out. If you have any doubts about, or are uncertain as to, these aspects please consult the Secretary of the Diocesan Advisory Committee.
- I. The PCC are reminded that insurance cover should be index-linked so that adequate cover is maintained against inflation of building costs. Contact should be made with the Insurance Company to ensure that insurance cover is adequate.

Further guidance on the inspection and statutory responsibilities are contained in two publications by the Council for the Care of Churches (published by Church House Publishing). These are: "The Churchwarden's Year" and "How to look after your Church" which give general guidance on routine inspections and housekeeping.

This document is based on that in the CCC's booklet "A Guide to Church Inspection & Repair".

Who gets a copy of the Report?

When the PCC instructs the Architect to undertake the Inspection, it should also instruct him/her to: -

- a) Follow the Diocesan guidelines for presenting the report set out in the Diocesan Scheme for Quinquennial Inspection of Churches - if the Report fails to comply with the Scheme, the PCC should return it to the Architect and only pay the fee when it does comply
- b) Produce the Quinquennial Inspection Report **within 2 months** of the date of the inspection
- c) Produce **four** copies of the report: -
 - **Two** for the PCC Secretary – one for the churchwardens on behalf of the PCC and one for the incumbent
 - **Two** for the DAC Secretary – one of which is forwarded to the appropriate Archdeacon - the Churchwardens should ensure that the architect sends **2** copies of the report to the DAC Secretary

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Checklist of items required by the Inspecting Architect**

from the PCC to enable him/her to complete the

Quinquennial Inspection Report

	Seen	Unavailable
• The Church Log Book		
• Copy of the previous Quinquennial Inspection (to be sent to a newly appointed architect in advance of the inspection)		
• Schedule of all works / installations / repairs (including insurance claims) undertaken since the last Quinquennial Inspection (to be incorporated in Section 1 of the Report)		

	Enclosed	Unavailable	Not Applicable
• Copy of Electrical Installation Test Report			
• Copy of Quinquennial Tree Report (noting the TPOs)			

	Seen	Unavailable	Not Applicable
• Copies of Test Reports etc.: -			
➤ Lightning Conductor Test Report			
➤ Portable Appliance Test Report			
➤ Asbestos Inspection Report			
➤ Access and Disability Audit Report			
➤ Fire Risk Assessment			
➤ Health & Safety Risk Assessment			
➤ Gas Safety / Boiler Service Report			
➤ Fire Appliances (extinguishers) Test Report			
➤ Fire Alarm & Emergency Lighting Test Report			
➤ Security Alarm Test Report			
➤ Any recommendations from insurers regarding security			
➤ Inventory of fixtures, fittings and furniture			

- In order for the Quinquennial Inspection Report to be as thorough as possible, the above information should be made available to the Inspecting Architect before / on the date of the inspection, where relevant
- The Inspecting Architect is required to incorporate this record sheet **as the last item** in the Quinquennial Report. Copies can be downloaded from www.leicester.anglican.org/dac/quinquen.htm or www.coventry.anglican.org/diocesanadmin/diocesanadvisorycommittee/quinquennialinspections
- **The Inspecting Architect is unable to complete the Quinquennial Inspection Report without having seen the up-to-date Church log Book**