

## THE QUINQUENNIAL INSPECTION: QUESTIONS AND ANSWERS

### What is it?

To ensure that no structural or building conservation problems creep up on a church without being noticed, the Church runs the Quinquennial Inspection (or QI for short) scheme. Every five years (or quinquennium) an architect or similarly qualified inspector must undertake a thorough inspection of the church building, inside and out, and everything else within the boundary (called the curtilage) of the church property. Reference to the architect in this paper includes Surveyors who are on the DAC Approved List of Architects and Surveyors.

### Who can carry out the Inspection?

The PCC selects the architect it wants to undertake the inspection from the DAC List of Approved Architects. The Diocesan Advisory Committee for the Care of Churches (the DAC) keeps a list of architects who have been approved to undertake such work. Churches may, if they wish, select a new architect from this list if they feel they want to change, but there is something to be said for keeping continuity with one individual who will know the building and its problems. If you do want to change, the DAC Secretary will, on request, send you the list of approved architects, and is happy to discuss the matter with you. You'll need to let the DAC Secretary know if you want to change, as he keeps the records for each church building.

It is important to note that, under the legislation – yes, it is the law of the land – that governs Quinquennial Inspections (the 1955 Inspection of Churches Measure), your architect must be a named individual. You can't hire an Architectural Practice! It must be person!

### Planning for the inspection day

On the inspection day, the churchwarden or person responsible needs to:

1. Ensure that the keys for all the doors in the church are available (including towers and vestries)
2. Make the church log book, the Terrier and Inventory available, together with details of recent repair or maintenance work since the last inspection, and any heating, electrical and lighting, and safety systems checks (full list on page 2 of the letter)
3. Provide ladders to help reach gutters, roofs, lofts, etc. making sure that they are safe to use
4. Be prepared to go around with the architect, to hold ladders and show him/her such features as trapdoors or inspection chamber covers
5. Make a list of any defects that have come to light since the last inspection and hand to the Inspecting Architect together with the last QI Report **in advance of the inspection**

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6. Think about any security risks that may arise while the inspection is in progress, and take steps to prevent any difficulties due to open doors and windows
7. Make sure that the bells are rung down
8. Remember that the inspection of even the smallest church is likely to take at least half a day, so the offer of a hot drink and access to a WC, if there is not one in the church, would be welcomed

### Who pays for it?

The PCC is responsible for the cost of the Inspection and negotiating a fee with the architect.

### 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

### What should it look like?

The report that is produced should be in a fixed format. It should follow the set of headings laid out in Appendix 1 of the cream document.

A building plan should be included together with photographs of any problem areas referred to in the report.

The report must cover all the areas listed and prioritise the repairs needed under the categories of: -

- a) Urgent
- b) Within 12 months
- c) Up to 5 years
- d) Desirable

The report should also give broad budget costs.

## Is the QI Report a Specification for the works?

No! – it is important to note that the description of the problem written in this report, and the guide cost, is not a specification for the work, and shouldn't be treated as such. The architect has, at this stage, simply inspected the building and described any problems he/she found.

## Undertaking the repairs

When the PCC plans to undertake the repairs, this should be done in consultation with the church architect who **MUST** be required to prepare a detailed specification for the necessary work and subsequently direct its implementation. **The PCC will have to negotiate a separate fee with the architect for this work.**

## Cost of repairs – who pays?

The costs of repairs set out in the QI Report, including the architect's fees, are paid for by the PCC.

## Do we need a faculty for repairs recommended in the QI Report?

Yes **and in advance!** – subject to the Minor Works paragraph below.

The faculty application form can be obtained from the DAC Office (024 7652 1200) or downloaded from the websites:-

<http://www.leicester.anglican.org/DAC/faculty.htm>

or

<http://www.coventry.anglican.org/diocesanadmin/diocesanadvisorycommittee/facultyprocedures/>

**Two** copies should be completed and sent to the DAC Secretary (1 Hill Top, Coventry, CV1 5AB) together with the appropriate supporting documentation set out on page 13 of the Faculty Petition Form.

## Minor Works not requiring a Faculty

The "Chancellor's Guidance to all PCCs and Churchwardens in the Diocese as to matters not requiring a Faculty" (known as "Minor Works") was circulated to all incumbents and Churchwardens in November 2006.

The Guidance lists details of those works for which no faculty is required and: -

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EITHER

a) No prior consultation is required with either the DAC or Archdeacon

OR

b) Prior consultation is required with the DAC or the Archdeacon using a simple Minor Works Form which can be quickly processed

If, having consulted the Minor Works List, you need clarification, please consult the DAC Office.

**N.B.** Any proposed works, however large or small, not specifically identified on the List requires a faculty.

Copies of the Guidance and Minor Works Application Form can be found on the website at: -

[www.leicester.anglican.org/DAC/minor\\_wks.html](http://www.leicester.anglican.org/DAC/minor_wks.html)

or

<http://www.coventry.anglican.org/diocesanadmin/diocesanadvisorycommittee/minorworks/>

### The next QI

The churchwardens should keep a record of when the next QI is due. Early in that year, the architect should be contacted to arrange a date.

### Further Information

If you would like more information about Quinquennial Inspections, the Council for the Care of Churches (CCC) publishes a booklet entitled "A Guide to Church inspection and Repair" (ISBN 0 7151 7588 2). The booklet includes a comprehensive and detailed list of the items that should be inspected.