

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**