

**Advisory Committee for the Care of Churches of the Diocese of Coventry**

**Checklist of items required by the Inspecting Architect from the PCC to enable him/her to complete the Quinquennial Inspection Report**

	<b>Seen</b>	<b>Unavailable</b>
• 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 <b>all</b> works / installations / repairs (including insurance claims) undertaken since the last Quinquennial Inspection (to be incorporated in Section 1 of the Report)		

	<b>Enclosed</b>	<b>Unavailable</b>	<b>Not applicable</b>
• Copy of Electrical Installation Test Report			
• Copy of Quinquennial Tree Report (noting any TPOs)			

	<b>Seen</b>	<b>Unavailable</b>	<b>Not applicable</b>
• 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			
➤ Energy Footprint Tool			

- 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 or 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: <http://www.dioceseofcoventry.org/ChurchBuildings/QIs>
- **The Inspecting Architect is unable to complete the Quinquennial Inspection Report without having seen the up-to-date Church Log Book**