

# **London Diocesan Fund**



## **Scheme for the Inspection of Churches – 2002**

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### **APPENDIX A**

#### **Guidelines on form of Quinquennial Inspection Report, with Additional Notes**

**1.** The following should be kept together in a safe place, and made available for the Quinquennial Inspector at the time of his/her inspection:-

- (a)** The church logbook;
- (b)** The parish terrier and inventory;
- (c)** The NADFAS Church Recorders' record, if available;
- (d)** The latest report on the heating installation, which should be serviced annually;
- (e)** The latest report on the electrical installation, which should be tested by an NICEIC registered contractor not less than every five years;
- (f)** The latest report on the lightning conductor, which must be tested not less than every five years;
- (g)** The asbestos report carried out for the Diocesan Property Department, or otherwise (see also [4\(g\)\(ix\)](#) below);
- (h)** Any licence permitting use by others of part of the premises for any fixed installation, such as a telecommunications installation, together with certificate(s) of electrical and/or any other test required to be submitted thereunder;
- (h)** Any access audit;
- (j)** Any other reports available, e.g. by the local fire prevention officer or police crime prevention officer;
- (k)** The church's buildings insurance policy, and any written requirements of the insurers/underwriters;

- (m)** Any notice under Section 215 of the Local Government Act whereby upkeep of the Churchyard was handed over to the Local Authority, if available, and/or any agreement on maintenance to be undertaken thereunder;
- (n)** Items marked with an asterisk in [4\(b\)](#) below.

This information is to be taken on an as-is basis, for information only, insofar as needed for the Inspector to make recommendations as a reasonably competent architect or surveyor, but not as an expert in any of the specialist fields concerned. See also Section [5](#) below.

- 2.**
  - (a)** The inspection is to be visual, and such as can be made from ground level, ladders, and any reasonably accessible roofs or galleries (see [4\(c\)](#) below). Parts of the structure which are inaccessible, enclosed or covered are not normally required to be opened up. The Inspector may however, specially request the opening up of selected areas if he/she deems this to be necessary for the purposes of a sufficient assessment of their condition.
  - (b)** The Parochial Church Council shall arrange for any such opening up, and shall provide such ladders and attendance as the Inspector considers necessary to comply with all relevant Health and Safety legislation or regulations. (See [4\(c\)](#) and 5(d)(iii) of the Scheme for the Inspection of Churches). The PCC is strongly advised to arrange well in advance for any special removal of bird droppings and the like, and any replacement or securing of fixed ladders necessary to enable access without hazard to health or safety; including when replacement or upgrading is necessary, the obtaining of a faculty.
- 3**
  - (a)** Subject to Section 3 of the Scheme, the inspection is to include, so far as is practicable, all significant features which are visible of the site and the building, together with their fixtures and significant contents, and covering in general terms all aspects of conservation and repair.

- (b) The purpose of the report is to serve as a general survey and condition report on the fabric and contents, with general recommendations upon works required. It should identify any significant threat to the integrity of the fabric, and to the premises as a capital and a heritage asset, as well as for purposes of beneficial use. It should also draw attention to any threat to any valuable article arising from the condition of the fabric. In particular it should warn of any apparent hazard to health and safety.
- (c) The report is not however intended as a fully comprehensive survey. Loose contents are to be treated as 'significant' and requiring to be referred to if they are part of the historic architectural ensemble, or are essential or customary to the use of the church, for example any liturgical furniture such as altars, pulpits and lecterns, the font. Contents should also be included if required pursuant to Schedule 3.3.1A(a) of the Care of Churches Measure (see [4\(b\)\(xvi\)](#) below). Otherwise, loose contents are not required to be inspected. The Quinquennial Inspector's responsibility is not that of the Church Recorder.

4. From the notes taken at the inspection the Inspector is to prepare a report covering the following points:-

**(a) Preliminary information**

- (i) Names of diocese, archdeaconry, parish and church;
- (ii) Brief address and map reference of the site;
- (iii) Name of Quinquennial Inspector, business address, telephone and facsimile number;
- (iv) Date of the last previous inspection;
- (v) Date the inspection was carried out, and weather conditions;
- (vi) Date of the report;
- (vii) Brief description of the building;
- (viii) Site plan and building plan, with orientation marked;
- (ix) A set of photographs (external and internal).

**(b) First report**

The following information should be included in the first report of a newly appointed Quinquennial Inspector, or if not done before, in the first report which is made by the present Inspector after the coming into operation of these Guidelines. Thereafter, in subsequent reports, the same information should be reproduced as part of the preliminary information

above, with amendments highlighted where anything has changed:-

- \***(i)** Whether the church is listed, and what grade. Identify any structures in the churchyard curtilage known to be listed in their own right;
- \***(ii)** Whether the church is in a conservation area;
- \***(iii)** The name of the local planning authority;
  
- \***(iv)** Names of the principal architect of the building, and of any others so far as known, who collaborated or who were responsible for major interventions, alterations or extensions;
- \***(v)** Summary of the history of the building;
- \***(vi)** Whether the building has received any grant from English Heritage or one of the Lottery Funds;
- (vii)** General description of the architecture, construction and materials of the building;
- \***(viii)** Seating capacity of the worship area;
- (ix)** Site access, provision for disabled people, car parking facilities;
- \***(x)** The name of the church's insurers;
- (xi)** General assessment of precautions against fire or security hazards, and lightning protection;
- (xii)** General description of kitchen and sanitary facilities;
- (xiii)** Whether the worship area has a sound system and/or induction loop;
- \***(xiv)** Whether it is open to the public during the week;
- \***(xv)** A summary of any other users present in the building;
- (xvi)** Pursuant to Schedule 3.3.1A(a) of the Care of Churches Measure 1991 (see para 3(b)(vi) of the Scheme and [3\(c\)](#) above), a list of the following, if they have EITHER been instructed by the Archdeacon to be included in the inspection, OR they are considered by the Inspector to be of special importance and, not having been inspected during the last quinquennium, are therefore to be included in the Inspection:-

1. Pipe organ, the tower, bellframe and bells, turret clock (Appendix B forms under [4\(h\)](#) below).

2. Any or all of the following: Electronic organs and other musical instruments, clocks other than turret clocks, bells other than a clock bell or calling bell or in a bell ring; special fittings, contents, glass, special decorative features, monuments, brasses, paintings, ornaments, plate, textiles, historic books, prints engravings and drawings etc.

Articles are to be treated as of importance if the Inspector considers them to be:-

- of outstanding architectural, artistic, historical or archaeological value;
- of significant monetary value, or
- at risk of being stolen or damaged.

**\*(xvii)** In the churchyard, a list of trees, noting any subject to tree preservation orders where this can be ascertained;

**\*(xviii)** Any other fauna and flora, such as bats, where these may affect the condition of the building or churchyard (see [4\(f\)](#) below).

\* It is recommended that, where possible, these items of information, or known sources from where they may be obtained, should be made available to the Quinquennial Inspector by the Churchwardens prior to the inspection. (See para [1\(k\)](#) above).

### **(c) Limitations**

State the limitations of the report, under [2\(a\)](#) above, namely whether it is made from the ground only and/or other accessible floor levels or locations, whether ladders were used, whether there was any opening up and if so where. Where access was not possible for health & safety reasons, this should be stated. If appropriate, list items not inspected. State remedial work required, and where, to enable access to be gained.

State that comments on services installations are limited to what can be seen and discovered by reasonable testing, without the use of instruments.

Include the usual disclaimer concerning hidden defects in woodwork, in the exact wording required by the Quinquennial Inspector's Professional Indemnity Insurers.

**NB** Although guidance is given in these notes on the limitations which are proper, it is essential that these and any others should be specifically identified in the report itself, for the guidance of anyone who may read it.

Recommendations should always be made in relation to any further specialist investigations or advice which the Quinquennial Inspector considers to be necessary.

**(d) Works carried out**

Repair works or any new work carried out since the last inspection should be recorded, including any emergency repairs. List any alterations, additions and demolitions. This information should be available from the church log book (see [1\(a\)](#) above).

**(e) General condition of the fabric and contents**

**(i)** Describe the general condition of the building, its contents, (subject to [3\(b\)](#) above) the curtilage including the churchyard and any other structures as appropriate, as well as trees in the churchyard. Section [4\(b\)](#) above may be used as a check-list when preparing reports subsequent to the first report. Note any particular movements, subsidence and settlement, areas of damp penetration, or general areas of damage and decay, any moth or rust which has corrupted!

**(ii)** Note any particular developments undertaken outside the churchyard, insofar as these may be reasonably evident, which might have an impact on the condition of the building and churchyard, or other structures in the curtilage.

**(f) Detailed condition of the several parts of the fabric**

It is generally recommended that the report should work from the top down, from outside in, and from the general to the particular.

The items listed below are headings only. For more detailed guidance it is recommended that the Quinquennial Inspector should consult "A Guide to Church Inspection and Repair" by the Council for the Care of Churches (see Section [6](#) below):-

- (i)** Structural walls, piers, arcades, clerestories, buttresses etc;
- (ii)** External walls, including any special features and details such as string courses, corbels and mouldings, surfaces, air bricks, joints and pointing;
- (iii)** Coverings to roofs and balconies, ridges, hips and flat areas;
- (iv)** Foul drainage and rainwater disposal systems including visible gutters, gargoyles and downpipes, soil and vent pipes, hoppers and pipework branches and bends,

rainwater shoes, gulleys, access covers and rodding eyes, manholes, vents and interceptors.

**NB** It is not normally possible to comment on buried or boxed-in drainage without specialist camera equipment. This should be pointed out;

- (v) Doors and windows, including frames and glazing, cills, lintels, mullions etc; external and internal window protection. Particular attention should be drawn to any broken glass, or any broken door lock or other security compromise;
- (vi) Timber or other porches, canopies, pergolas, covered walkways etc;
- (vii) External ironwork and woodwork, including paintwork thereto;
- (viii) Tower and spire or flèche, any internal and intermediate floors or other structures, louvres and bird mesh, provision by cat ladder etc. for safe access and egress;
- (ix) Roof structures and ceilings;
- (x) Internal partitions and doors;
- (xi) Internal plasterwork;
- (xii) Internal decorations; note the conditions of features such as wall paintings, stencilled decoration etc;
- (xiii) Floors and galleries, any voids and their ventilation, any health and safety aspects in connection with these;
- (xiv) All staircases, steps and ramps;
- (xv) Ground floor structures and timber platforms, under floor ventilation;
- (xvi) Furniture and fittings, screens and panelling;
- (xvii) Ironmongery and hardware on doors, windows etc;
- (xviii) Monuments, tombs, plaques etc;
- (xix) Vestries and other ancillary accommodation;
- (xx) All structure and fabric surrounding protecting or giving support to the organ, bells and/or turret clock (see item [4\(h\)](#) below);
- (xxi) Significant architectural or liturgical articles of furniture such as the altar, pulpit, font and lectern (see [3\(c\)](#) above);
- (xxii) Any special articles (see 3(a)(vii) of the Scheme and [4\(b\)\(xvi\)](#) above);
- (xxiii) Any asbestos seen or suspected, or element which may contain asbestos, to which attention is required to be drawn (see item [5\(i\)](#), below).

In each case notes should be given as appropriate on appearance, stability, damp and decay, shrinkage or other defects, movement, infestation, signs of blockages, leakage or any other deterioration which may be evident from a

reasonable visual inspection. Comment on any visible signs of distress which may augur future failure, and any cosmetic or decorative defects.

Note any visible signs of infestation by pigeons or other vermin, with the effectiveness of any measures against them.

Note any bat roosts, and state whether these may affect any repairs recommended under [4\(k\)](#) below. It should be clearly stated in the report that bats are NOT vermin, but a protected species, and that it may be an offence to disturb a bat roost.

**(g) Service Installations**

- (i)** Heating systems, including boiler and flue, fuel storage, insulation, pipework, controls and accessories, their general condition, efficiency and safety;
- (ii)** The electrical system, including mains, meters, distribution boards, exposed wiring. Note when last inspected (see [1\(c\)](#) above) and what were the conclusions of such report;
- (iii)** Lighting system, condition, state of maintenance and efficiency, safety of means of access;
- (iv)** Lightning conductors. Note when last tested, with conclusions;
- (v)** Sanitary facilities, toilets and kitchen equipment;
- (vi)** Fire prevention system, including detectors, alarms and extinguishers, their state and efficiency; when last inspected, with conclusions;
- (vii)** Security systems, if any, including detectors and alarms;
- (viii)** Equipment for the use of disabled persons;
- (ix)** Note any asbestos, in accordance with [4\(f\)\(xxiii\)](#) above and [5\(i\)](#) below (see [1\(q\)](#) above).

See also Section [5](#) below.

**(h) The organ, bellframe & bells, turret clock (if any)**

The Quinquennial Inspector's report should state whether the church contains:-

- (i)** A pipe organ, and its position and any general observations about its case, woodwork and supporting structure;
- (ii)** A bell(s) installation. State the position of any bell or bells, whether they are capable of ringing, whether any

bell is linked to the clock; noting any carillon etc; and the general condition of the bell(s), bell-frame and ropes together with supporting structures;

- (iii)** A turret clock, whether it is intact and in working order, the position of the mechanism and face(s) (which may be remote from each other), the maker and date and general condition.

It is recommended that these fixtures should be inspected at the same time as the fabric generally. Separate forms are attached for the assistance of the Quinquennial Inspector in assessing condition and any risk (see items 3(b)(vi) and 5(d)(ii) of the Scheme, Appendix B and item [4\(f\)\(xx\)](#) above).

Section One of each Appendix B form should be completed by the Quinquennial Inspector following his own inspection, and attached to the principal report. By prior agreement with the Church Warden(s), Section Two forms should be passed via the Warden(s) or other parish officer to the organ tuner, bell-hanger(s), clock repairer or other specialist(s), for completion and return by those persons. Reference should be made in the principal report to Section One forms, and to Section Two forms, where the latter remain to be completed and returned by others at the time the Inspector submits his/her report.

It is essential that competent specialists should be appointed to undertake Section Two inspections. Names can be suggested by the DAC for consideration by a parish on request.

**(j) The curtilage**

- (i)** The churchyard, any tarmaced, grassed or planted areas;
- (ii)** Ruins, noting any known to be designated as listed buildings in their own right, or as scheduled ancient monuments (See 3(a)(iv) in the Scheme and item [4\(b\)\(i\)](#) above).
- (iii)** Monuments, tombs and vaults (where accessible);
- (iv)** Boundary walls, lychgates, fences;
- (v)** Trees and shrubs;
- (vi)** Paths, pavings, hardstandings, steps, car parking areas and surface water drainage;
- (vii)** Notice boards;
- (viii)** Garden sheds and stores, other outbuildings;
- (ix)** Rubbish collection facilities;
- (x)** Floodlighting installation;

**(xi)** Churchyard lighting and other services.

In each case, comment on general materials, their condition, any signs of deterioration or other defects, weather protection, state of drainage etc, any asbestos in sheds or outbuildings (see [5\(j\)](#) below).

**(k) Works of repair in order of priority:-**

- (i)** Of utmost urgency;
- (ii)** Essential within the following 18 months;
- (iii)** Essential within the 5 years before the next survey is due;
- (iv)** Desirable, i.e. future desirable repairs, renewals or improvements.

Where possible, budget costs should be indicated. It should be clearly stated that this is subject to tenders. Note items that may be safely (or may not be) entrusted to unskilled labour, and others which may qualify for grant aid.

**(m)** Recommendations on maintenance and the care of the building and its contents.

**(n)** Recommendations on any further detailed or specialist investigations which may be needed (see [4\(c\)](#) and [4\(h\)](#) above and [5\(j\)](#) below). The PCC is advised to obtain a quotation in advance of any charge which may be made by a specialist, as this would be payable by the PCC (see Sections 5(d) & 5(e) of the Scheme).

**5.** By way of an appendix, remarks should be added on the following matters:-

**(a)** Notes and any comments following a perusal of the church's log book (see [1\(a\)](#) above). Any works which are evidently missing from the log.

**\*(b)** Works required to improve fire precautions, pursuant to any recommendations by the local fire prevention officer ([1\(j\)](#) above), including notes on the following:-

- (i)** Number and location of fire extinguishers compared to those which are required; the annual inspection of

- fire extinguishers, and whether they were found to be properly tested and primed;
- (ii)** Any improvements needed to means of escape, exit signs and lighting;
  - (iii)** The adequacy or otherwise of general housekeeping in relation to fire, e.g. whether doors are improperly held open, inflammable materials stored in escape routes etc;
  - (iv)** Any enhancement of structural fire precautions seen to be necessary, including means of access for fire fighting purposes.
- (c)** The standard of general safety of the premises for benefit of worshippers, other users and visitors.
- \*(d)** Whether the implications of the Construction Design and Management Regulations are likely to apply to any of the works recommended in item [4\(k\)](#) above.
- \*(e)** Any enhancements seen to be needed to security. Works required pursuant to recommendations by the local crime prevention officer (see [1\(i\)](#) above). See also section [4\(f\)\(v\)](#) above.
- \*(f)** Works required pursuant to requirements of the Church's insurers ([1\(k\)](#) above), and whether such measures have been duly carried out.
- \*(g)** Action needed towards adapting the facilities in pursuance of the Disability Discrimination Act 1995 and regulations made thereunder (see [1\(h\)](#) above).
- \*(h)** Latest dates for future testing of the heating system, electrical installation and lightning conductor ([1\(d\)](#), [1\(e\)](#) & [1\(f\)](#) above).
- (j)** If any asbestos is seen or the possibility may be inferred from what is seen, this should be noted. In relation to any element affected by works recommended in item [4\(k\)](#) above, it is essential that the report should state where it is possible that any material seen may contain asbestos. If further testing is to be advised, this should be stated, including of any material whose composition is unknown but which based on the Inspector's experience may contain asbestos. The Inspector himself/herself should avoid handling or disturbing any item where asbestos is suspected. See also items [4\(f\)\(xxiii\)](#) and [4\(g\)\(ix\)](#) above.

- (k)** State if there appear likely to be archaeological implications of any works recommended. State that further advice may be obtained from the DAC.
- (m)** A statement to the effect that the PCC is strongly advised to enter into a contract with a local builder for the cleaning out of gutters and down pipes at least twice a year. It may be possible to lessen the expense of so doing if contractors have other works in the area. For this reason and in case of doubt as to boundaries, it is desirable that the PCC liaise with any adjoining owners, or other church bodies responsible for maintenance, such as the Diocesan Property Department in respect of a parsonage house.
- (n)** A statement that the report is NOT a specification for the execution of the work and must not be used as such; and whether the Quinquennial Inspector is willing to assist the PCC in making application to the Diocesan Advisory Committee with a view to obtaining a faculty; together with a reminder that the repairs recommended in the report would be the subject of separate instructions to the Inspector or to his/her or another firm, and will normally be subject to the faculty jurisdiction, which the PCC are responsible for complying with.
- (o)** A strong recommendation that the churchwardens should regularly walk around the church and should make a careful inspection of the fabric at least once a year and arrange for essential repairs to be carried out immediately. The Inspector and the Archdeacon and the Diocesan Advisory Committee should be consulted if any faults appear to be anything more than of a trivial nature.

\* See final paragraph of para [1](#) above.

**6.** Quinquennial Inspectors, PCCs and Churchwardens are further recommended to obtain copies of the following publications:-

- (a)** "How to look after your church", Findlay, Donald & others, CCC/Church House Publishing, 3rd Edit, 1991;
- (b)** "A Guide to Church Inspection and Repair", CCC/Church House Publishing, 2nd Edit, 1995;
- (c)** "Safe and Sound? A Guide to Church Security", Crago, G and Jeffery, G, CCC/Church House Publishing, 2nd Edit, 1996.
- (d)** "Widening the Eye of the Needle", Penton, John, CCC/Church House Publishing, 2<sup>nd</sup> edit, 2001.

All available from Church House Bookshop, Church House, Great Smith Street, London SW1.

The attention of Quinquennial Inspectors and Churchwardens is drawn to the availability of the library of the Diocesan Advisory Committee to be consulted on request to the DAC Secretary.

**Enquiries should be addressed to:**

DAC Secretary  
Diocese of London  
36 Causton Street  
London SW1P 4AU

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