



# The Methodist Church

## SCHEDULE 6

### METHODIST PROPERTY QUINQUENNIAL INSPECTION CERTIFICATE AND SUMMARY OF REPORT - CHAPEL OR ANCILLARY PROPERTY

**NOTES:**

- Three copies of this Certificate and Report are to be sent to the Superintendent Minister/Circuit Appointee, who will send one of each to the managing trustees (church council) and one to the District Property Secretary.
- Additional copies may be made locally.
- **Items 1-7 should be completed by the Superintendent Minister/Circuit Appointee before issue to the Inspector.**

|   |  |
|---|--|
| 1 | Name of chapel/other local property              |
| 2 | Address  |
| 3 | Circuit <span style="float: right;">NO /</span>  |
| 4 | Sponsoring body ( <i>shared buildings only</i> ) |
| 5 | Brief description ( <i>e.g. chapel, school</i> ) |
| 6 | Date of last inspection                          |
| 7 | Circuit Appointee/Property Officer Name          |
|   | Address  |
|   | Office held                                      |

|   |                                |                            |                              |                             |                              |   |                       |   |
|---|--------------------------------|----------------------------|------------------------------|-----------------------------|------------------------------|---|-----------------------|---|
| 8 | Listed Building status : Grade | I <input type="checkbox"/> | II* <input type="checkbox"/> | II <input type="checkbox"/> | Nil <input type="checkbox"/> | 9 | In Conservation Area? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
|   | (Scotland): Grade              | A <input type="checkbox"/> | B <input type="checkbox"/>   | C <input type="checkbox"/>  | Nil <input type="checkbox"/> |   |                       |   |

|    |   |
|----|---|
| 10 | Summary & recommendations:  |
|    | (a) Of utmost urgency   |
|    | (Range of likely cost) (£ - £ )   |
|    | (b) Essential within the next twelve months   |
|    | (Range of likely cost) (£ - £ )   |
|    | (c) Essential within the next five years  |
|    | (Range of likely cost) (£ - £ )   |
|    | d) Advisable within the next five years   |
|    | (Range of likely cost) (£ - £ )   |
| 11 | Matters for further investigation:<br>(Items requiring opening up or special access to allow inspection;<br>further extended or detailed inspection; examination by experts or<br>specialists; energy efficiency measures.) |

|                 |         |
|-----------------|---------|
| INSPECTOR:      | Signed: |
| QUALIFICATIONS: |         |
| FIRM (IF ANY):  |         |
| ADDRESS:        |         |
| Tel:            | Dated:  |

# Notes for Managing Trustees and Inspectors

A Under Standing Order 952, the Circuit Meeting is responsible for ensuring that all property in the circuit is inspected at least once every five years. A copy of the quinquennial inspection Certificate and Report is required by the District for the approval of any scheme. The inspections are to be undertaken by professionally qualified persons, with professional indemnity insurance, who shall supply a report.

B Many Methodist buildings are "listed" or in a "Conservation Area". Where this is the case, it is particularly recommended that inspections and any works be placed in the hands of architects. Insensitive repairs or alterations can easily destroy architectural character. Professional fees will need to be met.

C The object of the inspection is to ensure the early detection of deterioration and defects so that prompt action can be taken and unnecessary (and perhaps crippling) expense avoided. Property represents an asset of the Church and it is important that all property is maintained in a good state of repair even when disposal is contemplated.

D The managing trustees are required to maintain a log book containing previous reports, details of repairs and other relevant information. The log book must be made available to the inspector.

E The managing trustees should inform the inspector of any rights of way, light or air and give details of any known building defects or problems and also of any damage during the last five years, including damage from storms, vandalism or fire, which might have been repaired or covered over.

F The managing trustees should provide openable access hatches of adequate size to voids in roofs, sub-floor voids and any other voids, wherever possible. The existence and location of such hatches should be brought to the attention of the inspector. Where hatches are provided the managing trustees should ensure that the Quinquennial Inspector has unimpeded access during the inspection.

G The managing trustees should ensure that the necessary keys are provided. It would be helpful if a member of the church were present to ensure the inspector has access to all parts of the premises.

H The inspection will normally be made from ground level, floor level(s), or such points of access which may be reached (externally or internally) from a 3 metre ladder. Where access is not possible by a three metre ladder, managing trustees will be responsible for providing such ladders as the inspector considers necessary in accordance with the Health and Safety at Work Act 1974 and all later amendments thereto, together with assistance to enable the inspector to carry out his/her duties. Continuous scaffolding around the perimeter will not be required.

I A report on the electrical installation should be obtained from a competent firm. Suitable firms should be found in Yellow Pages "Electricians and electrical contractors". Among suitable firms would be members of the Electrical Contractors' Association (ECA), members of the Electrical Contractors' Association of Scotland or a firm approved by the National Inspection Council for Electrical Installation Contracting (NICEIC). The report should comprise a "Periodic Inspection

Report for an Electrical Installation", complete with an estimated cost for any category 1 remedial works which "Require urgent attention". The test report should be kept in the log book.

J A report on the lightning conductor installation should be obtained from a competent firm. Suitable firms should be found in Yellow Pages "Lightning Conductors". Among suitable firms would be members of the National Federation of Master Steeplejacks and Lightning Conductor Engineers. The test report should be kept in the log book.

K The quinquennial inspector may recommend specialist testing of other services and the managing trustees should ensure that such further testing or inspections are carried out.

L The publication "Fire Precautions for Church Premises" available on the Methodist website should be consulted to establish/determine means of escape requirements, the adequacy of fire precautions and the provision of fire extinguishers etc. A copy of the handbook is kept in the log book. Advice should be sought where there is uncertainty.

M As buildings which are open to the public managing trustees must ensure that the provisions of the Disability Discrimination Act 1995 (DDA) are met. The inspector should report on areas of the premises which require action to meet compliance with the DDA (see Property Points 2001 - Part 1)

N Attention should be given annually by Managing trustees to Health & Safety matters. The Quinquennial Inspectors should report on any areas where action is required to comply with Health & Safety legislation.

O The inspector's report does not constitute a "Schedule of Works". It is the duty of the managing trustees to seek further advice and take necessary action decisions as part of their normal responsibility for the care, maintenance, preservation and insurance of the building, fabric and contents. The inspector should estimate the "Range of likely cost" as far as can reasonably be determined.

P Managing trustees are required to carry out an inspection of their property each year, and are strongly advised to do so in accordance with the pamphlet, "Inspection, Care and Maintenance of Methodist Buildings - A Guide to their Annual Inspection", a copy of which should be kept in the log book.

Q The inspector's report should identify energy efficiency measures which can be implemented in order to reduce the carbon footprint of the property.

R Under the "Control of Asbestos Regulations 2006" the Managing Trustees are required to have had a specialist report undertaken (see [www.hsebooks.co.uk](http://www.hsebooks.co.uk) - HSG264 for guidance - available as a free download) Further annual inspection is required.

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| Support Services in Manchester, Central Buildings,<br>Oldham Street, Manchester M1 1JQ<br><a href="http://www.methodist.org.uk">www.methodist.org.uk</a><br>Registered charity 1132208<br>MPO 03/11 © Trustees for Methodist Church Purposes |
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