**QUINQUENNIAL INSPECTION REPORT (TEMPLATE)**

1. **FRONT COVER**

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| Address of Church …………………………………………………………………………..Name of District ………………………………………………………………………….. Name of Circuit ………………………………………………………………………….. Report prepared by:Name of Architect or Surveyor …………………………………………………..Address …………………………………………………..Email ……………………………………………………Telephone ……………………………………………………Date of inspection ……………………………………………………Weather conditions …………………………………………………...Date of report ……………………………………………………Date of previous report ……………………………………………………  |

1. **EXECUTIVE SUMMARY**

GENERAL:

*This should give an overview of the report, identifying major concerns and urgent priorities.*

BRIEF DESCRIPTION OF THE BUILDING:

1. *Building history*
2. *General layout & features – internal and external*
3. *Key building elements or architectural features*

PLAN OF THE CHURCH:

*The windows should be annotated using a unique referencing system to each opening of facing direction and consecutive numbering working in a clockwise direction around the building e.g. first and second openings in a clockwise direction of north facing wall would be – N1 & N2 and include the floor area in sq. m. and sq. ft. on the diagram.*

PREVIOUS REPORT:

1. *Previous date*
2. *Undertaken by*
3. *Repairs undertaken since the last report*
4. *Repairs outstanding since last report (recommended but not implemented)*
5. **REPORT**

LISTING INFORMATION *(if relevant)*:

1. *Listing grade of the church*
2. *Any separately listed buildings/structures*
3. *Any key features, fittings, fixtures of the listing*

MAINTENANCE:

The report should state where responsibility for maintenance lies if not with the Managing Trustees.

LIMITATIONS OF THE REPORT:

The report should state whether difficulties with access prevented a proper survey of the building, and if so, whether further work is required.

 REPORT MAIN SECTION

1. Paragraphs and pages should be numbered.
2. The report should state how it is structured: it should start from a set point and work around the building in consecutive laps from the top down. On the first circuit deal with the roofs; the second, rainwater goods, disposal and drainage; the third, walls; the fourth, windows. Then move inside and deal first with any tower from the top down then each ‘room’ individually. The report should therefore be in a clear logical order.

The report should follow the following or similar format, set out in tabular form following the example below:

1. **Component:** This needs to clearly identify what is being looked at and where it is on the building. Be consistent, state the main section first such as roof, wall, and window and then be specific as to what is being described, e.g. roof, chancel, north slope; or exterior wall, chancel, north elevation.
2. **Description:** Include materials and construction of all components. Bullet points can be sufficient to avoid lengthy narrative, particularly if no repairs are needed, and repetition should be avoided.
3. **Condition:** Give a general overview, then specifics, e.g. Fair condition, 2-3 broken tiles. It may be appropriate to refer to indicators of hidden or more substantial problems than are immediately apparent.
4. **Repair needs:** State repair needed, or what further investigation is required. In particular, identify any specialist advice which the Managing Trustees should seek, e.g. structural or mechanical engineers, conservators, heating specialists, arboriculturalists. The report should comment on significant safety issues such as potentially unsafe ladders, on improvements to the maintenance programme, and on the long-term sustainability of the building.
5. **PRIORITISATION**

Category: Use the following scale to denote urgency of work required:

**A**  Urgent, requiring immediate attention

**B** Requires attention within 12 months

**C** Requires attention within the next 18 – 24 months

**D** Requires attention within the Quinquennial period

**E**  Desirable improvements with no timescale, including net carbon improvements

**M** Routine maintenance (i.e. clearing leaves from a gutter). This can be done without professional advice or a faculty.

1. **CATEGORISATION OF REPORT COMPONENT/ELEMENT**

The repairs should also be summarised according to the categories as set out below. The following is a list (not exhaustive) of the main components which should be included in the report, if present:

1. **General:**
	* General condition of the fabric
	* Any new work or repairs (in addition to QIR recommended repairs listed earlier)
	* Detailed condition of the general structure (externally & internally)
2. **Exterior:**
* Roof coverings (inc. chimney stacks & flues etc.)
* Rainwater goods and disposal systems
* Parapets and upstand walls inc. copings and masonry details
* Walling and pointing
* Windows/doors and surrounds
* Any other metalwork, woodwork/joinery and paintwork
* Below ground drainage
1. **Interior:**
	* Tower/spire
	* Clocks, bells and frames
	* Roof structure, ceiling voids and ventilation
	* Presence of bats and other protected species
	* Upper floors, balconies, arcades and access stairs
	* Ground floor structure, timber platforms and floor finishes
	* Partitions, screens, panelling & internal doors
	* Internal wall & ceiling finishes
	* Monuments, tombs and plaques
	* Toilets, kitchen, vestries, meeting rooms etc.
	* Fittings, fixtures, furniture and moveable articles
	* Organ and other fixed musical instruments
2. **Services, Installations and Other Matters:**
* Heating
* Gas
* Electrical
* Insulation and air leakage
* Water supply & drainage
* Sound system
* Fire protection/precautions
* Security Installations
* Lightning Protection
* Asbestos
1. **Grounds within Chapel/Church Curtilage:**
* Detached halls, buildings & ruins maintained by the managing trustees
* Monuments, tombs, vaults and stones
* Boundary walls, railings, fencing & gates
* Paths and access issues, hardstanding areas and parking
* Noticeboards and signage
* Trees and Landscaped Areas
* Safety Issues and disabled access provision
* Historic landscape design, planting schemes and views
* Any nature conservation or ecology issues
1. **Trees:**
* Trees protected by a tree preservation order (TPO) must be inspected by the professional adviser.
* They should also consider whether further professional advice on trees should be commissioned, for instance in relation to:

• Safety concerns

• The impact of trees on the church itself

• The importance of the trees themselves

 **Maintenance Plan:**

The report should recommend a routine maintenance plan, including the regular clearance of gutters.

Advice to the Managing Trustees (or responsible body):

The report should include the following standard advice:

* This is a summary report; it is not a specification for the execution of the work and must not be used as such.
* The professional adviser is willing to advise the Managing Trustees on implementing the recommendations and will, if so requested, prepare a specification, seek tenders and oversee the repairs.
* The Managing Trustees are advised to seek on going advice from the professional adviser on problems with the building.
* Contact should be made with the insurance company to ensure that cover is adequate.
* The repairs recommended in the report will (with the exception of some minor maintenance items) be subject to Church Council or District approval. Guidance on whether particular work is subject to approval can be found on the [Consents flow chart](https://www.methodist.org.uk/media/9235/consents-flow-chart.pdf) or contact the District Property Secretary or the Connexion Property Team.
* Fire Safety Advice can be found at <https://www.methodist.org.uk/property/inspections/>.

**Electrical Installation:**

Any electrical installation should be tested at least every five years in accordance with the recommendations of the Church Buildings Council. The inspection and testing should be carried out in accordance with IEE Regulations and an inspection certificate obtained in every case. The certificate should be kept with the log book. Further guidance about electrical installation can be found on <https://www.methodist.org.uk/property/inspections/>.

**Heating Installation:**

A proper examination and test should be made of the heating system by a qualified engineer each summer before the heating season begins, and the report kept with the Church Log Book.

**Lightning Protection:**

Any lightning conductor should be tested at least every five years in accordance with the current British Standard by a competent engineer. The record of the test results and conditions should be kept with the Church Log Book.

**Asbestos:**

A suitable and sufficient assessment should be made as to whether asbestos is, or is liable to be present in the premises. Further details on making an assessment are available on <https://www.methodist.org.uk/property/inspections/>.

The assessment is not been covered by this report and it is the duty of the Managing Trustees to ensure that this has been, or is carried out.

**Equality Act:**

The Managing Trustees should ensure that they have understood their responsibilities under the Equality Act 2010. Further details and guidance are available at – <https://www.methodist.org.uk/for-churches/property/a-z-property-guidance/>.

**Health and Safety:**

Overall responsibility for the health and safety of the church and churchyard lies with the Managing Trustees. This report may identify areas of risk as part of the inspection but this does not equate to a thorough and complete risk assessment by the Managing Trustees of the building and churchyard.

**Bats and other protected species:**

The Managing Trustees should be aware of its responsibilities where protected species are present in a church. Guidance can be found at – <https://www.bats.org.uk/our-work/buildings-planning-and-development/bats-and-churches>.

**Burial Grounds**

The Managing Trustees should be aware of its responsibilities where a burial ground is part of a church. Further details on burial grounds can be found on [www.methodist.org.uk/property/inspections](http://www.methodist.org.uk/property/inspections).

**Sustainable buildings:**

A Quinquennial inspection is a good opportunity for Managing Trustees to reflect on the sustainability of the building and its use, including net carbon initiatives. This may include adapting the building to allow greater community use, considering how to increase resilience in the face of predicted changes to the climate, as well as increasing energy efficiency and considering other environmental issues. Further guidance is available under Carbon Reducing Opportunities on – [www.methodist.org.uk/our-work/our-work-in-britain/public-issues/environment-and-climate-change/](http://www.methodist.org.uk/our-work/our-work-in-britain/public-issues/environment-and-climate-change/).

1. **Example of REPORT FORMAT:**

|  |  |  |
| --- | --- | --- |
| Component / Element: | **South Porch** |  |
| *insert photo(s) of general component* | Description:Flintwork wall with diagonal buttresses, Bath stone surrounds to the doorway. A Mass dial at the top, missing its gnomon |  |
| *insert photo(s) of specific element(s)* | Condition:Walls are generally weak. Evidence (noted at the last Quinquennial inspection) of fracturing caused by buried ironwork. Decay to buttresses and cappings. |  |
| Repair needs:  | Replacement of hinge pins, repairs to buttresses and cappings. Internal plasterwork repairs and redecoration | **B** |
| Component / Element: | **Tower** |  |
| *insert photo(s) of general component* | Description:Of field flintwork, quoins a mixture of clunch, Lincolnshire limestone and Caen stone |  |
| *insert photo(s) of specific element(s)* | Condition:Deterioration of quoins in the south-east corner |  |
| Repair needs:  | Repair and replacement of quoins | **C** |
| Component / Element: | **Chancel** |  |
| *insert photo(s) of general component* | Description:Plastered flintwork walls |  |
| *insert photo(s) of specific element(s)* | Condition:Losses of plasterwork from the south and east walls |  |
| Repair needs:  | Repair the plaster | **A** |

1. **Example of SUMMARY OF REPAIRS & CATEGORY COMMENT with BUDGET COSTS:**

|  |  |  |
| --- | --- | --- |
| CATEGORY | COMMENT | BUDGET COSTS (£) |
| A | Chancel plaster repairs | £x |
|  | Total for Category | £x |
| B | South Porch Repairs | £x |
|  | Total for Category | £x |
| C | Repair to Tower quoins | £x |
|  | Total for Category | £x |
| M | Clearance of gutters | £x |
|  | Total for Category | £x |

1. **Example of TYPICAL EXCLUSION CLAUSES:**
2. The report is based on the findings of an inspection made from the ground floor and/or floor levels and from other readily accessible positions. Unless otherwise stated the inspection has been purely visual and no enclosed space or inaccessible parts, such as boarded floors, roof spaces or hidden timbers have been opened up for inspection.
3. Any electrical installation should be tested every quinquennium and immediately if not done within the last five years (except as may be recommended in this Report), by a competent electrical engineer, and a resistance and earth continuity test should be obtained on all circuits. The engineer’s test report should be kept within the Church Log Book. This present report is based upon a visual inspection of the main switchboard and of certain sections of the wiring selected at random, without the use of instruments.
4. Any lightning conductor should be tested every quinquennium (in addition to any works as may be recommended in this report) in accordance with the British Standard Code of Practice BS:6651 by a competent electrical engineer, and the record of the test and conditions should be kept with the Church Log Book.
5. The remarks in this report on the heating system are based only upon a superficial examination of the system and its general condition. A proper examination and test should be made of the heating apparatus by a qualified engineer, each summer before the heating season begins. The Church should consider arranging an inspection and maintenance Contract.
6. This is a summary report only, as is required by Standing Orders; it is not a specification for the execution of the work and must not be used as such. The architect is willing to assist the Church Council in the implementation of specifications for the proper execution of repair and improvement works.
7. Managing Trustees are strongly advised to enter into an annual Contract with a local builder for the cleaning-out of gutters and downpipes twice a year.
8. Although the scheme requires the property to be inspected by a professionally qualified person every five years, it should be realised that serious trouble may develop in between these surveys if minor defects are left unattended. It is strongly recommended that the Managing Trustees should make, or cause to be made, a careful inspection of the fabric at least once a year, and arrange for immediate attention to such minor matters as displaced slates and leaking pipes. Such an inspection is required for the preparation of Schedule A for the Autumn Church Council meeting. Guidance may be had from the pamphlet “Inspection, Care and Maintenance of Methodist Buildings” obtainable from the Connexional Committee and contained within the Log Book.
9. The managing trustees is reminded that insurance cover should be index linked, so that adequate cover is maintained against inflation of building costs. It is of course important to ensure that the basic sum insured is adequate at inception of index-linking. The Methodist Insurance PLC which covers the majority of Methodist Churches in the country, will offer guidance as to the appropriate level of cover or alternatively a professional valuation should be made.