

⊕
The Methodist Church
 SCHEDULE E

**METHODIST PROPERTY QUINQUENNIAL INSPECTION CERTIFICATE
 AND SUMMARY OF REPORT - MANSE OR OTHER HOUSING**

NOTES:

- *Three copies of this Certificate and Report are to be sent to the Superintendent Minister/Circuit Appointee, who will send one to the Circuit Steward/Manse Secretary and one to the District Manses Committee Secretary.*
- *Additional copies may be made locally.*
- *Items 1-4 should be completed by the Superintendent Minister/Circuit Appointee before issue to the Inspector.*

1	Address of property inspected		
2	Circuit	NO	/
3	Date of last inspection		
4	Circuit Appointee/Property Officer	Name
		Address
		Office held

5	Listed Building status : Grade	I <input type="checkbox"/>	II* <input type="checkbox"/>	II <input type="checkbox"/>	Nil <input type="checkbox"/>	6 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"/>		

7	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)	(£ - £)

8	Matters for further investigation: <i>(Items requiring opening up or special access to allow inspection; further extended or detailed inspection; examination by experts or specialists; energy efficiency measures.)</i>
----------	--

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 circuit properties, including housing where they are owned by the Church, are inspected at least once every five years. A copy of the quinquennial inspection Certificate and Report is required for the approval by the District of any scheme. The inspections are to be undertaken by professionally qualified persons with professional indemnity insurance, who shall supply a report.
- NB If the Circuit acts as managing trustees for property other than housing a quinquennial inspection is required and a summary report should be provided using Schedule G.
- B 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.
- C 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.
- D 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.
- E The managing trustees should provide access to floor voids and to roof spaces wherever possible.
- F The managing trustees should ensure that appropriate arrangements are made with the minister resident in the house regarding a mutually convenient time for the inspection and ensure that, where appropriate, ladders are available to reach gutter/eaves level and that help is on hand to move the ladder (in accordance with the Health and Safety at Work Act 1974).
- G 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 actions and 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.
- H The managing trustees should ensure that any electrical installation is tested as part of the quinquennial inspection by a qualified person and a resistance and earth continuity test should be obtained on all circuits. The test report should be kept in the log book. A 'qualified person' would include a member of the Electrical Contractors' Association (ECA), a member of the Electrical Contractors' Association of Scotland, or a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC).
- J The quinquennial inspector may recommend specialist testing of other services and the managing trustees should ensure that such further testing of services is carried out. Specialist testing of gas appliances and a central heating installation should be by a CORGI qualified contractor. Where a British Gas or other Supplier's service contract is in force, a copy of the last report should be adequate.
- K The managing trustees should ensure that any other further inspections recommended by the quinquennial inspector are carried out.
- L 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.
- M The inspector's report should identify energy efficiency measures which can be implemented in order to reduce the carbon footprint of the property.
- N Under the "Control of Asbestos Regulations 2006" the Managing Trustees are required to have had a specialist report undertaken (see www.hsebooks.co.uk - HSG264 - available as a free download, for guidance) Further annual inspection is required (but not necessarily by a specialist).