

# **A Guide to the Quinquennial Inspection [QI] of Churches**

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## **1. The Measure, its Scope, and the Inspector**

The Inspection of Churches Measure 1955 has been amended by [the Care of Churches and Ecclesiastical Jurisdiction Measure 1991](#). The quinquennial Inspection should now be carried out by a "qualified person", known for the purposes of this guide as the "Inspector". Such a person is defined under the Measure as an architect registered under the Registration Acts 1931 to 1969, or a member of the Royal Institute of Chartered Surveyors, qualified as a Chartered Building Surveyor.

The Measure includes all parish churches and all other consecrated churches, chapels, and buildings which have not been consecrated but have been licensed for public worship.

Provision of adequate information by the PCC will assist you as Inspector, and should ideally be prior to the Inspection.

## **2. Providing Plant and Tools, Safety, Insurance, Keys**

The PCC or churchwardens should provide adequate ladders to reach gutters, parapets, eaves, levels, lofts, &c., along with help in moving them. If a local contractor provides these it makes economic sense to arrange for clearance of gutters, cesspools, rainwater hopper heads and the like (as well as performing simple repairs) at the same time.

Where necessary, you should locate drainage inspection chambers, expose them and lift their covers.

Please note that compliance with the provisions of the Health and Safety at Work Act is mandatory and any known hazards (including the locations of any dangers, such as unstable memorials) should be made known to you by the PCC so that you can recommend action. Also, the PCC would be prudent to inform insurers of the Inspection date and ensure that cover applies to all taking part, including the Inspector, including cover for accidental damage to the building.

Clearly labelled keys for all parts of the church must be provided for the Inspector by the PCC or churchwarden.

### 3. Providing Documents for the Inspector



The Church Log Book, Terrier and Inventory should be made ready for inspection, along with other relevant documents. Details of building "listing" status, Planning and Building Regulations, guide books and other sources of historical or architectural reference often prove useful.

When a "new" Inspector is appointed to carry out an Inspection, copies of previous reports should be provided prior to the Inspection.

### 4. Other Information for the Inspector

You may wish to refer to details of recent repairs and maintenance work, including dates of execution, drawings, specifications, quotations, contractors' names. This might include agreements and specialists' servicing details, concerning items such as:

- Electrical installations (including emergency lighting signs and alarms)
- Heating installations
- Gas and Water installations
- Lightning conductors
- Bells, bell-frame, and ropes
- Clocks
- Organs
- Fire Extinguishers
- Timber decay, wet and dry rot and beetle infestation

### 5. Additions, Alterations, Demolitions

Please provide a brief description of proposals such as the above, with supporting drawings of any new building or demolition work being considered for any part of the church, internal or external.

### 6. Particular Defects in the Building

Any specific defects which have come to light should be noted for the Inspector's particular attention. Where action has been taken, a brief description of the remedial work (together with the date, contractor's details and other relevant information) should be kept for reference.



### 7. Church Drawings, &c.

Ideally, the church should have a set of record drawings, updated at regular intervals and available for the Inspector. Where none exists, Local Authorities, the County Archivist, previous Inspectors and builders involved in past work may be able to help. An Inspector can, of course, be commissioned to undertake a measured survey to include plans, sections and elevations along with its siting. Detailed drawings are of inestimable value in recording special features.

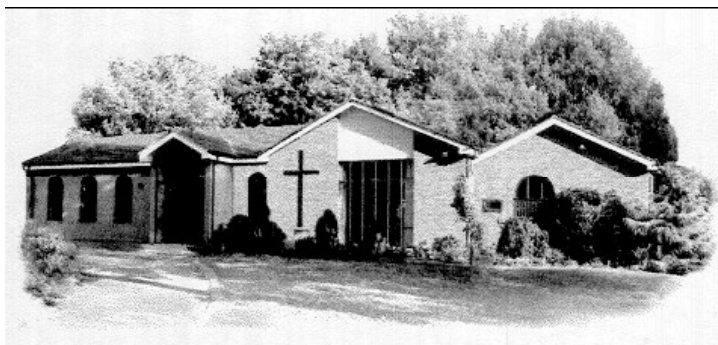
### 8. The Inspection Report and its Recipients

The Report issued is based on checklists designed specifically to assist the Inspector. For your part, please ensure the incumbent or PCC will receive a copy, with a further one [two before Dec-02] being [sent to the DAC Secretary \[ideally by email\]](#), for use by archdeacon and DAC members. The cost of the Report will be paid from the DAC's budget, at the tiered rates from Jan-08] of £455, £670, or £780 (all excl. VAT), depending on relative size, "heritage value", and complexity of building.

## 9. Layout of the Report

The Report should be prepared under the main headings of:

Preliminary information; Main Report;  
Detailed Condition  
Recommendations for Maintenance  
Estimates, Grant Aid, &c.



## 10. "Preliminary Information" in the Report

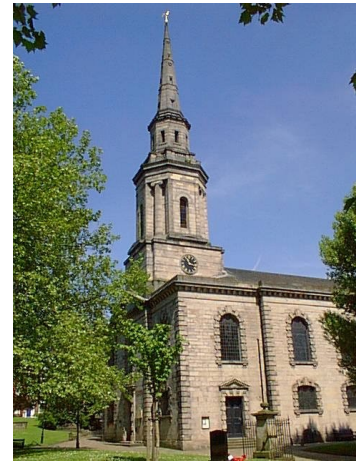
- a. Name of the church.
- b. Address of the church.
- c. Diocese in which the church resides.
- d. Archdeaconry in which the church resides.
- e. Local Authority under whose jurisdiction the church resides.
- f. Status regarding Conservation Areas.
- g. Status as a [Listed Building](#) (with any respective Grading).
- h. Status as an Ancient Monument.
- i. Name of the Inspector.
- j. Address of the Inspector.
- k. Telephone number of the Inspector.
- l. Date(s) of the Inspection ...AND of the next due date, 5yrs hence.
- m. Date of the Inspection Report.
- n. Date of the previous Inspection and its Report.
- p. Name of the previous Inspector.
- q. Date of the next Inspection.
  
- r. Dimensions of the church.
  - Provide, wherever possible, a site plan with a drawn scale, to enable meaningful reductions via photocopying, &c.
  
- s. Churchyard ("open" or "closed").
  - Indicate [who is responsible for maintenance](#);
  - List any tree subject to a [Tree Preservation Order](#), or which is in a conservation area;
  - List any ruin in the churchyard, designated of outstanding architectural, artistic, historical or archaeological value.
  
- t. Access to the church site.
  - Indicate pedestrian access (including arrangements for those with reduced mobility, and any relevant PCC strategy to protect it against claims which may be made, after 2004, under the physical access aspects of the [Disability Discrimination Act 1995](#));
  - Detail provision for vehicles and parking facilities.

u. *Land adjoining the church.*

- Provide details of ownership;
- Note possible uses and/or constraints;
- Mention relevant planning approval details.

v. *Historical Background of the church.*

- Give a **brief architectural history** (supported by key drawings with a drawn scale wherever possible). Acknowledgements of information sources may be included: guide books, County Archivist, Pevsner's Guide, &c.;
- Give names of inspectors, designers, builders and craftsmen who have been involved;
- List moveable articles of outstanding architectural, artistic, historical or archaeological (or significant monetary) value, or at special risk of being stolen or damaged.



w. *Description of the church.*

- Provide, wherever possible, supporting drawings with a drawn scale, and always make reference to:

Design (tower and spire)  
Plan form (including galleries and crypt)  
Orientation  
Constructional method and materials used  
Seating capacity  
Toilet provision  
Kitchen facilities  
Other buildings on the site

x. *Photographs.*

- Please provide, wherever possible, internal and external photographs as a valuable aid towards a full appreciation of the character and quality of the building(s). These may be scanned for use in DAC Meetings, and are **gratefully accepted by e-mail**.

## 11. Main Report

a. *Schedule of Works*

- Schedule the works carried out since the last Inspection.

b. *Previous Reports*

- Inspect the previous Report, this being particularly important if it was prepared by another Inspector.

c. *Outstanding Works*

- Note any work outstanding from the previous Report.

d. *Damage*

- Note any damage since the last Report arising from storm, fire, theft, burst pipes, vandalism or other causes.

e. *Additions, Alterations, Demolitions*



- Note any projects carried out (or contemplated) since the last Report. You should make reference here to new or alteration works and additions, demolitions, re-siting of fixtures or re-ordering.

*f. Works by Others*

- Note any relevant works carried out by adjoining owners, the Local Authority, highways and public utilities, and which may have had detrimental effects on the buildings and environment.



*g. Limitations*

- State whether the Inspection is made from ground level, other accessible floor levels, by ladders and readily accessible locations;
- State that the Inspection is a visual one with or without binoculars. Opening up of enclosed spaces is excluded, even though further inspection of these spaces may be recommended. (If considered appropriate, a list of items not inspected may be included here);
- State that the Report is restricted to the general condition of the building and its defects. It is neither comprehensive nor a specification adequate for use in obtaining estimates and quotations from contractors for the execution of any of the work which may be recommended;
- Advise that further professional advice will, in most instances, be necessary and should be sought in order to avoid inappropriate and possibly destructive repair work.

*h. Further Inspections*

Make recommendations for items requiring further inspection, observation and advice, categorising them as:

- Opening up specified areas for detailed examination;
- Specialist testing of heating, gas, electrical installations, lightning conductors, organs, bells, clocks, fire extinguishers, &c.;
- Chemical analysis of particular elements ([asbestos](#), &c.);
- Items of archaeological importance.



*i. Priorities, &c.*

List items under degrees of priority with their approximate costs. Include items which might safely be entrusted to unskilled labour suitably supervised (or indeed voluntary labour), and others which may qualify for grant aid. Priority 1 should be the highest:

1. Urgent works requiring immediate attention;
2. Works recommended to be carried out during the next 12 months;
3. Works recommended to be carried out during the Quinquennial (i.e. before the next Inspection);
4. Other desirable work for consideration.



**12. Additional information in the Report**

*a. Weather*

- Record the conditions at the time of the Inspection.

*b. Structure Generally (Externally and Internally)*

- Record signs of movement, cracks, &c., which may lead to structural failure in walls, buttresses, piers, arches, &c.;
- Record any indications of foundation settlement;

- Record areas of damp penetration and damp proof courses.
- Record unsatisfactory relationships between ground and floor levels.
- Record indications of failure in structural timbers



*c. Pitched Roof Coverings and other External Features*

- Record material(s), construction, general condition, including ridges, hips, valleys, parapet wall gutters, cesspools and flashings;
- Record special features such as ridge-ventilators (and other types), finials, crosses and weather vanes. Comment on condition;
- Record condition of parapets and copings.

*d. Flat Roofs Covering*

- Record material(s), construction and general condition, noting cracks and signs of failure in construction beneath the covering.

*e. Rainwater Goods and Disposal Systems*

- Record materials, cleanliness and general condition, including cracks and leaks. Comment on the adequacy of the drainage method for rainwater disposal.
- Note the condition of gargoyles;
- Record damage to walls, &c., due to unsatisfactory or damaged rainwater goods;
- Comment as necessary on connection of rainwater pipes to drains via gullies;
- Are facilities for cleaning rainwater goods and gullies adequate?
- Comment as necessary on the fixing of rainwater goods to the building.

*f. Pavings*

- Comment on the materials and condition of paving. Is paving laid to fall away from the building?

*g. Underground Drainage*

- Comment on disposal methods generally (storm drains, soakaway, foul drains, inspection chambers, &c.) and their condition.

*h. External Wall Surfaces*

- Record materials and general condition;
- Where ventilation is appropriate, refer to the condition of gratings and air bricks: is provision adequate?
- Note particular damage to sills, mullions, string courses, arches, lintels and carved/moulded features, together with pinnacles, finials, crosses, &c.;
- Note the condition of pointing, particularly where unsatisfactory remedial work has been carried out.

*i. External Doors, Windows, Metalwork, Woodwork, Paintwork*



- Comment on the condition of porches, canopies, lych gates and other timber structures, doors and frames, timber windows and metal frames;
- Note signs of wet or dry rot and insect infestation;
- Do opening lights perform adequately to provide ventilation?
- Note condition of metal hinges particularly where these are mediaeval and preservation is important;
- Where timber and metalwork is painted, note the general standard of maintenance.

*j. External Glazing*

- Note conditions of glazing (including any lead comes and saddle bars).

*k. Towers, Spires, Clocks, Bells and Bell-frames*

- Comment on the condition of tower and spire. Refer to roof (towers only), rainwater disposal, gargoyles, pinnacles, weather vanes, windows, louvres, clock faces, &c.;
- Is there satisfactory access to the tower, to ringing and bell chambers (where applicable)?
- Are there provisions for preventing birds entering tower storeys?
- Inspect and report on the condition of the bell-frame, noting the material used and any related structural damage.



*l. Internal Roofs, Lofts, Ceiling Voids*

- Note those areas which are conveniently, adequately and safely accessible, and those not;
- Report upon the materials, construction and condition of all roof members including comments regarding bearings on supporting walls;
- Note defects, including signs of structural failure, rot, insect attack, and rainwater penetration;
- Where suspended ceilings exist comment on the materials and general condition as in the above paragraph. Where services, pipes and cables have been installed within ceiling voids, comment upon condition, unsatisfactory workmanship, &c.;
- Where insulation of roof spaces is provided, record the type of material used and its condition;
- Is ventilation of concealed roof spaces adequate?
- Where [asbestos](#) based materials have been used in insulation, record and advise upon any action necessary.

*m. Partitions, Screens, Panelling, Doors, Door Furniture*

- Indicate which partition walls are structural and which not. Note materials, general condition and any defects;
- Report on the materials and condition of screens, panelling, doors and frames (including door furniture and associated ironmongery);
- Comment separately on the condition of carvings, painted panels and items of particular merit.

*n. Internal Finishes, Internal Decorations*

- Note the materials and condition of floors, walls and ceiling finishes (including painted, varnished, stencilled, gilded and special decorative work);
- Record dampness, decayed plaster and any other apparent defects.

*p. Floors, Balconies, Stairways and Balustrades, Platforms*

- Note the construction of floors within the building and any structural defects;
- Where suspended floor construction exists, record general condition, access to voids, structural rot, insect infestation or any other defects. Check cross-ventilation is adequate and any gratings are clean and in satisfactory condition;
- Report on general condition of balconies, stairways and balustrades and record defects;
- Report on general condition of timber platforms when raised above floor levels and record defects.



*q. Fittings, Fixtures and Moveable Articles*

- Comment upon the condition of various fittings, fixtures and moveable articles, taking account of those which are of outstanding architectural, artistic, historical, archaeological or significant monetary value or at special risk of being stolen or damaged; altar(s) and reredos, communion rail(s), pulpit, lectern, reading desks, screens, seats or pews, sedilias, piscinas, font, candlesticks, communion plate, aumbry and any other fixed or loose items of furniture, fittings and moveable articles. Record defects as appropriate and make recommendations for those items of outstanding interest, value or at risk.



*r. Organ Console, Case and "Loft", and other Musical Instruments*

- Comment only on the visual condition of musical instruments and their locations: the tuning and care of these instruments are likely to be the subject of separate agreements.

*s. External and Internal Monuments, Tombs, Plaques, &c.*

- Comment briefly and generally on the condition of these, recommending action on any which appear hazardous.

### 13. "Services" in the Report

*a. Electrical Installation and Heating Installation*

A statement should be included that comments are based on only a visual examination and no tests have been conducted.

*b. Tests/Inspections*

- State whether evidence of recent inspections/tests were presented to the inspecting architect and recorded in the church's Log Book. If not, advise inspection for both services.

*c. Maintenance Agreements*

- State whether there is a maintenance agreement for the heating installation.

*d. Heating Installation*

Comment on the:

- type of system installed, its age and apparent condition. (Boiler, Pumps, Controls, &c., Fuel used);
- cold water storage tank (location, condition, insulation);
- pipework and insulation type (blue asbestos);
- gas supply, condition and appliances served;
- oil storage tank and associated fittings and general condition, including that of radiators and control valves;
- condition of ducts and floor grilles;
- condition of the Boiler Room. (The above applicable to LPHW system. Modified comments required for other types of Heating System).



*e. Electrical Installation*

Comment on the:

- Apparent condition of incoming mains, meters and distribution boards;

- Record type of wiring and apparent condition;
- Types and suitability of lighting fittings;
- Type and distribution of socket outlets;
- Type of block storage heaters;
- Provision of external lighting fittings, their condition and distribution;
- Apparent condition of other electrical equipment (e.g. organ motor, water heaters and ventilation equipment);
- Apparent condition of emergency lighting (if provided).

*f. Lightning Conductor*

- State whether evidence of a recent test was presented for inspection or recorded in the church's Log Book.

*g. Sanitary Accommodation*

Include a brief description of toilet facilities provided and their general condition, and similarly for kitchen facilities. Comment on the:

- general standard of hygiene;
- level of lighting, ventilation and heating;
- condition of (and materials used for) hot and cold water services;
- means for providing hot water and its condition;
- type, numbers and condition of sanitary fittings;
- Note the condition of pipework joints, taps, traps, wastes and overflows;
- Indicate the type of connection to foul drain, to septic tank or cesspool;
- State the condition of the foul drainage.



*h. Fire Precautions*

- Note the number, disposition, and types of fire extinguishers provided;
- Examine records of maintenance of appliances;
- Determine whether the advice of the local [Fire Prevention Officer](#) has been sought and dated.

*i. Security*

- Comment on the security of the building;
- Has the advice of the Crime Prevention Officer been sought and acted upon?



**14. Site details (including the Churchyard)**

*a. Ruins*

- List and comment upon any ruin in the churchyard ("open" or "closed") which is designated as being of outstanding architectural, artistic, historical or archaeological value, including any concerns for safety.



*b. Other Buildings on the Site*

- List and comment upon the siting and general condition of sheds, &c., again including any concerns for safety.

*c. Boundary Walls and Fencing*

- Briefly describe the materials and condition of boundary walls, fences and gates.

d. *Grassed and Planted Areas*

- Report on the condition of grassed and planted areas.

e. *Trees and Shrubs*

- Note any trees and shrubs likely to damage persons, the fabric of the building, or its foundations.

f. *Pathways and Paving Steps*

- Note the condition of paths, pavings and steps and give appropriate recommendation where these may be a danger. State if surface water drainage is adequate.

g. *Car Parking*

- Where car parking facilities are provided within the site, note the type of finish and its condition. Again, is surface water drainage adequate?

h. *Rubbish Disposal*

- Comment upon the provision for rubbish and its disposal. Is the provision an eyesore?



## 15. Reference to General Maintenance and Costs



a. *Routine Inspections and Maintenance*

- List items which require routine inspection and maintenance, preferably following the order and headings used earlier.
- Suggest periods during which inspections and maintenance should take place (e.g. As and when necessary; Twice yearly; Every year; Every fifth year; Within next 5 years).

b. *Estimates of Cost of Repair*

Please include budget estimates for costs of repairs, emphasising the limitations of the accuracy of "ballpark" amounts stated (even crude estimates are extremely helpful to the PCC). Please indicate priorities for these costs (e.g. [1] urgent; [2] within next 1-2 years; [3] within next 5 years).

c. *Grant Aid*

- Whenever appropriate, indicate items which may be eligible for grant aid.

ENDS.