

The Revd Rupert Allen
DAC Secretary & Database Manager
Church Buildings Team
Direct Line: 0116 261 5332 (with voicemail)
OFS & Diocesan Database: <https://cofeportal.org/>
Email: rupert.allen@leccofe.org
Website: www.leicester.anglican.org/dac



ARRANGEMENTS FOR THE

QUINQUENNIAL INSPECTION OF CHURCHES

IN

THE DIOCESE OF

LEICESTER

2020

Advisory Committee for the Care of Churches of the Diocese of Leicester

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Introduction

Under the provisions of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 (“the Measure”), {due to be amended by the Church of England (Miscellaneous Provisions) Measure 2019 when it is implemented in 2020}: -

- All parish churches in the Diocese and all other consecrated churches and chapels and buildings licensed for public worship, together where directed with articles, trees and ruins, are required to be inspected under the Measure at five yearly (Quinquennial) intervals
- D/PCCs are required to consult the Diocesan Advisory Committee (DAC) on all appointments of an Inspecting Professional Adviser
- Each D/PCC is responsible for arranging, with its appointed Inspector, for the timely carrying out of inspections in accordance with the provisions of “the Measure” and also for the negotiation and payment of the associated fees.
- An Archdeacon has the power to ensure the inspection of every church in their archdeaconry once in five years, as set out in the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.

Appointment of Inspector

Before making an appointment of an Inspector, the PCCs should seek advice from the DAC Secretary on the best practice for doing this and the qualifications &/or experience of a suitable candidate for appointment.

Normally, **and especially for churches Listed at Grade I or Grade II***, an appropriate inspector is likely to be on one of the following recognised Conservation Accreditation Registers such: -

- ❖ **AABC** – Architects Accredited in Building Conservation
(www.aabc-register.co.uk/)
- ❖ **CARE** – Conservation Accreditation Register for Engineers
(<https://www.ice.org.uk/careers-and-training/careers-advice-for-civil-engineers/specialist-professional-registers>)
- ❖ **RIBA** – Royal Institution of British Architects
(www.architecture.com/JoinTheRIBA/ConservationRegister/ConservationRegister.aspx)
- ❖ **RICS** – Royal Institution of Chartered Surveyors
(www.rics.org/uk/join/member-accreditations-list/building-conservation-accreditation/)

After the appointment has been made, the details must be sent to the DAC Secretary so that it can be recorded on the DAC Database, the Online Faculty System (OFS) / Church Heritage Record (CHR) and the Register of Inspectors carrying out QI within the Diocese.

Ideally, the appointment of an Inspector should be made using the competitive tender process as required by the National Lottery Heritage Fund (NLHF) {formerly the Heritage Lottery Fund (HLF)} grant applications rather than merely asking the Inspector for the last QI to do the next one. Details of how to do this is set out in the DAC’s Advisory Note: *The Appointment of a Professional Adviser or Lead Consultant*, available as a download from <https://www.leicester.anglican.org/architects/>. The guidance note is also available in hard copy from the DAC Secretary.

Following this recommended appointment process has the advantage of ensuring that the D/PCC will not have to repeat the appointment process should an application to the NLHF, or other grant-making bodies, subsequently prove to be necessary.

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Limitations of the Inspection

The inspection of the church is to be visual, and such as can be made from ground level ladders or accessible roofs, galleries or stagings. Parts of the structure which are inaccessible, enclosed, or covered will not be opened up unless specifically requested. The inspection is to include, so far as practicable, all features of the building, and to cover all aspects of conservation and repair. The D/PCC is responsible for providing ladders and any other assistance, as the Inspector considers necessary.

Ahead of the Inspection

The PCC will need to look out the series of reports and assessments referred to in the Checklist (Appendix 2). Many of these Reports are a legal requirement and the PCC needs to have written the assessments and reviewed them as part of its duties as managing trustees for the building. The PCC should also be aware that not having either an up-to-date Reports or recently reviewed risk assessments may make their insurance cover invalid, which means that should the PCC need to make a claim on the insurance the insurer may refuse to pay-out as a result of the PCC not satisfactorily discharging its duties.

Format of the Report

From the notes taken at the inspection, the Inspector should prepare a report following the outline as set out in Appendix 1. The report must be sufficiently detailed so as to: -

- Record the features of the church
- The state of repair of each part of the building
- What repairs are required and how urgently
- Explain why those repairs are necessary

N.B. If QI Reports are not sufficiently detailed, the NLHF, and other grant-making bodies, may reject the PCC's grant application on the basis that there is insufficient justification for the urgency of the repairs for which the grant application is being made.

Following completion of the Inspection and receipt of the Report

D/PCCs should ensure, **before paying for the report**, that the Report **both** complies with this Scheme as set out in Appendix 2 **and** that the comments within the Report are sufficiently detailed so that they identify and describe the works that need to be undertaken.

N.B. Asking the Inspector to undertake the Quinquennial Inspection and produce the Report **is not the same as** asking them to write the specification for the remedial works

Within two calendar months from making the inspection, the Inspector should

- Complete the QI Checklist (see below) – though it is better if this is completed on the day
- Compile a report by either: -
 - ❖ Using the template that has been added to the Online Faculty System / Church Heritage Record – a separate guidance note for architects / surveyors on how to do this will be issued to Architects / Surveyors
 - ❖ Producing a **single pdf file no larger than 5MB**
- Send **two** copies of the report for the PCC Secretary – one for the Churchwardens on behalf of the D/PCC and one for the incumbent

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- If the Report
 - ❖ **has not been** submitted through the Church Heritage Record – send a copy of the report, which includes the completed QI Checklist, to the DAC Secretary, as a **single pdf file** no larger than 5MB – this should be: -
 - a) **either** emailed to rupert.allen@leccofe.org
 - b) **or** posted to the DAC Secretary at the address at the top of page 1 of this document on a disc
 - ❖ If the Report **has been** created using the Church Heritage Record template – send to the DAC Secretary an email confirming that the Report has been produced and attaching a copy of the completed QI Checklist
- The DAC Secretary will provide a copy of the Report to the appropriate Archdeacon

N.B. D/PCCs are encouraged to ensure that the Inspection is carried out at a different time of the year from the previous one each time so that the performance of the building can be monitored throughout the year and under different conditions.

Preferred Layout Quinquennial Inspection Report

Photographs

These should be incorporated alongside the text at the relevant point in the Report so as to form an illustrated narrative rather than as an appendix to the Report.

Additional photographs can be included in an appendix if necessary.

Preliminary information

Name of Church, Diocese and Archdeaconry

(**N.B.** The Church Heritage Record template will produce much of this information automatically)

Name of professional adviser carrying out the inspection, name of firm (if applicable), address, telephone number and email address.

Precise date of inspection (**not** just the month); date and author of the report; date of previous inspections and inspectors; record of weather conditions.

Key plan, drawn to scale where possible and with a scale bar.

Listed Building status (national or local) & Listed Building ID; Heritage at Risk status & ID; Conservation Area status

Brief description of the building, including orientation

Completed Quinquennial Inspection Report Checklist

List the trees in the churchyard, noting any subject to tree preservation orders, note whether the church is within a conservation area, the church's historical background, brief architectural history, materials used in the construction, seating capacity, site access, provision for disabled people, parking facilities.

Limitations

State limitations of the report (see Appendix 2 for exemplar)

Whether it is made from the ground or from other accessible floor levels, ladders and readily accessible locations.

That the inspections are visual. Opening up of enclosed spaces is excluded, even if further inspection of these spaces may be recommended.

If appropriate, list the items not inspected and the reasons why.

Note that the report is restricted to general condition of the building and its defects.

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INTRODUCTION

1. **Schedule of works completed since previous Quinquennial Inspection Report**

List any repairs carried out since the last inspection: -

- Works recommended in the last report
- Items of emergency repair
- Alterations, additions and demolitions

N.B. A list of all the applications considered by the DAC since the year 2000 can be found in a series of files available at: - <https://www.leicester.anglican.org/register-of-cases/>

List of urgent works **not carried out** since the last inspection and whether the urgency, extent and severity of the items has changed (i.e. have any of the outstanding items deteriorated since the last inspection)

2. **General Condition**

Describe the general condition of the building noting: -

- Any particular movements
- Subsidence and settlement
- Areas of damp penetration
- General areas of damage and decay
- Any particular work undertaken outside the churchyard which might have an impact on the church and its setting.

EXTERNAL

3. **Roof Coverings**

Systematically record materials, construction, general condition, including ridges, hips, valleys, parapet wall gutters, cess boxes, chutes, flashings, and any special features (e.g. gargoyles, plumbers marks, etc).

Highlight areas that have not been inspected and the reasons for this

4. **Rainwater goods and disposal systems**

Record materials, condition and cleanliness, assess whether adequate.

5. **Below ground drainage**

Comment on storm drains, soakaways, foul drains, inspection chambers and rodding eyes and their condition.

6. **Parapets and upstand walls**

Construction and condition of parapets, copings, cappings, finials, crosses.

7. **Walling**

Record materials and general condition of all walling to towers and spires, walls, crossing walls, referring to buttresses, to stonework details such as cills, mullions, stringcourses, arches, lintels, carved and moulded features.

Plinths, gratings, air bricks.

Note the condition of pointing.

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8. **Timber porches, doors and canopies** Comment on the materials and general condition of all timber structures, including doors and their frames, timber and metal window frames, commenting on external finishes.
9. **Windows** Comment on the: -
Condition of external window openings, stonework, saddlebars, and glazing, including the leading, condensation trays and ferramenta
Effectiveness of any ventilation measures

INTERNAL

10. **Towers, spires** Comment on the condition of the tower internal walling and spire from nearest safe accessible point.
Note general condition of bells and bellframe, headstocks and rope guards and whether specialist advice is necessary.
Timber floors, supporting structures, noting any beam-ends which need further investigation.
Louvres and bird mesh.
Access provision, ladders, trapdoors etc.
11. **Clocks and their enclosures** Note general condition of external enclosures, any evidence of routine maintenance, and general information on condition.
12. **Roof and ceiling voids** Where accessible, note general condition.
Include signs of water penetration, structural failure, rot and insect attack.
Where suspended ceilings exist, comment on materials and general condition.
Where possibility of asbestos exists, its condition and implications for its removal.
13. **Roof structures, ceilings, ceillures** Comment on materials and general condition of all exposed elements.
Include braces, fixing methods, decorative panels.
14. **Upper floors, balconies, access stairs** Comment on the construction and condition of upper floors within the main building. Note requirements for ventilation.
Report on general condition of balconies, stairways and balustradings, noting any particular areas needing improvement under Health & Safety legislation.

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15. **Partitions, screens, panelling, doors and door furniture** Comment on materials and general condition of all screens, panelling, partitions, doors, frames and ironmongery.
Comment on any carved items, painted panels and other items of particular merit.
16. **Ground floor structure, timber platforms** Comment on materials and general condition, ventilation and adequacy.
Report on general conditions of timber platforms, pew platforms.
17. **Internal finishes** Comment on materials and condition of wall and ceiling finishes.
Note dampness, areas of decayed plaster and any other apparent defects.
18. **Fittings, fixtures, furniture and movable articles** Comment on condition of important fittings, fixtures and movable articles.
Note particularly any designated by the archdeacon for inspection (in a separate letter).
Note defects and make recommendations for improving security (in a separate letter).
Note whether conservation or other specialist advice is required.
19. **Toilets, kitchens, vestries, etc.** General condition, fitness for purpose, cleanliness.
20. **Organs and other musical instruments** Comment on general condition and access provision and when it was last tuned.
21. **Monuments, tombs, plaques, etc** Comment briefly on condition and make recommendations for specialist advice where necessary.
22. **Service installations generally** Note that the report and comments are based on a visual examination only and that no tests of services have been undertaken. Make recommendations for testing, as appropriate.
23. **Heating installation** State type of system installed, fuel, age, apparent condition and existence of maintenance agreements (PCC to advise).
24. **Electrical installation** Note location and apparent condition of incoming mains, meters and distribution boards. Note on the Checklist the exact date of the last inspection by NICEIC / NAPIT / ECA contractor.

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25. **Sound system** Comment on the provision and condition of sound systems, loop systems, whether regularly maintained under a maintenance agreement.
26. **Lightning conductor** Comment on condition, when last inspected; make recommendations for testing and improvement in accordance with the latest British Standard.
27. **Fire precautions** Note number, position and types of fire extinguishers provided. Examine records of maintenance for appliances.
28. **Provision for those with disabilities** Comment on provision for the disabled, including access to various parts of the church and recommendations for necessary improvements, bearing in mind statutory requirements.
29. **Safety** Comment in general on the safety of the church for its users and visitors, including reference to the Asbestos Assessment and the Fire Risk Assessment by the PCC.
30. **Bats** Comment on any known locations of bats, reports known from any bat groups, likely bat roosts, and implications for future repairs.
- Advise Parish to obtain report from English Nature or other bat group if any works are liable to have a detrimental effect on bats. If in any doubt, refer parish to English Nature.

CURTILAGE

31. **Churchyard** Comment on general condition of the grassed and planted areas.
32. **Ruins** Inspect and comment on any ruin in the churchyard, noting any known to be designated as being of outstanding architectural, artistic, historical or archaeological value (PCC to advise).
33. **Monuments, Tombs and Vaults** Comment on general condition, making specific reference to any obvious defects, health & safety risks and any necessity for a programme of action to address longer term problems.
34. **Boundary Walls, Lych Gates and Fencing** Briefly describe in general terms materials and condition of all elements.
35. **Trees and Shrubs** Note any trees or shrubs likely to injure persons or damage the fabric of the building, if so inspect any trees subject to Tree Preservation Orders (PCC to advise). The latest quinquennial tree report to be annexed to the Quinquennial Inspection Report.

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36. **Hardstanding Areas** Comment on general condition of paths, paving, hardstandings, steps, car parking areas and surface water drainage.
37. **Miscellaneous** Comment on garden sheds and other site features not mentioned above, rubbish disposal etc.

OTHER INFORMATION

38. **Log Book and Other Reports** Inspect the Log Book provided by the PCC.
- Comment on requirement for reports from the Fire Prevention Officer, Crime Prevention Officer, security consultant, insurers, etc.

Please see page 14 of this booklet for the template, which is also available on the website at <https://www.leicester.anglican.org/quinquennial-inspections/>

39. **Recommendations** List items under the following degrees of priority, where possible with broad budget costs. Note items that might safely be entrusted to unskilled labour and others that may qualify for grant aid.

Note specifically the following: -

1. Urgent, requiring immediate attention
2. Requires attention within 12 months
3. Requires attention within the next 18 - 24 months
4. Requires attention within the quinquennial period
5. A desirable improvement with no timescale

It is a great assistance to both the D/PCC and the Archdeacon if **budget figures are provided** for the recommended works. These do not need, nor are intended, to be precise and should not require any significant amount of research nor obtaining / getting estimates / quotes etc. Rather, they are intended to be "ball-park figures" to give the PCC and the Archdeacon an indication of the scale of the works and to allow the PCC to consider how they might address those works from a financial standpoint.

40. **Reports from the PCC** These are listed on the QI Checklist and PCCs are strongly encouraged to update these just ahead of the Quinquennial Inspection.

N.B. This item cannot be uploaded to the Church Heritage Record as part of the template for the QI Report and should, therefore, be emailed to the DAC Secretary separately if the OFS / CHR template is used.

Standard Explanatory Notes to be added to all inspection reports

- A Any electrical installation should be tested at least every quinquennium by a NICEIC (full-scope i.e. not domestic only), NAPIT or ECA registered electrician, and a resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with 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.
- B Any lightning conductor should be tested every quinquennium in accordance with the current British Standard by a competent engineer, and the record of the test results and conditions should be kept with the church Log Book.
- C A proper examination and test should be made of the heating apparatus by a qualified engineer, each summer before the heating season begins.
- D A minimum of two water type fire extinguishers (sited adjacent to each exit) should be provided plus additional special extinguishers for the organ and boiler house, as detailed below.

Large churches will require more extinguishers. As a general rule of thumb, one water extinguisher should be provided for every 250 square metres of floor area.

Summary

Location	Type of Extinguisher
General area	Water
Organ	Carbon Dioxide
Boiler House:	
Solid fuel boiler	Water
Gas fired boiler	Dry powder
Oil fired boiler	Foam (or dry powder if electricity supply to boiler room cannot easily be isolated).

All extinguishers should be inspected annually by a competent engineer to ensure they are in good working order.

Further advice can be obtained from the Fire Prevention Officer of the local Fire Brigade and from your insurers.

- E. **This is a summary report only, as it is required by the Ecclesiastical Jurisdiction and Care of Churches Measure 2018; 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 PCC on implementing the recommendations, and will if so requested prepare a specification, seek tenders and direct the repairs.

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- F. Although the Measure requires the church to be inspected every five years, it should be realised that serious trouble may develop in between these surveys if minor defects are left unattended. Churchwardens are required by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 to make an **annual** inspection of the fabric and furnishings of the church, and to prepare a report for consideration by the meeting of the PCC before the Annual Parochial Church Meeting. This then must be presented with any amendments made by the PCC, to the Annual Parochial Church Meeting. **The PCC is strongly advised to enter into a contract with a local builder for the cleaning-out of gutters and downpipes twice a year.**
- G. Woodwork or other parts of the building that are covered, unexposed or inaccessible have not been inspected. Your professional adviser cannot therefore report that any such part of the building is free from defect.
- H. The repairs recommended in the report will, unless specifically included in List A (no permission) or List B (Archdeacon's permission required) of the Matters not requiring a Faculty (Tables 1 & 2 of the Faculty Jurisdiction (Amendment) Rules 2019 effective from 1 April 2020), require a faculty before they may be carried out. If you have any doubts about, or are uncertain as to, these aspects please consult the Secretary of the Diocesan Advisory Committee.
- I. The PCC are reminded that insurance cover should be index-linked so that adequate cover is maintained against inflation of building costs. Contact should be made with the Insurance Company to ensure that insurance cover is adequate.

Further guidance on the inspection and statutory responsibilities are contained in two publications by the Council for the Care of Churches (published by Church House Publishing). These are: "The Churchwarden's Year" and "How to look after your Church" which give general guidance on routine inspections and housekeeping.

This document is based on the guidance issued by the Church Buildings Council, which is available on the ChurchCare website at: -

<https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/quinquennial-inspections>

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Checklist of items required by the Inspecting Professional Adviser from the PCC to enable the completion of the Quinquennial Inspection Report

	Seen (please tick)	Unavailable (please tick)
• The Church Log Book		
• Copy of the previous Quinquennial Inspection (to be sent to a newly appointed architect in advance of the inspection)		
• Schedule of all works / installations / repairs (including insurance claims) undertaken since the last Quinquennial Inspection (to be incorporated in Section 1 of the Report)		

	Dated (please give exact date) DD MM YY			Pass	Fail	Not available (please tick)	Not applicable
• Copy of Electrical Installation Test Report							
• Copy of Quinquennial Tree Report (noting any TPOs)							

	Dated (please give exact date)			Pass / Fail	Not available (please tick)	Not applicable
	DD	MM	YY			
• Copies of Test Reports etc.: -						
➤ Lightning Conductor Test Report						
➤ Portable Appliance Test Report						
➤ Asbestos Inspection Report						
➤ Access and Disability Audit Report						
➤ Fire Risk Assessment						
➤ Health & Safety Risk Assessment						
➤ Gas Safety / Boiler Service Report						
➤ Fire Appliances (extinguishers) Test Report						
➤ Fire Alarm & Emergency Lighting Test Report						
➤ Security Alarm Test Report						
➤ Any recommendations from insurers regarding security						
➤ Inventory of fixtures, fittings and furniture						

- For the Quinquennial Inspection Report to be as thorough as possible, the above information needs must be made available to the Inspecting Professional Adviser either before or on the day of the inspection, where relevant – **The Inspecting Professional Adviser is unable to complete the Quinquennial Inspection Report without having seen the up-to-date Church Log Book**
- The Inspecting Professional Adviser is required to incorporate this record sheet **as the last item** in the Quinquennial Report. Copies can be downloaded from www.leicester.anglican.org/quinquennial-inspections/