



Diocese of Liverpool

**DIOCESE OF LIVERPOOL  
ADVISORY COMMITTEE  
FOR THE CARE OF  
CHURCHES**

# GUIDANCE NOTES FOR THE INSPECTION OF CHURCHES

**January 2005**

## **GUIDANCE NOTES FOR THE INSPECTION OF CHURCHES**

The Format of the Inspection Report is to conform with that set out below and with due regard to the recommendations made by the Council for the Care of Churches as set out in their publication *A Guide to Church Inspection and Report [1995]*.

Please include the following information:

1. Name of Church
2. Archdeaconry
3. Category of the Church
4. The Name of the person carrying out the inspection,  
Address and telephone number
5. The date the inspection was carried out
6. Record of the weather conditions
7. The date the report was submitted
8. The date of the previous inspection
9. Whether the church is within a conservation area
10. An accurate plan of the church and churchyard
11. A brief description of the building including orientation
12. A list of trees subject to tree preservation orders  
[information to be provided by the PCC].

**On the occasion of the first inspection only under this present scheme, the church's historical background and**

**brief architectural history, materials used in the construction and seating capacity should be noted.**

The Report is to state that it is restricted to the general condition of the buildings and its defects, and any limitations, eg whether it is made from the ground or from other accessible floor levels, ladders and readily accessible locations, and whether any item is based on a visual inspection only. As well as detailed comments on Items A to D inclusive below, the report is to include a list of items not inspected. The Report must be signed by the person who carried out the inspection. Reports not signed will be returned.

**A. EXTERIOR**

1. Foundations
2. Walls
3. Doors and window openings
4. Tower or spire
5. Roof coverings [*includes direct access where possible*]
6. Gutters, downspouts and flashings
7. Glazing
8. Paths, boundary walls, railings and fences and gates
9. Comments on adjoining property as it might affect the church
10. Lightning conductors
11. State of paintwork

## 12. Condition of graveyard or churchyard

*[Churchwardens will have been asked to carry out an inspection every six months and to produce their report]*

### **B. INTERIOR**

1. Floors, with particular reference to vulnerable timbers
2. Walls *[including decorations]*
3. Ceilings *[including decorations]*
4. Roof timbers, gutters, etc
5. Interior of tower or spire
6. Bell chamber and frames
7. Clock [where applicable]
8. Fittings and furniture
9. Heating Chamber

### **C. SERVICES**

1. Electrical installation\*\*
2. Heating installation\*\*
3. Plumbing, water service tanks, etc and drainage system
4. Fire precautions\*\*
5. Structural defects increasing fire risk
6. Security installations\*\*

7. Lightning conductor\*\*
8. Asbestos Survey\*\*

**D. ANY NOTABLE OR SPECIAL FEATURE**

1. Listing of the building *[if appropriate]*
2. Disabled Facilities
3. Any moveable article required to be inspected by the Archdeacon
4. Any items of outstanding value, i.e.
  - i. Architectural
  - ii. Artistic
  - iii. Historical
  - iv. Archaeological
5. Any items of significant monetary value, or at special risk of being stolen or damaged.
6. Any ruin in the churchyard [open or closed] which has been designated as being of outstanding architectural, artistic, historical or archaeological value.
7. Any tree in the churchyard [open or closed] which is subject to a tree Preservation order.

**E. SUMMARY**

1. Items of utmost urgency

2. Items which should be completed within the next 18 months
3. Repairs which should be carried out during the quinquennium
4. Desirable repairs but which could be postponed to a future quinquennium
5. Other recommendations, including reference to subsidence, war damage etc
6. General comment on future of the fabric
7. Archaeological issues affecting work recommended in the Report.

**F. COMMENT ON ANY SIGNIFICANT STRUCTURAL CHANGES SINCE LAST INSPECTION** *[e.g. re-ordering, extensions]*

**G. ITEMS REQUIRING PROFESSIONAL ADVICE**

**H. APPROXIMATE COST OF ITEMS E1, E2 AND E3**

Opening up of enclosed spaces is excluded, even if further inspection of these spaces may be recommended.

**NB:** Some of these items are not strictly architectural. It is NOT required that expert opinion should be called upon for the purpose of this Report [except where indicated below], but merely a note that such work would appear necessary, if that be so.

\*The Category of the Church will in all cases be decided by the Diocesan Advisory Committee following consultation with the inspector.

\*\* Recent Reports on the electrical installation, heating installation, the lightning conductor, fire inspection, asbestos survey and security installation, are to be made available by the parish to the inspection at the time the Quinquennial Inspection is carried out.

An up-to-date Terrier and Inventory is to be made available for review at the time of the Inspection.

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