

Quinquennial Inspection Report

Church of St John

Hebburn

Diocese - Durham

Archdeaconry – Sunderland

Deanery - Jarrow



Report prepared by:

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Date of inspection: 19th August 2019. Weather conditions – cloudy with sunny intervals

Date of report: 29th August 2019

Ref: 19020/5

Executive summary

The Church is generally in fair condition, both externally and internally and there are no major concerns. The installation of the mezzanine floor, staircase and toilets in the Transept since the last inspection has provided much needed additional facilities. However some maintenance and repair work is needed in the following areas:-

Roofs and fleche:

There are open perpendicular joints and missing mortar bedding to the ridge stones of the Nave and Chancel. These are potential paths for water ingress and should be pointed up. There are missing slates on the south slope of the Chancel and missing slates on the Nave north and south slopes. The missing slates should be replaced as soon as possible to prevent water ingress. The mortar to the eaves verges have fallen out in a number of places and re-pointing is needed. The gable rafter to the Chancel is rotten and should be replaced. Pigeons are nesting in the fleche and the opening need re-fitting with mesh to keep them out. The timberwork to the louvres and adjacent gablets are in need of redecoration to prevent rot.

Rainwater goods:

The Hall gutter is leaking and causing damp patches to the brickwork beneath. It is recommended that this gutter should be replaced. It is recommended that gutters and gullies are cleared of blockages and vegetation bi-annually. Redecoration of cast iron rainwater goods and re-caulking of joints is recommended every five years.

External walls:

Two of the mullion sections to the Chancel East wall are delaminating and cracked. This will weaken the masonry construction and these should be taken out and replaced with new stone. This will necessitate removing the glazing and the mesh grilles. The glazing should be cleaned by a glazing conservator and replaced once the new stone is in position. It is recommended that polycarbonate outer covers are fitted (scribed to each section of glazing) rather than replacing the existing mesh grilles (which are badly fitted and rusting). There are a number of open joints in window tracery, string courses, buttresses, low level walling which require raking out and repointing. There is a vertical crack between the stone east wall and the brick south wall of the Hall. This joint should be repointed to prevent water ingress. There are cracks in the internal wall faces of the Vestry (as reported at the last inspection) they do not seem to have opened up further but should be monitored. The vertical cracks on the walls to the spiral access staircase to the roof void also require monitoring.

Windows:

The glazing is generally in fair condition with the exception of some cracked panes to the Vestry window, the light over Vestry entrance door and 1No window in Nave (north side) as reported in the previous QI report. Ideally these panes should be replaced. The mesh covers to the windows are crudely fixed (not fitted to the window lights). Replacement with polycarbonate covers should be considered to improve the visual appearance of the church.

Doors:

The external doors to the church are in fair condition though the strap hinges are rusting and exfoliating. Removal of rust followed by redecoration of the hinges, doors and frames is recommended. The flush doors to the Hall are in poor condition and it is recommended that they are replaced. The glazed timber doors to the Foyer are badly scratched. It is recommended that the timberwork to the doors is rubbed down and then re-varnished.

Ceilings:

The plastered ceilings in the roof void beneath the main roof of the Nave and Chancel have holes due to water ingress from slipped slates etc. These should be repointed to keep damp and draughts out. There are damp stains to the suspended ceilings in the Prayer Room and Hall Store. These may be due to past leaks but the parapet copings and the roof to wall junctions of the flat roofs above should be investigated for leaks and sealed as appropriate.

Floors and stairs:

The timber to the choir stalls and adjacent platforms and the stepped timber base to the sanctuary are showing signs of woodworm as indicated at the last inspection. It is recommended that they are re-treated with suitable anti-woodworm fluid. A stair lift needs to be fitted to the new mezzanine floor as this was a condition of the Building Regulation approval.

Churchyard:

There are a number of open joints in the stone walls on the east and north boundaries and on the brick wall to the west boundary. These joints need to be re-pointed. The cracked pavings adjacent to the entrance drive should ideally be replaced. The branches to the sycamore tree by the Hall are overhanging and should be lopped.

Lighting:

The sodium lights in the Nave and Chancel are industrial looking and have slow on start-up and no means of dimming. Consideration should be given to replacing these with modern LED fittings which will be more efficient to run, have longer life expectancy and the flexibility for dimming etc.

Lightning Conduction system:

The Church is only protected from a lightning strike to the fleche. Consideration should be given to extending the system to cover the large north gable upstand, vestry chimney and all pitched roofs, thereby giving full protection to the church.

Work carried out since the previous report

March 2015: guttering repaired to West Side of nave. External bib tap installed to church hall.

November 2016: water heater to church hall replaced.

May 2017: security spy hole installed to vestry external door. Cooker replaced in church hall. Prayer room wall repaired following partial wall collapse, window reinstated during repair. Fire exit relocated from store room to prayer room. Projector screen to Chancel replaced.

September 2017: steps to vestry & East Side of Chancel replaced. Gutters & gullies around church cleaned out. Shelving installed to store room, prayer room walls decorated.

March 2018: 2x new boilers plus twin head pumps installed. Commencement of new build works to create new mezzanine floor over foyer for Sunday School, two new WC's & kitchen refurbishment (completed July 2018).

May 2018: burst heating pipe repaired to vestry. New shelving installed to church hall.

January 2019: smoke detector above kitchen door replaced.

Brief description

The Church is located in Canning Street, Hebburn which lies to the south of the main A185 trunk road through Hebburn. The adjacent buildings comprise turn of the century terraced town houses on Canning Street to the South and modern terraced houses on St Johns Walk to the East. The Church building forms part of a group of buildings which include the church hall and Hebburn Hall (a large 3 storey building now converted into apartments). Both the Church and Hebburn Hall are grade II listed.

The Church is said to be an adaptation of the former stable wing to the Hall, though evidence suggests that an almost complete rebuild of the fabric to form the Church was undertaken in 1886-87. The work was commissioned by the Carr-Ellisons of Hebburn and Hedgley in Northumberland, and their architect was Frederick Richard Wilson of Alnwick.

The external walls of the church are constructed in sandstone rubble with ashlar dressings and buttresses. The windows are of the decorated style some with elaborate tracery. The roof is slated in welsh slates and a distinctive central fleche located over the Nave. A flat roofed former boiler house is located to the west side of the Nave. This now houses a prayer room as well as a smaller boiler room. A Vestry and Organ Chamber wing are located on the west side of the Chancel. Walls and roofs are similar to the Nave. A flat roofed porch opening onto an inner lobby formed out of the former Transept is located on the south east corner of the Nave. The Transept was remodelled in 2018 to create a new Foyer with a mezzanine level Meeting Room above. The kitchen was shortened in length and two new toilets were formed off the Foyer.

The Church Hall comprises a flat roofed single storey block to the east of the Transept separated by an open passage which acts as a fire escape to the attached former vicarage.

Listing grade:

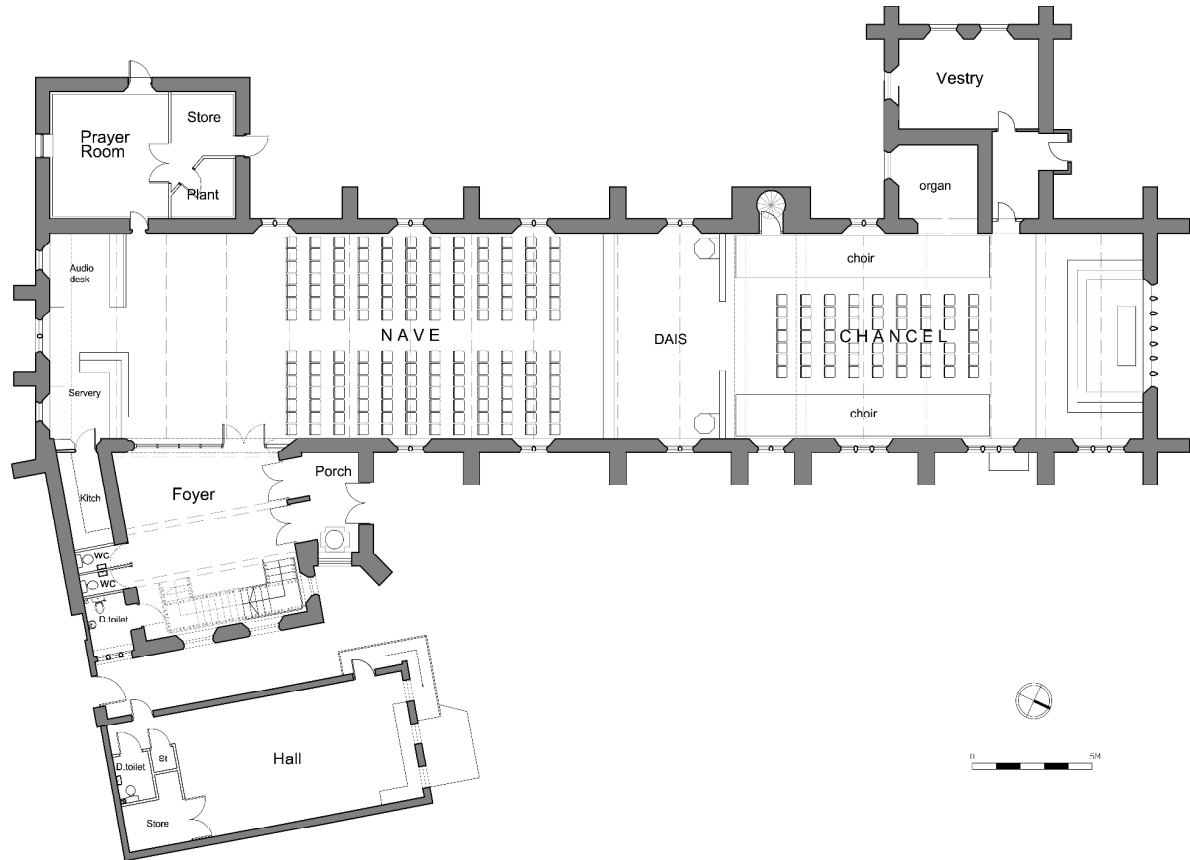
This church is grade II listed.

Date of listing: 26 May 1948

English Heritage Building ID: 1185819

Ground floor plan (Not to scale)

NB All references in the report follow liturgical orientation not true orientation.

**Limitations of the report**

- The inspection was carried out from ground level, the flat roof over the Hall and the roof void over the Nave and Chancel. The inspection was purely visual. Concealed spaces (e.g. other ceiling voids; sub floors etc.) were not inspected. The manholes were not lifted and below ground drainage was not inspected. The inspecting architect cannot state that these areas are free from defect.
- The mechanical and electrical systems were not tested and the inspector cannot state that they are free from defect. The PCC are advised to have the heating system checked by a heating engineer annually and the electrical systems tested every five years.
- 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 PCC on implementing the recommendations and will, if so requested, prepare a specification, seek tenders and oversee the repairs.
- The PCC is 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 (with the exception of some minor maintenance items) are subject to the faculty jurisdiction.

The Report

Category scale

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 – A desirable improvement with no timescale

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

NB All references in the report follow liturgical orientation not true orientation.

1.0 Exterior:

1.1 Roof coverings		
<p>Condition</p>  <p>c)</p>  <p>g)</p>	<p>Church roofs: Generally sound but the following defects need attention to prevent water ingress:-</p> <ol style="list-style-type: none"> Nave ridge tiles - open perpend joints need re-pointing; some re-bedding needed Nave, south slope - 2No missing slates by ridge Nave, south slope – 1No missing slate by west gable upstand Nave, north slope – 1No missing slate Nave, north side by Tower stair – verges in need of repointing Chancel ridge – open perpend joints need repointing; some re-bedding needed Chancel, south slope – 2No missing slates by eaves Chancel gable ladder in poor condition - replace Vestry ridge – end tile incorrectly sized - replace Vestry, west slope – 2No missing slates <p>Hall roof: Generally sound but the build-up of moss should be removed.</p> <p>Prayer Room roof: some staining to suspended ceiling tiles indicative of leaks to the roof and adjacent north wall. Roof felt, flashings and parapet copings need checking and sealing as appropriate.</p>	
<p>Repair needs</p>	<p>All the above items need attention</p>	<p>B</p>
1.2 Rainwater goods and disposal systems		
<p>Condition</p>	<p><u>Church:</u> Cast iron gutters and downpipes generally in fair condition. Some of the gullies on the north side are blocked.</p> <p><u>Hall:</u> Plastic gutters leaking resulting in damp patches on north wall. Some build-up of silt.</p>	
<p>Repair needs</p>	<p>Replacement of the Hall gutters recommended. Clearing of gutters and gullies every 6 months is recommended.</p>	<p>B M</p>

1.3 Fleche		
Condition	The external timberwork (e.g. louvres, gablet panels etc) is badly in need of redecoration. The mesh bird protection is poor and pigeons are nesting in the spire. The netting should be repaired or replaced.	
Repair needs	As above	B


1.4 Finials, crosses and chimneys		
Condition	Apex cross to Chancel gable is missing, only the base remains. Chimney stack to west gable of Transept – was repointed in 2018. Vestry chimney stack: stonework & flashings in fair condition.	
Repair needs	Consider replacement of apex cross.	E

1.5 Parapets and upstand walls,		
Condition	Hall: some copings have open joints where mastic has perished - re-pointing/re-sealing needed. Porch: stonework appears sound. Nave west gable upstand: stonework appears sound. Prayer Room: vegetation growing out of north parapet – remove and repoint.	
Repair needs	To Hall and Prayer Room parapets as above	B


1.6 External walling	<i>Random rubble stonework and dressed stone to windows, and quoins</i>	
Condition	Generally masonry and pointing is in good condition but attention required to following:- <ul style="list-style-type: none"> a) Chancel, east window – some mullion sections are badly delaminating; open joint to cill. b) Transept: window tracery needs repointing c) Nave south: window tracery needs repointing d) Some open joints to buttresses & buttress copings e) Open joints to low level stonework in various locations f) Open joints to string course in various locations g) Prayer Room – ribbon pointing poor; many open joints especially on north wall; open joints at low level on west wall. h) Hall – open vertical joint between stonework and brickwork on NE corner. 	
Repair needs	a) the delaminating mullions require replacement b-f) localised repointing is needed g) raking out and repointing is needed to north wall h) repointing of the open joint is needed	C C C C




1.7 External doors and surrounds		
Condition	<p>Porch door: timberwork robust; some strap hinges are exfoliating.</p> <p>Vestry door: in need of redecoration.</p> <p>Prayer Room: timber and metal doors in need of redecoration.</p> <p>Hall: poor quality flush doors.</p>	
Repair needs	<p>Redecoration of external timber doors and frames is needed.</p> <p>Consider replacement of Hall external doors.</p>	<p>D</p> <p>D</p>

1.8 Windows:	NB See 1.6 for window masonry.	
<p>Condition</p> 	<p>Vestry, Transept, Nave and Chancel: Stained glass, clear glass, leadwork generally all in fair condition apart from one or two cracked panes. The mesh grilles are in sound condition but crudely fixed. Ideally they should be replaced with polycarbonate fitted to the glass profiles.</p> <p>The Chancel east window mesh is a patchwork and has rusting upper members (see photo). This would best be replaced with polycarbonate fitted to the glass profiles. This could be done after the conservation repairs to the mullions.</p> <p>Hall: timber windows single glazed; metal mesh grilles, generally in fair condition.</p> <p>Prayer Room: bronze framed window in good condition.</p>	
Repair needs	<p>Consider replacement of mesh to Chancel east window.</p> <p>Consider replacement of mesh grilles to all other windows (e.g. Nave, Chancel, Vestry and Transept in polycarbonate).</p> <p>Cracked panes in Vestry and above Vestry external door.</p> <p>Cracked pane to 1No Nave north window. These would best be replaced.</p>	<p>D</p> <p>E</p> <p>D</p> <p>D</p>


2.0 Interior:

2.1 Roof and ceiling voids and ventilation		
Condition		<p>Chancel and Nave: The plaster ceilings in the roof voids have come away from the laths in a number of locations probably due to water ingress where slates have slipped or are missing (see photo opposite).</p> <p>Roof voids above ceilings not inspected in Vestry, Transept, Prayer Room, Kitchen, Toilets or Hall.</p>
Repair needs	Repairs to plaster ceilings to Nave and Chancel roof voids.	C

2.2 Presence of bats and other protected species		
Comments	The presence of bats within the church is not known. See section 6 for web-link to Church Care website for further information should bats be found.	


2.3 Roof structures, ceilings		
Condition		<p>Chancel and Nave: roof structure and boarded ceilings in good condition.</p> <p>Vestry: fibre board ceiling and laths in fair condition.</p> <p>Transept (upper): new suspended ceiling in good condition.</p> <p>Transept (lower): new plastered ceilings in good condition.</p> <p>Toilets and kitchen: plastered ceilings in good condition.</p> <p>Prayer Room: some staining of ceiling tiles due to roof leaks (see photo). See section 1.1 and 1.5 for actions.</p> <p>Hall: some staining of suspended ceilings in store due to roof leaks. See 1.5 for actions.</p>
Repair needs	See 1.1 and 1.5 for repair needs and actions	

2.4 Partitions, screens, panelling, doors		
Condition	<p>Partitions: to kitchen/toilet wall; toilet/toilet walls; Hall partitions – all in fair condition.</p> <p>Screens: Glazed screen to Transept arch in good condition</p> <p>Panelling: To, Transept, Nave and Chancel - in fair condition.</p> <p>Internal doors: generally in fair condition. The Nave/Prayer room door is in need of redecoration. The Porch glazed inner doors are badly scratched.</p>	
Repair needs	Redecoration of Nave/ Prayer Room door; removal of scratches and re-varnishing of Porch glazed doors	D

2.5 Floors, Platforms, Stairs	The Foyer, Mezzanine floor, Prayer Room, Nave, Chancel, Vestry and Vestry Lobby are carpeted on timber suspended floors beneath. The carpets were not lifted and defects below cannot be ruled out. The Hall, kitchen and toilet floors have vinyl floor finishes. Again the floors beneath were not inspected.	
Condition	 <p>The carpets and vinyl floor finishes are all in fair condition.</p> <p>The new open rise staircase from the Foyer to the upper meeting room is in very good condition along with the glass balustrades.</p> <p>There is evidence of woodworm attack on the pew platforms to the choir stalls and to the stepped timber platform to the altar (see photo).</p>	
Repair needs	Recommendation for specialist to inspect and treat the woodworm.	B

2.6 Internal wall finishes	Comprise random rubble walls with timber wainscoting below in Vestry, Chancel, Nave and Transept. Painted plasterboard finish to Hall, Toilets and Prayer Room. Kitchen and disabled toilet tiled to full height.	
Condition	Generally in fair condition. Stepped settlement cracks to Vestry in various locations.	
Repair needs	Monitoring cracks to Vestry.	

2.7 Vestry, kitchen and toilet	Two new toilets were constructed and the kitchen reduced in length in the church since the last inspection. There are accessible toilets off the church foyer and off the Hall.	
Condition	<p>All toilets are clean and the sanitaryware is in good working order.</p> <p>The remodelled church kitchen has a good range of wall and base units and appliances.</p> <p>The L shaped hall kitchen is satisfactory but does not have a return leg for serving food.</p> <p>The Vestry is in good condition.</p>	
Repair needs	Consideration to remodelling the Hall kitchen to provide servery	E

2.8 Disabled access and provision		
<p>Comments</p> 	<p><u>Church:</u> Level access is afforded from the drive into the Foyer and Nave. Width of doors and circulation space for wheelchair users is good. Accessible toilet off the Foyer beneficial for wheelchair users.</p> <p>Building Regulations approval to the new mezzanine floor above the Foyer was on the condition that a stair lift would be provided. This should be installed to allow the elderly and infirm to access the upper meeting room. (Photo of stair opposite)</p> <p><u>Hall:</u> Ramped access is provided into the Hall though the ramp is narrow. An accessible toilet is also provided in the Hall.</p>	C

2.9 Fittings, fixtures, furniture and moveable articles	<p>There are a number of wall memorials/ plaques. There is a plaque listing the current and previous incumbents. Loose metal framed and upholstered chairs to Nave and Chancel. Table and chairs in vestry. Servery to rear of Nave. A number of pine priests chairs, kneelers and side tables with brass candlesticks and table crosses on the high altar. Nave altar. Stone font and separate carved font cover (located in Porch).</p>	
Condition	All plaques are kept in a clean and tidy condition. Chairs all in good condition together with the servery.	
Repair needs	None apparent.	

2.10 Organ	<p>The organ is a 2 manual pipe instrument with 18 playing stops, built by Nicholson and Newbegin, Newcastle upon Tyne. There is also a small electronic keyboard.</p>	
Condition	The pipe organ is tuned regularly and is understood to be in good playing order.	
Repair needs	None apparent.	

3.0 Churchyard and environs:

3.1 Paths, drives and access		
Condition	The tarmac drive and parking area is in good condition but the paving flags on the east side of the drive are broken. The gravel drive on the west side of the building is in fair condition.	
Repair needs	Replacing broken paving flags with more robust flags designed for vehicle overrun. Consideration to topping up the gravel on the west drive.	D D

3.2 Gates		
Condition & repair needs	There are no gates	

3.3 Boundary walls		
Condition	Stone rubble walls with copings on the north and east boundaries with brick walls and railings on the west boundary. Generally in fair condition.	
Repair needs	Leaning wall by sycamore tree adjacent Prayer Room – reconstruction should be considered. Localised repointing of open joints (incl. copings) required on boundary walls generally.	D D

3.4 Churchyard		
Condition	There are no graves in the churchyard and all grassed areas are kept in a tidy condition. There are shrub beds between the buttresses on the east side. These are well kept.	
Maintenance needs	None apparent.	

3.5 Trees	The churchyard has a number of mature trees, including sycamore, laburnum, Swedish whitebeam and hornbeam.	
Safety	The sycamore tree located close to the Hall has overhanging branches. (See photo opposite). These should be lopped. A number of trees by the east boundary have had branches lopped by the Council since the last inspection. The sycamore tree opposite the Prayer Room also has overhanging branches. This should be monitored. (See 3.3 re the effect of this sycamore tree on the adjacent wall).	C
Importance	The trees make a contribution to the setting of the church. Apart from the sycamore tree by the Prayer Room, the trees do not have TPO's however they are protected under the Hebburn Hall conservation area.	



4.0 Services, installations and other matters:

4.1 Heating		
	The main heating installation to the church comprises a gas-fired low-pressure wet system serving cast iron large bore pipes in the Chancel and new pressed panelled radiators in the Nave. The Hall, Prayer Room, Foyer and upper Meeting room are heated with electric wall mounted convector heaters.	
Condition	The two boilers have been replaced since the last inspection. The heating systems are understood to give adequate thermal comfort levels.	
Repair needs	None	

4.2 Electrical		
Condition	The church was completely re-wired in 2006. Electric lighting comprises Nave/Chancel: Comprises sodium floodlights and tungsten spotlights with fluorescent strips to ancillary areas. Foyer and Upper Meeting Room: new LED fittings have been installed during the refurbishment project. Porch: comprise new spot lights on wire suspension system Vestry: comprise new spot lights on suspension system. Prayer Room: This is lit by a number of small spot lights. Hall: fluorescent lights in ceiling grid.	
Repair needs	The sodium floodlights are somewhat industrial and consideration should be given to replacing these with modern energy efficient lamps. There is no natural ventilation in the prayer room. Consideration should be given to installing an extract fan.	E E

4.4 Water supply		
Comments	The hot and cold water supplies to sinks and washbasins are considered adequate.	
Repair needs	None	

4.5 Sound system		
Comments	The church has a sound amplification and induction loop system. These are understood to be in good working order.	

4.6 Fire protection		
Comments	The fire-fighting appliances should be serviced annually. Portable electrical appliances should be tested annually.	

4.7 Lightning Protection		
Comments	The lightning conduction system comprises a conduction rod and down-tape to the fleche only.	
Repair needs	To adequately protect the church the system should be extended to include the Nave, Chancel, Transept and Vestry roofs.	E

5.0 Summary of repairs

Category scale

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 – A desirable improvement with no timescale

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

Category	Comment	Broad Budget Costs
A	None	-
B	Re-pointing and re-bedding of ridge stones (1.1)	£2,000 - £3,000
B	Slating repairs (1.1)	Incl. above
B	Removal of moss from Hall flat roof (1.1)	DIY
B	Checking Prayer Room flat roof for leaks and then repairing (1.1)	£300
B	Replacement of Chancel gable rafter (1.1)	£500-£750
B	Replacement of Hall leaking gutter (1.2)	£450
B	Refitting mesh to fleche openings to keep out pigeons (1.3)	DIY
B	Re-decoration of timber to fleche (1.3)	£1,500
B	Removal of vegetation to Prayer Room parapets and repoint (1.5)	£200
B	Repointing joints to parapet copings over Hall (2.5)	£150
B	Re-treating Chancel platforms and choir stalls against woodworm (2.5)	£150
C	Replacement of delaminating mullions to Chancel east window (1.6)	£7,500
C	Localised repointing of masonry (1.6)	£2,500
C	Consider replacing mesh with polycarbonate to Chancel E window (1.8)	£2,500
C	Plaster repairs to roof in void above Nave and Chancel ceilings (2.1)	£750
C	Installing chair lift to staircase to mezzanine floor (2.8)	£9,000
C	Lop branches to sycamore tree by Hall (3.5)	£300
D	Redecoration of external doors (1.7)	£400
D	Consider replacement of Hall external doors (1.7)	£500
D	Replace cracked window panes (1.8)	£750
D	Redecoration/ re-varnishing of internal doors (2.4)	£500
D	Consider replacing broken paving flags (3.1)	£3,000
D	Consider topping up gravel on drive to Hebburn Hall (3.1)	£1,500
D	Consider reconstruction of wall bowed by tree near prayer room (3.3)	£500 - £1,000
D	Localised re-pointing of boundary walls (3.3)	£500
E	Consider replacement of Chancel apex cross (1.4)	£3,000
E	Consider replacement of window mesh with polycarbonate (1.8)	£20,000
E	Consider remodelling Hall kitchen to provide servery (2.7)	£2,500
E	Consider replacement of Nave/Chancel light fittings (4.2)	£15,000
E	Consider fitting extract fan to Prayer Room (4.2)	£450
E	Consider extension of lightning conduction system (4.7)	£5,000

6.0 Maintenance recommendations and general advice

Accessibility and disabled people

The Equality Act 2010 bans unfair treatment and helps achieve equal opportunities in the work place and wider society. Duties under the Act are placed on 'service providers', which include churches and the service they provide for worship and wider activities either in the church or a church hall. The PCC should ensure that they have understood their responsibilities under the Equality Act 2010. Further details and guidance are available at http://www.churchcare.co.uk/images/Accessibility_Sept2017

Asbestos

A suitable and sufficient assessment should be made as to whether asbestos is or is liable to be present in the premises. The assessment has not been covered by this report and it is the duty of the PCC to ensure that this has been, or is carried out.

Bats and other protected species

The PCC should be aware of its responsibilities where protected species are present in a church. Guidance can be found on <http://www.churchcare.co.uk/churches/guidance-advice/looking-after-your-church/bats>

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, latest edition, and an inspection certificate obtained in every case. The certificate should be kept with the church log book.

Fire extinguishers

Obtain advice from Local Fire Prevention Officer on the correct type and location. Enter into a contract for annual maintenance with the supplier.

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.

Health and Safety

Overall responsibility for the health and safety of the church and churchyard lies with the Incumbent and PCC. 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 PCC of the building and churchyard.

Insurances

Ensure adequate cover is maintained for the full cost of re-building and replacement of contents and ensure this is index linked to cover inflation.

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.

Maintenance and restoration of church bells

This guidance is given by the Church Buildings Council to all parochial church councils. From 1st January 2016, it will be possible to carry out a range of works to bells without a faculty: see List A and List B in Schedule 1 to the Faculty Jurisdiction Rules 2015. Carrying out works in List A or List B is subject to conditions set out in the list. It is a condition of carrying out any works to bells under List A or List B that regard is had to this guidance. Additionally, in the case of List B works, the approval of the archdeacon must be obtained before they are carried out and the archdeacon may apply additional conditions. Further information can be found on http://www.churchcare.co.uk/images/Guidance_Notes/Bells.pdf

Organ

Enter into an annual contract for maintenance and tuning.

Painting rainwater goods

Paint cast iron rainwater goods every five years min. Scrape and wire brush to remove rust. Apply primer/undercoat. Top coat with 2 coats gloss paint. Use bituminous paint on inside of gutters.

Pointing of masonry

Must be done under the direction of the Church Architect who will advise on the correct mortar mix and method of application. (NB the wrong mortar mix can do more harm than good).

Plasterwork

Loose plaster is a problem in many churches and can be dangerous if large sections fall off the walls or plaster and lath ceilings. Loose sections are not always visible and sometimes can only be identified by tapping. It is advisable to check suspect areas from ladders where possible.

Rainwater disposal systems

Rainwater goods include the gutters and downpipes which are key to the survival of a church building. Together with a watertight roof, they ensure that rainwater is directed safely away from the building. As water is the greatest cause of damage to buildings, it is vital to keep these elements well maintained. Clean out gutters and gullies twice per year – late spring, late – autumn after leaves have fallen. See Church Care website under http://www.churchcare.co.uk/images/Guidance_Notes/Rainwater.pdf

Roof coverings

A roof keeps out water and prevents the deterioration of the building and its contents. It needs to be carefully maintained in order to retain its weatherproof properties. Check frequently and repair as necessary. See Church Care website under http://www.churchcare.co.uk/images/Roofs_August_2016.pdf

Sustainable buildings

A quinquennial inspection is a good opportunity for a PCC to reflect on the sustainability of the building and its use. 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 on www.churchcare.co.uk and <http://www.churchcare.co.uk/shrinking-the-footprint>.



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