



THE CHURCH
OF ENGLAND

DIOCESE OF
WORCESTER

WORCESTER DIOCESAN ADVISORY COMMITTEE FOR THE CARE OF CHURCHES

DIOCESAN SCHEME FOR THE INSPECTION OF CHURCHES

Appendix A: Framework for an Inspection

The Quinquennial Inspection Report shall include:

- *Reference to previous Quinquennial Inspection reports, which are deemed to form part of subsequent reports, these to be provided by the PCC to the Inspector*
- *Photographs of the exterior and the interior of the building (at least one looking east, one looking west), and illustrating particular areas of concern, marked up as appropriate*
- *A simple plan of the building, annotated and cross-referenced with photographs as necessary.*
- *Any necessary repair of the building*
- *Maintenance deficits and maintenance plans*
- *Safety of the structure and floors*
- *Access issues*
- *Environmental sustainability (e.g. lighting, heating, rainwater goods, suitability for renewables, opportunities to reduce heat loss through steps such as draught-proofing and insulation)*
- *Trees in the churchyard if they are protected by a Tree Preservation Order, in a Conservation Area, or on the Gazetteer of ancient, veteran and notable trees; or any tree impacting on the building*
- *Ruined structures in the churchyard*
- *Moveable items of high value or significance (which may be identified in the Statement of Significance and/or by the Archdeacon)*
- *The risk of impact of a changing climate on flood-risk, rainwater goods, and stonework.*
- *The inspector should use their professional judgement in bringing other matters of concern to the attention of the PCC, for example if the safety of boilers and heated water systems (ie Legionnaires disease) has been guaranteed by regular checks, paths, public rights of way,*

utilities, serious issues concerning the boundary walls, lych-gates and other structures within the curtilage, and monuments.

Recommended layout

Title page

Church Name

Quinquennial Inspection:

Photo of exterior & interior

Plan

Surveyor name:

Surveyor address & email:

Survey date:

Page 1

Church name:

Church code: 642???

Diocese: Worcester

Archdeaconry:

Parish:

Approximate date of church:

Footprint of Church buildings (m2):

This is a grade ? listed building or not listed

There is/is not a Scheduled Monument within the curtilage or precinct.

This church is/is not on the Heritage at Risk Register.

This church is in the following National Park:

The church is/is not in a Conservation Area.

The church has evidence of bats.

The church building is consecrated.

The churchyard has/has not been used for burial and is closed/open for burial

The churchyard does/does not have war graves.

Listing description.

Terms of Reference

Limitations of the survey

Last QI date

Works carried out since then

Outstanding works

General summary paragraph on the condition of the building

Then follows a description of each part of the church with a summary then where appropriate a more detailed information as bulleted.

External Walls

Summary of condition paragraph

- High level stone work
- Structural stability
- Condition by each elevation
- Tower

Roofs

Summary of condition paragraph

- Nave
- Aisles
- Chancel
- Vestry etc.
- Tower
- Lightning conductor

Rainwater goods

Summary of condition paragraph

- Gutters
- Downpipes
- Gullies
- Below ground drainage

Windows & Doors

Summary of condition paragraph

- Nave
- Aisles
- Chancel
- Vestry etc.
- Tower

Interior

Summary of condition paragraph

- Access.
- Walls.
- Ceilings.
- Floors & flooring.
- Galleries
- Pulpit, pews, font & other furnishings.
- Lighting & heating.
- Audio visual, organ etc.
- Kitchen, tea-point, toilets, storerooms etc.
- Tower including bells & bellframe
- Below ground crypt, boiler house etc.

Churchyard

Summary of condition paragraph

- Boundary walls
- Gates
- General upkeep
- Trees
- Structures
- Tombs & gravestone condition

Ancillary or linked buildings (if within the agreed scope of the report)

Environmental Sustainability

- Environmental sustainability (e.g. lighting, heating, rainwater goods, suitability for renewables, opportunities to reduce heat loss through steps such as draught-proofing and insulation)
- The risk of impact of a changing climate on flood-risk, rainwater goods, and stonework.

Reports

Reference to the existence of (or, preferably, copies inserted into or appended to the overall report) up-to-date reports and inspections and any issues raised including:

- All recent specialist reports, including a Conservation Management Plan if such exist.
- All recent written test reports on asbestos and the heating, electrical, fire protection and lightning protection systems.
- Arboricultural and ecological reports; (e.g., bats or other protected or rare species).
- The Church Log Book and Inventory, Energy Audit, Eco Church Survey, or other environmental report, if applicable.

Recommendations

Each part of the building is described and an assessment given of the repair needs. Where action is needed, the report gives this on a scale from 1 to 5 according to the urgency of the repair:

1-Urgent, requiring immediate attention

2-Requires attention within 12 months

3-Requires attention within the next 12-24 months

4-Requires attention within the quinquennial period

5-A desirable improvement with no timescale

There is also an estimated cost band which is currently set at:

Cost Band 0: £Negligible or DIY.

Cost Band 1: <£2,000;

Cost Band 2: £2,000-£10,000;

Cost Band 3: £10,000-£30,000;

Cost Band 4: £30,000-£50,000;

Cost Band 5: £50,000-250,000;

Cost Band 6: >£250,000.

- *Should an inspector wish to provide costs in more detail then this will be agreeable.*
- *Should an inspector propose to submit a report without cost estimate then this should be proposed to the PCC in the appointment process and be part of the submission to the DAC for formal advice, otherwise the report will not comply with the Scheme.*

Description of Works	Location of Works	Priority	Estimated Cost Band

Photographs or plans of the areas of concern can be added to the table above or listed separately referring to the location and issues.

Appendices:

- Maintenance Checklist
- Glossary of Architectural and Technical Terms
- Statement of Significance/Brief history of the building
- Moveable items of high value or significance (which may be identified in the Statement of Significance and/or by the Archdeacon)