



Roman Catholic Diocese of East Anglia

Quinquennial Inspection Specification for Historic Churches

1.0 Scope of inspection

- 1.1 It is presumed, unless otherwise stated, that the client for any QI is the parish.
- 1.2 Unless otherwise stated please quote for inspections to cover all buildings under direct parish usage including, but not exclusive to, the church, church hall and presbytery.
- 1.3 Separate reports for each building; church, church hall and presbytery (list churchyard features as part of church report). Please also quote for an optional post QI meeting with the parish to discuss findings and advise on priorities.
- 1.4 The inspection of any listed buildings must be carried out by a professional with a conservation accreditation (AABC or equivalent).

2.0 Distribution of report

- 2.1 The report is to be completed and sent out within two calendar months from the date of inspection.
- 2.2 A full paper copy and an electronic copy of the report are to be sent to the parish
- 2.3 An electronic copy is to be sent to Eloise Limmer, Historic Churches Support Officer historicchurches@rcdea.org.uk
- 2.4 The issuing of a completed QI report is not dependent upon other compliance documents being evidenced and up to date i.e. fire risk assessment or electrical installation condition report for example.

3.0 Limitations of report

- 3.1 Identify limitations of the report
- 3.2 State whether the report was made solely from inspection on the ground or via access equipment.
- 3.3 Inspection is to be visual only with limited opening up of spaces.
- 3.4 Where appropriate list areas unable to inspect, giving specific reasons for not doing so
- 3.5 Recommend where further inspection or specialist investigation would be required.

4.0 Health and Safety

- 4.1** It should not be presumed that the parish will be able to provide appropriate access equipment. Any equipment provided will need to be examined by the attending inspector prior to use and to be used at their own risk.
- 4.2** The inspection of the building is to be visual and such as can be made from ground level and safely from ladders or accessible roofs, galleries or staging. It is accepted that access will not be possible to locations where adequate fall prevention measures are not in place.
- 4.3** Where an asbestos register is in existence it is expected that the attending inspector will review it before undertaking the QI. Where a register is not in place the inspector will use their own judgement to cease QI investigations in any area they suspect the presence of disturbed asbestos damaging to health. This will be reported directly to the parish to limit access and make safe.

5.0 Layout of report

- 5.1** The front page of the report shall contain i) the full name, address and postcode of the church, ii) a recent picture of the church, iii) the diocese name, iv) date of inspection and v) the parish number as allocated by the Diocese of East Anglia, vi) name of company contracted to inspect.
- 5.2** A reference should be given to each area of comment (i.e. 1.1.1 identifying 1 = external, 1.1 = roof coverings, 1.1.1 = porch roof).
- 5.3** Comment on general condition area or item referenced.
- 5.4** For each area where there is a defect an identification photograph to be included.
- 5.5** For works required use ratings set out in Section 7.
- 5.6** Recommended works to be listed in a single separate summary excel spreadsheet (Appendix B).
- 5.7** Headings from Appendix A to be replicated to ensure a consistent format for reporting across all Diocese QI reports.
- 5.8** Where works require working at height this should be indicated on the WAH column title on the summary spreadsheet (Appendix B) to help the parish obtain the most cost effective process for completion of works.
- 5.9** Summary of recommendations to include costs, stating if VAT is included or not. These costs are to help the parish budget for works and the parish and the Diocese understand that final costings may differ from initial QI suggested costs. Costs to be populated in accompanying excel spreadsheet (Appendix B).

6.0 Preliminary information

- 6.1** Name and parish number of church, name of professional carrying out the inspection and name and contact information of the professional firm
- 6.2** Date of inspection and weather conditions at the time of inspection

- 6.3 Brief description of building, date built, key features and materials used in construction. Specify any heritage protections on the site (i.e. listing or conservation area)
- 6.4 Comment on previous QI availability, date of assessment and progress with recommendations from previous QI as well as any emergency repairs, alterations or demolitions since last QI.
- 6.5 A building plan to be provided in the appendices. Use existing scaled plan where available and produce a sketched line drawing (does not have to be to scale) where none available.
- 6.6 Executive summary of primary issues of concern

7.0 Works ratings

7.1 The following rating system should be used when describing each component:

7.2 Existing Condition Rating:

Grade A – Good, performing as intended and operating efficiently

Grade B – Satisfactory, performing as intended but exhibiting minor deterioration

Grade C – Poor, exhibiting major defects and/or not operating as intended

Grade D – Bad, life expired and/or serious risk of imminent failure

7.3 Priority Grading

Priority 1 – Urgent works that will prevent immediate closure of premises and/or address and immediate high risk to the H&S of occupants and/or remedy a serious breach of legislation

Priority 2 - Essential work required within 2 years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the H&S of occupants and/or remedy a minor breach of legislation

Priority 3 – Desirable work required within 3-5 years that will prevent deterioration of the fabric or services

Priority 4 – Long term work required outside the five year period that will prevent the deterioration of the fabric and services.

Appendices

Appendix A – Guidance on body of report

Appendix B – *Separate document* – Spreadsheet Summary of Recommended Work

Appendix C – Pre inspection checklist

Appendix A

Body of the report – Areas to be commented on during the full inspection of each building

For all of the following areas clearly identify and describe the component. Further comment on the condition (A, B, C, D) and repair needs for each of the components listed, rating priority of work (1, 2, 3, 4) as per rating system outlined in Section 7 of the Report.

These headings and their numbering should be replicated to ensure a consistent format for reporting across all Diocese QI reports. Not all features will be relevant, if a feature is not relevant please skip that number and move to the next relevant feature. If a feature is not listed here then please add to the end of the relevant section.

1.0 External

1.1 Roof Coverings

Record materials, construction, general condition, including ridges, hips, valleys, parapet wall gutters, chutes, flashings and any special features.

1.2 Rainwater goods and disposal systems

Record materials, condition and cleanliness, assess whether adequate.

1.3 Parapets and upstand walls, finials and crosses

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

1.4 Walls and pointing

Comment on the condition of different features including but not exclusively: buttresses, mullions, arches, moulded features and pointing. Comment on damp course, air bricks and foliage in close proximity to or growing on/in walls. Report on each elevation i.e. North, East, South, West or as appropriate.

1.5 Doors, windows and porches

Comment on general condition and whether they are designed to open and their ease of opening, materials and external finishes. Comment on stained glass and its leading where present and window sills. State where there is a need for more specialist surveys regarding monitoring and repair of stained glass. Where multiple windows are of the same construction, say modern PVC, an overall statement is appropriate.

1.6 Below ground drainage

Comment on the presence of storm drains, soakaways, foul drainage, inspection chambers and rodding eyes and their condition. A sample of chamber hatches to be lifted where safe to do so, without damaging any hatch or chamber and following correct manual handling principles.

1.7 Towers and spires

Comment on the external condition, and security of decorative stone, brick and plaster work. Note whether a more extensive close up survey has been undertaken i.e. climbing survey and recommend if one should be done.

2.0 Internal

2.1 Towers, spires

Comment on condition of the internal walling from nearest accessible point internally. Also note condition of: Louvres and bird mesh; General condition of bells and bell frames and where further specialist advice is required; Timber floors, supporting structures and where further investigation is required; Access provision including ladders, trapdoors etc

2.2 Roof and ceiling voids

Where accessible note general condition, and where not accessible comment as such. Include signs of active or previous water penetration, structural failure, rot and insect attack. Where active water penetration, moisture content spot checks to be made if possible. Where suspended ceiling exists comment on materials and general condition.

2.3 Roof structures and ceilings

Comment on materials and general condition of all exposed elements. Include braces, fixing methods, decorative panels.

2.4 Upper floors, balconies and access stairs

Comment on the construction and condition of upper floors within the main building. Report on the general condition of balconies, stairways and balustrades, noting any safety improvements that may be required.

2.5 Partitions, screens, panelling, doors and door furniture

Comment on materials and general condition. Comment on any carved items, painted panels or other areas of particular merit or concern

2.6 Internal Walls, ceilings and doors

Comment on materials and general condition, including finishes, highlighting areas of concern or where further investigation is required. Note any dampness, areas of damaged plaster and its cause and any other apparent defects. Comment if doors are not easy to open, where finish or condition requires attention, where security is required or if it is adequate.

2.7 Flooring Materials

Comment on the flooring material in use, its condition and suitability for the location. Comment on any repairs required and, if a sacrificial covering, whether it will need replacing within the life of the QI.

2.8 Monuments etc

Comment on general condition, making reference to any defect or health and safety risks. If appropriate state the need for a programme of works to address longer term problems

2.9 Organ, Bells, Clock

Comment on general condition of each where present and suggest additional specialist surveying and maintenance as appropriate.

2.10 Fixtures, fittings, furniture and moveable objects

Comment on whether an inventory is available for the fixtures and fittings within each given building. Where prominent, notable and important fixtures and fittings are movable articles present comment on their general condition and any appropriate additional specialist advice required where necessary.

3.0 Curtilage

3.1 Detached buildings

Comment on any other buildings within the curtilage of the site. Identify their location, describing their construction, current use, condition and repair needs.

3.2 Monuments, tombs, vaults

Comment on the general condition

3.3 Boundary walls, railings fencing and gates

Comment on materials and general condition including obvious previous repairs and any current repairs required.

3.4 Paths, car parks and hardstanding

Comment on general condition of paths, paving, hardstanding, steps, car parking areas and surface water drainage.

3.5 Soft landscaping

Note the condition of the soft landscaping and any trees or shrubs likely to cause injury to people or damage to buildings. Comment on the proximity of vegetation and soil to buildings where it has the potential to result in water retention against the building. Where evident comment on the presence of invasive species i.e. Japanese Knotweed and highlight need for active management plan.

3.6 Significant trees

Make general comment on any tree preservation orders in place, no requirement to list all specific preservation orders.

4.0 Facilities

4.1 Heating

Describe the type of system including age, fuel and apparent condition. Comment on existence of maintenance agreement and inspection safety certificate. Where visible, comment on whether the heating pipes are properly insulated.

4.2 Electrics

Detail the location and visual condition of incoming main, meters and main distribution board for the building. Note the date of the last fixed wire inspection as recorded on the front of distribution board.

4.3 Water supply

Comment on location of main stop cock and water meter. Recommend stop cock is tested to ensure it can be turned off.

4.4 Access Provision

Comment on provision and condition of access facilities including ramps, lifts, hearing loop system. Recommend need for regular inspection to ensure working and safe to use.

4.5 Security

Comment on general site security, ability to secure the site and ease of opening gates etc. remotely, methods of safe identification of callers prior to priests opening the door.

4.6 Fire Protection

Comment on presence of fire extinguishers, fire detection system, emergency lighting and escape signs, noting any test dates visible. Recommend that these are all tested and inspected in accordance with current guidelines. Comment on need for up to date fire risk assessment. Comment on any obvious and identified fire risks.

4.7 Toilets, kitchens and sacristy

Comment on general condition, fitness for purpose and cleanliness. Comment on safe management of candles and incense burner especially where scorch marks or wax staining are evident.

4.8 Lightning Protection

Note presence and visual condition of lightning protection system particularly for any tower or spire along with rest of building. Make recommendations for testing in accordance with Historic England guidance <https://historicengland.org.uk/images-books/publications/lightning-protection/heag182-lightning-protection/>

Appendix B – Spreadsheet Summary of Recommended Work - See separate document

Appendix C – Pre-inspection checklist

Parishes should complete this checklist and pass the information and copies of the relevant documents to the appointed inspector prior to the inspection date. If any information or documents are missing the parish should address this where the item is relevant to their site to ensure the proper administration of parish buildings.

Important compliance documents – should be easily accessible and reviewed regularly

- Health and Safety Risk Assessment
- Insurance Report
- Fire Risk Assessment
- Asbestos Survey and Asbestos Alterations Log
- Legionella Risk Assessment
- Disability Access Audit

Site information

- Site Plan
- Legal information – Deeds, Rights of Way, Tenancy Agreements etc
- Previous Quinquennial Inspection Reports and Condition Surveys
- List of works undertaken since last Quinquennial Inspection
- Measured surveys (if available)
- Structural reports (if available)
- Archaeological or ecological reports (if available)
- Inventory of fixtures and fittings (if available)
- History of the church including historic photos or drawings
- Access and car parking information
- Heritage protections – Listed Building, Scheduled Monuments, Conservation Areas etc
- Persistent defects eg. Damp or cracking
- Access points – make sure keys are available for all areas and access equipment is in good state of repair and safe to use
- Information about any bespoke features of the building

The next page contains a table of all the regular inspections, certifications and servicing requirements that are required. If a specific item is not relevant to your parish please enter N/A, otherwise please provide the date of the most recent test, service or inspection.

Test/Service Requirement	Frequency	Date of last test, service or inspection
FIRE		
Fire detection systems	Six monthly service	
Fire extinguishers	Annual certification	
Lightning protection system	11 month inspection	
Chimney swept	Annually	
Emergency lighting	Six monthly service	
ASBESTOS		
Asbestos register	Annual inspection	
SERVICES		
Gas safety checks	Annual certification	
Oil heating safety checks	Annual certification	
Electrical installation condition report	Five yearly certification	
Portable appliance testing	12-24 month inspection	
Air conditioning / fridge compression units <small>(where installed)</small>	Annual servicing	
SECURITY		
Security system	Six monthly servicing	
CCTV system	Annual servicing	
Electric gates, shutters or bollards	Annual servicing	
ACCESS		
Ladder inspection	Annual safety inspection	
Roof access	Annual certification	
Lifting equipment	Annual servicing	
Lifts	Six monthly servicing	
ACCESSIBILITY		
Hearing loop test	Annual servicing	
FEATURES <small>(where applicable)</small>		
Servicing of organ	Regular intervals	
Servicing of clock	Regular intervals	
Servicing of bells	Regular intervals	
EXTERIOR		
Lead Forensic Marker Registration	Annual registration – five yearly reapplication	
Tree risk assessment	Five yearly inspection	
Grave stone topple test	Annual inspection	
Gutter clearance	6-12 months	
Drain clearance and inspection	6-12 months	