

# Notes for the undertaking of Quinquennial Inspections



The following notes cover:

1. General requirements.....	1
2. Health and Safety (during surveying).....	2
3. Limitations.....	2
4. Recommended content of report .....	3

## 1. General requirements

- 1.1 The inspection must be carried out by a [qualified professional](#) (RIBA, RICS, CIAT or equivalent) and, **if the building is listed, accredited in building conservation** (AABC; RIBA, RICS or CIAT conservation specialist or equivalent) (referred to as the ‘inspector’ for the remainder of this document).
- 1.2 It is expected that support will be provided to assist the church in honestly appraising maintenance tasks that can be managed and/or undertaken by the church.

### Distribution of the report

- 1.3 The report is to be completed and sent out within two calendar months from the date of inspection. A late fee of 20%, of the agreed cost, may be levied if received after this time.
- 1.4 A full paper copy of the report is to be sent to the church
- 1.5 An electronic copy of the report, Baptists Together QI Cover Sheet and separate Baptists Together QI Recommended Works are to be sent to the Baptists Together Listed Buildings support at [listedbuildings@baptist.org.uk](mailto:listedbuildings@baptist.org.uk) with the subject ‘**QI REPORT**’ followed by the name of the church
- 1.6 Please use the following file naming conventions and formats:

QI Cover Sheet (.doc - Word)	QICover_Name-of-church
QI Report (.pdf - PDF)	QIReport_YYYY_Name-of-church
QI Recommended Works (.xlsx – Excel)	QIRecommendations_YYYY_Name-of-church

- 1.7 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.

## 2. Health and Safety (during surveying)

- 2.1 It should not be presumed that the church will be able to provide appropriate access equipment
- 2.2 Any equipment provided will need to be examined by the attending inspector prior to use and should be used at their own risk.
- 2.3 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
- 2.4 It is accepted that access will not be possible to locations where adequate fall prevention measures are not in place.
- 2.5 Where an asbestos register is in existence it is expected that the attending inspector will review it before undertaking the QI, signing the appropriate page of the maintenance plan (where in place) as confirmation. 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 church to limit access and made safe.

## 3. Limitations

- 3.1 Identify limitations of the report:
  - Highlight the QI is a summary report and not a specification for the undertaking of works.
  - Note that the report is a visual report and so there will be limitations on what the report covers.
  - State whether the report was made solely from the ground or via access equipment.
  - Inspection is to be visual only with limited opening up of spaces. Where appropriate list areas unable to inspect, giving specific reasons for not doing so.
  - Recommend where further inspection or specialist investigation would be required.
  - Explain to the church, where further surveys, management of maintenance tasks or project management etc. are outside the fees of the QI. If the church ask for your further assistance, please clarify additional fees prior to works.
  - Note whether a document check regarding health, safety and compliance certificates has been undertaken and the requirement to do this and make a record if not.
  - Where compliance issues are evident they are to be noted so that the church can rectify them; e.g. where asbestos or fixed wiring is actively damaged or a lightning conductor clamp is missing; the inspector is not expected to be the expert but just to alert the church that further investigation could be necessary.

## 4. Recommended content of report

- 4.1 Basic information [to be included in *Baptists Together QI Cover Sheet* – please see for scope]
- 4.2 Identify any limitations to conducting a full inspection including any spaces which were inaccessible and H&S / compliance documents not available.

**Please note: Where compliance issues are evident the inspector is not expected to be the expert but just to alert the church that further investigation could be necessary.**

- 4.3 Overview of works since previous Quinquennial Inspection
- 4.4 Comment on previous QI availability and date
- 4.5 A building plan for reference. A to-scale (where possible) copy of this is to be situated in the appendices and printable at A3. Use existing plan where available and produce sketched line drawing (does not have to be to scale) where none available.

- 4.6 For all of the areas listed below:

- Comment on the overall condition briefly describing factors contributing (good, fair, poor, very poor) [to be recorded on *Cover Sheet*]
- Identify and describe individual components and comment on their individual condition (good, fair, poor, very poor) and repair needs for each of the components listed [to be recorded in *Baptist Together QI Recommended Works* file], rating urgency of work using the rating system:

A – urgent

B – requiring attention within one year

C – requiring attention within two years

D – requiring attention within life of QI

E – desirable improvements with no timescale

M – routine maintenance

X – requiring additional investigation.

- Estimate costs to be allocated to all works (these costs are to help realise the scale of works, aid the church to budget for works and for Baptists Together to understand building risk. Baptists Together understands and it is to be pointed out to churches that these are estimates not final costings for works.).
- Include note: Any costs listed as part of the QI report are there as a guide only and do not represent the accurate or final cost of works and repairs.
- Where similar works across categories require working at height (WAH column title on spreadsheet) these are to be grouped to help the parish obtain the most cost effective process for completion of works.
- Works should be grouped as appropriate i.e. cost to fix all slates to a roof elevation rather than cost per each slate

## Content

### 1. External

#### 1.1 Roof Coverings

- Record materials, construction, general condition, including ridges, hips, valleys, parapet wall gutters, cess boxes, chutes, flashings and any special features.
- List areas surveyed and identify areas not visible or unable to inspect.
- Advise a roof survey undertaken and identify access requirements are needed to ensure hidden problems are identified before they damage the building structure.

#### 1.2 Rainwater goods and disposal systems

- Record materials, condition and cleanliness, assess whether adequate

#### 1.3 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.

#### 1.4 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 and where there is a need for more specialist surveys regarding monitoring and repair of stained glass.
- Comment on pointing around and condition of window sills.
- Where windows are of the same construction, say modern PVC, an overall statement is appropriate.

#### 1.5 Parapets and upstand walls, finials, crosses

- Construction and condition of parapets, copings, capping, finials, crosses

#### 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, 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. Internal**

### **3.1 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
- Where suspended ceiling exists comment on materials and general condition.

### **3.2 Roof structures and Ceilings**

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

### **3.3 Upper floors, galleries and access stairs**

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

### **3.4 Towers, spires**

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

### **3.5 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.

### **3.6 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.

### **3.7 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. If known that floors **may** contain red ash / red shale such as those in Staffordshire, detail this.

### **3.8 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

### **3.9 Organ, Bells, Clock**

- Comment on general condition of each where present and suggest additional specialist surveying and maintenance as appropriate. Cautionary note to parish that organ may have asbestos containing material. If not already part of asbestos survey, then needs to be inspected.

### **3.10 Pulpits, pews, fixtures and fittings, furniture and movable articles**

- Comment on whether an inventory is available for the fixtures and fittings
- Where prominent, notable and important fixtures and fittings are present comment on their general condition and any appropriate additional specialist advice required.

### **3. 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. 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, and methods of safe identification of callers prior to 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 these are all tested / 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

- Comment on general condition, fitness for purpose and cleanliness.

#### 4.8 Lightning Protection

- Note presence and visual condition of lightning protection system, particularly for any tower or spire, and make recommendations for testing

### 5. Environmental

#### 5.1 Environmental Sustainability

- Comment on where insulation should be considered, highlighting conservation considerations / best practice where appropriate
- Comment on potential solutions to improving air flow and reducing air leakage.
- State where further specialist investigation may be required.

#### 5.2 Protected Species

- Note the presence or evidence of protected species within the building / curtilage.
- Comment where further specialist inspection may need to be undertaken.

#### 4.7 Suggested format

- Present in table format, as shown below, with a reference given to each area of comment (i.e. 1.1.1 identifying 1=external, 1.1=roof coverings, 1.1.1 =porch roof).
- Comment on general condition or item referenced.
- For each defect an identification photograph should be included within table.

1.0 External			
Reference	Location	Comment	Category
1.2	Rainwater goods and disposal systems	Mostly cast iron with some lower sections having been replaced in UPVC plastic. Foliage visible in different places	
1.2.1	Gutters and down pipes	A few of the downpipes are short or broken at the bottom causing water to splash against the wall. Visible signs of foliage growing out of gutters and tops of downpipes. Highlighting potential condition of rest of gutters and downpipes. Clear out gutters and down pipes ensuring that they are clear and water runs through them properly. Repair and sensitive extension of short and broken down pipes. Plan in regular clearance of gutters and downpipes at least annually.	A A M
1.2.2	Gullies	Grills in place in all surface water gullies. Covers in place across some of the gullies but the condition of these covers is variable. Clear out all gullies Repair and replace gully covers around building Plan in regular inspection and clearance of gullies to ensure that covers are in good condition and they are clear and free running.	A A M

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