



QUINQUENNIAL INSPECTION REPORT
OF
OWTON MANOR, CHURCH OF ST. JAMES THE APOSTLE

**DIOCESE OF DURHAM
ARCHDEACONRY OF DURHAM
DEANERY OF HARTLEPOOL**

**INSPECTION OF CHURCHES MEASURE 1955
CARE OF CHURCHES & ECCLESIASTICAL JURISDICTION MEASURE 1991**

**QUINQUENNIAL INSPECTION AND REPORT
January 2017**

David Beaumont BA (Hons) Grad Dip, RIBA, AABC

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REPORT ON THE 2016 QUINQUENNIAL INSPECTION

1.0 INTRODUCTION



The Old Brewery, Castle Eden, County Durham TS27 4SU
T: 01642 700 803
E: enq@beaumontbrownarchitects.co.uk
www.beaumontbrownarchitects.co.uk

This document is in two parts:

The Report is the appraisal of condition and estimated cost priority list;

The Appendix contains the background information of the church plan, guidance notes and routine maintenance guidance.

Date of inspection and weather conditions: 28 June 2016, dry and sunny

Date of report: 2nd February 2017

Report prepared by: *David S Beaumont* RIBA AABC

2.0 LOCATION AND SITE

Address: Rossmere Way, Owton Manor, Hartlepool. TS25 5EF

Location: Within the western part of Hartlepool and surrounded by housing estates.

National Grid Reference: NZ 49900 29990

3.0 CHURCH AND LISTING DESCRIPTION

Description:

The church was completed in 1957 to the design of Cordingley and McIntyre Architects and consists of:

Three bay nave; chancel with apse, vestry, toilets and kitchen (referred to as ancillary buildings in the reports). There is an entrance vestibule to the west end. The main body of the church is of concrete portal frame supporting a shallow pitched concrete roof clad with copper. Infill walls are facing brickwork. The north and south elevations are punctuated with tall concrete framed windows with exposed aggregate panels below. The ancillary areas are of load bearing brickwork supporting flat concrete roofs faced in single ply membrane. The heating is by twin gas fired boilers situated in the remodelled ancillary rooms.

The church has an open grassed frontage to the road and small enclosed memorial garden to the rear. The vicarage is adjacent to the north west and is outside the scope of the report.

St. James is one of other churches in the Diocese by Cordingley and McIntyre:

1938 Lobley Hill, All Saints

1939 East Darlington, StHerbert

1929 Bishop Wearmouth, St. Nicholas

1954 Newton Aycliffe, St. Clare

1956 Stockton on Tees, St Chad

1956 Peterlee, St. Cuthbert

1959 North Wearside, St. Cuthbert, Red House

1962 Leam Lane, St. Andrew

CHURCH LISTING – The church is not listed

4.0 PREVIOUS INSPECTIONS

This is the author's third inspection.

5.0 SCOPE OF REPORT

- 1 This report is made from a visual inspection from ground level. The boiler house was also inspected.
- 2 Drainage was inspected from ground level only. No testing of the drainage installation has been undertaken.
- 3 The report is restricted to the general condition of the building and its defects.

6.0 REPORT SUMMARY

Structure

Very little has changed since the last inspection in 2011. The exposed concrete frames surrounding windows in the south nave continue to show some slight signs of movement, though none has increased. The movement previously recorded at the walling at the junction of the south and west elevations remains static. The external concrete columns on the apse and south elevation of the chancel are spalling, though their rate of change appears to be very little from the last report so there is no recommendation to repair in the next 5 years. It is probably better to repair these in about 10 years when there are enough defects to make it worthwhile. The same applies to the over-hanging concrete soffit to the nave, chancel and apse. Likely concrete repair costs probably in the region of £20,000 because of the specialist nature of attending to rusting reinforcement.

Roofs

Original copper standing seam providing good service. Original? Felt roof over the ancillary accommodation is poor and it is likely that it will need replacing in the next 5 years or so. The opportunity to provide insulation should be taken. The Stella Maris room's insulated single ply polymeric roof was new in 2010.

Rainwater Goods

The rainwater goods are all in reasonable order though there is a couple of brackets missing from the nave roof gutter. Some downpipes are rusty and require redecoration. Some gullies have lost their grids and those that remain are loose or rusty.

Walls

The brickwork is in good condition throughout the building, with only some slight loss of the lime based pointing. Any subsequent repointing needs to be carried out in the exact same colour and material (lime) as the original.

The nave glazing remains troublesome in achieving an effective repair when glass is replaced. It is consequently draughty and insecure. However, only one pane broken since the last QI. Like the concrete repairs, the need to repair the windows is balanced by available funds and it may be that the windows in about 10 years might receive a makeover. Likely cost 15- 20k if looking to double glaze.



Externals

The memorial garden to the rear is maintained much better than it was ten years ago and the area has less ground water than in the past (having rodded the drains). Whilst the boundaries to the north and east are heavily overgrown, this does provide security to the rear of the building. The open frontage to the south is a great advertisement for the church. Some items of groundwork are required.



Inside

The internal arrangement of the principal worship areas is very attractive and the church have done well to maintain the decoration inside. It was redecorated during the 2010 Stella Maris room extension works and the decoration is looking all up to date. The Stella Maris room is providing good ancillary space for families during worship and supplementary space for church based activities. The ancillary rooms “behind the scenes” are fair but some updating is required, particularly the vicar vestry.



7.0 CONDITION AND RECOMMENDATIONS

The following items are the observations made during the inspection. Below the item is a recommendation for work with a letter identifying its priority.

In section 8 the same priority items are re ordered into their priority categories.

A- Work requiring urgent attention,

B- Within 1 year

C- Within 2 years

D- Within 5 Years

E- A possible improvement or item to note

M- Routine Maintenance or monitor/watching brief

7.1 SERVICES

The log book is being kept up to date and recording the work done, including routine testing.

- **Water:** the service enters at the east on the north side with a stop tap in the kitchen. Sink in kitchen; two toilets and wash hand basins.

Recommendation: none

- **Foul drainage:** connected to the highway.

Recommendation: none

- **Surface water drainage:** soakaway drainage to the rear of the property for the Stella Maris room and the remainder is assumed to be connected to the highway.

Recommendation: none

- **Lightning conductor:** none

Recommendation: none

- A** **Electricity:** underground service to consumer unit at east end corridor. Sub main to fuse box in Stella Maris room. Last tested in 2010.



Recommendation: carry out test and the recommendations of the report.

- A** **Lighting:** Last tested in 2010 and the church comprises mostly of tungsten floodlights within the nave and chancel with one downlight in the apse and other spots in the chancel. The remaining areas are in fluorescents.

Recommendation: carry out test and the recommendations of the report.

- **Sound system:** installed in 2011 and comprises microphone at lectern and pulpit, two lapel mics, amplifier and two speakers. Also fed into the Stella Maris room.

Recommendation: none

- A** **PAT:** last test unknown.

Recommendation: carry out test.

- **Heating:** by twin gas fired Glow Worm boilers within the Stella Maris room providing hot water pumped through standard diameter pipes to panel radiators. Serviced annually. The system is partially zoned.

Recommendation: none

- **Gas meter:** located externally by the vestry.

Recommendation: none

- **Bells:** none

- **Clock:** none
- **Organ:** pipe organ by Vincent & Co. Ltd, Sunderland. Last overhauled in 2015.

Recommendation: none

- E** **Rainwater goods:** - inspected by church wardens on an ad hoc basis.

Recommendation: consider an annual maintenance agreement with church roofing contractor

7.2 GENERAL

- **Churchyard:** none, thought there is a memorial garden at the rear.

Recommendation: none

- **Trees:** some mature trees to the north.

Recommendation: none

- **Access for the Disabled:** The PCC has a resolution in place which addresses the requirements of the Discrimination Against Disabled Act. An access audit has been carried out and a written record is retained in the Parish records.

Recommendation: none

- **Wheelchair access:** there is level access throughout the site and is level up to the chancel. The rear door is not disabled accessible.

Recommendation: none

- B** **Fire matters:** The PCC has carried out a Fire Risk Assessment in accordance with latest Regulatory Reform (Fire) Order 2006 (details available via the DAC, the local Fire Officer and/or the internet).

Fire extinguishers noted:

Kitchen – 2kg powder.

Vestry – 2kg powder.

Stella Maris Room – 9ltr water x 2

Boiler House – 3kg powder.

Chancel – 9ltr water

Test date unknown

Recommendation: carry out annual test

- **H & S policy:** updated in 2015.

Recommendation: none

- **Insurance:** The church is insured by Ecclesiastical.

Recommendation: none

- **Asbestos:** The PCC have carried out a risk assessment and have established that there is no asbestos within the building.

The PCC maintain an Asbestos Register outlining the presence (or not) of any asbestos within the building.

Recommendation: none

- **Bats:** None reported.

Recommendation: none

7.3 **WORK SINCE LAST INSPECTION:**

Porch roof covering replaced

Ancillary roof – minor leaks repaired but leaking again in kitchen

Various rainwater goods repairs

Radiator tops cleaned

Porch redecorated

Lobby ceiling renewed

Porch entrance doors joinery – remedial works carried out

Lock adjusted on nave double doors

Corridor ceiling decorated

Disabled WC decorated

Kitchen – final works completed

Paving - re-laid loose south slabs

Ancillary rooms – complete redecoration

7.4 FABRIC INSPECTION

ROOF COVERINGS

Roof general:

- **Nave:**
 - South slope – standing seam copper roofing. Some slight lifting at the principal seams up against the ridge but sound enough, also the same happening at the apsidal end.
 - North slope – same condition as south.
 - West slope – barge board is in copper, this is good.

Recommendation: none



D Stella Maris:

- This has single full ply 'Flagon' roof membrane installed as part of the 2010 extension.
- Condition of the roof is good, there is some slight ponding to the east of the lantern at the higher roof and around the lantern itself.
- The roof does feel slight spongy underfoot with it being laid on insulation boards.
- The flashings to the nave are good.
- The rainwater outlets are all okay.
- A slate could be added to the downpipe coming off on the nave at the eastern end to stop the splash of water directly onto the vinyl.

Recommendation: add slate to flat roof



D Ancillary Rooms:

- This has a three layer felt roof in fairly poor condition now. The eaves parapet is breaking up and there are multiple bubbles on the material and it is mostly deteriorating on the junction to the apse. Opportunity to add insulation when recovered.

Recommendation: replace covering



B Lantern Roof:

- A bit green and the gutters need their leaves removing.

Recommendation: remove leaves and clean up



RAINWATER GOODS

B General:

The older part of the building has rusty cast iron downpipes that need repair and decoration. Some gutter brackets have failed at the nave. The porch roof outlet needs sweeping, some gully grids missing and others are adhoc replacements in mesh that is rusting.

Recommendation: repair nave copper gutter brackets, redecorate rusting gutters and downpipes, remove leaves from porch roof outlet, replace missing gully grids



Nave:

- North side – copper gutter leading to plastic downpipes. Gutter bracket loose on eastern nave.
- South side – one bracket loose at the eastern end.



Porch Roof:

- Recovered recently, blocking slightly at the balloon which is oversized at the single downpipe.



Chancel:

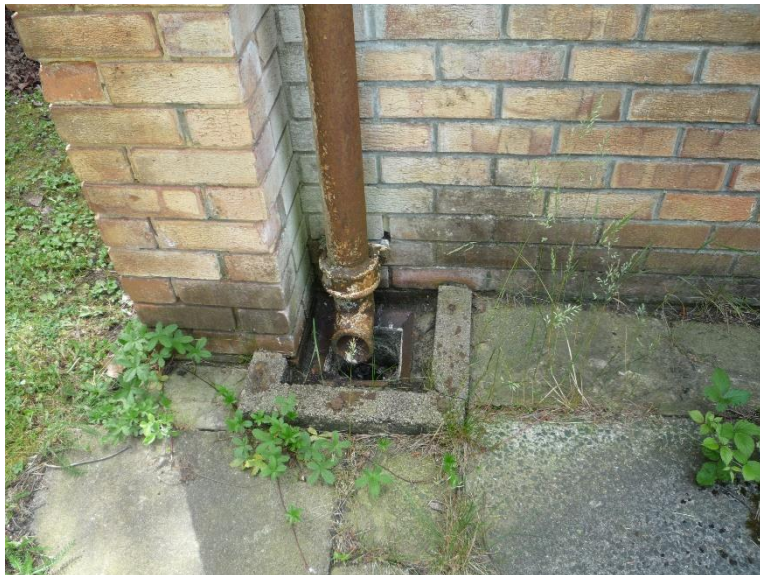
- North and South side – same design as the nave – okay.

Apse:

- Curving gutter same design as the nave and looks okay though there is water marking to its soffit and appears to have had some silicon type bonding in the past.

Ancillary Buildings:

- Leaking downpipe on north side
- Missing gully grid



WALLS

The soffits will continue to spall as rusting reinforcement forces off the slight covering of concrete. The church should carry out a yearly inspection of dropped pieces (the soffits are not over public circulation areas). It may be that they should be repaired in about 10 years.





South chancel

SOUTH ELEVATION

C

Ancillary rooms:

- West side - concrete soffit which is showing some signs of wear. Brickwork is in fair condition. Entrance door to rear is okay, though it could do with cleaning up. Its concrete frame around it is okay though there is some loose pointing to the sides of it. The step below it is okay.
- The brickwork of the boiler room enclosure adjoining it is okay. Guarding to rusting galvanised window with decoration that needs updating. Slight shrubs at the bottom of the floor. To its side is a gas meter cupboard whose door is coming apart.
- East side – brickwork in reasonable condition. Some slight washout of the pointing at lower level and one brick missing it seems where there are leaves. The paving here isn't very good either and one galvanised window needs decoration.
- North side – decoration needed on the eaves overhang, brickwork is fair and has new plastic window to the kitchen and three older galvanised windows whose decoration is breaking down.



Recommendation: redecorate or replace windows, redecorate door and gas meter doors, repair paving

E

Apse:

Semi-circular brickwork in good condition with picked out cross symbols in brickwork, some of these have chipped slightly. The structure has reinforced concrete fins leading up to the concrete frame within the roof. These are spalling in many locations. It has been patch repaired in the past, those have come away and so this requires a greater level of intervention than just patching. At the eaves the reinforcing bars are showing at the eastern most point.

Recommendation: see summary comment on repair option



E

Chancel:

- North side – brickwork in good condition. Slight hairline cracking to the vertical concrete fin
- South side – some slight cracking at the soffit. Wall has brickwork piers with green chipping aggregate panels and these are in fair condition. The lower areas can't be inspected because of shrubbery. Generally, the brickwork here is all sound. Windows within are in varying stages of condition, some with the side pointing coming out and multiple glass type replacements.

Recommendation: see summary comment on repair option





Nave:

- East side – brickwork same as chancel, in good condition.
- South side – some wear to the decoration on the soffit. Brickwork is in good condition, within that are three large concrete framed window apertures and these are showing some historical movement signs, not much since the last inspection. Working from left to right:
 - Window 1 – this has a recent cracked pane in it and is in the best condition.
 - Window 2 – framing is in good condition. Generally, the window is okay.
 - Window 3 – some slight movement to the base of the mullions to the aggregate panel. Cracking to the fixings to both ventilators.
- West side – brickwork in fair condition, slight cracking on the south west corner that has a glass tell-tale on it which hasn't snapped so there has been no change since the last QI. The open joints really do need re-pointing and properly with a matching mortar. The eaves overhang decoration is just about okay and there is no obvious concrete spalling.
- North side – same design as the south but now enclosed by the Stella Maris room. The condition of the walling and windows is much better on this side.



Recommendation: see summary comment on repair option, repoint open joint on walling west end of nave

B Porch:

- South side – decoration coming away to the eaves overhang. Brickwork in fair condition. Doorway has concrete surround with some slight cracking to the bottom of it, on the western side. Pair of double doors in good condition, recently decoration on the outside but hinges creaking a bit.
- West side – eaves overhang the same as the south. Diaper patterned brickwork in good condition. Quite a lot of ivy growing at the bottom which needs to be removed to be able to be seen better.
- North side – mostly enclosed by a glazed timber screen in reeded obscure glass. Slight erosion to the frame at the bottom sill but otherwise sound.



Recommendation: oil door hinges, reduce ivy on wall

D Stella Maris Room (new construction):

- West side – some paint marks on the brickwork need removing, but generally okay. The eaves decoration could do with updating. Concrete doorframe okay and the operation of the UPVC doors is okay.
- North side – same as west.



Recommendation: remove paint marks to brickwork, update eaves decoration

D Eastern Part of Stella Maris Room (original construction):

- North side – eaves overhang decoration failing. Brickwork okay. Some slight loss of pointing to the bottom of the window surrounds. The windows themselves are okay, they are PVCu.
- East side – same as north apart from some damp showing at the bottom of the walls – the ground has been quite damp here in the past but drainage is now reported to be running.



Recommendation: update eaves decoration

EXTERNALS

- **Eastern Boundary- rear of church:**
Shrubs, a sycamore and scots pine in fair condition. The boundary itself is a chain link fence.

Recommendation: none



- D **North Boundary:**
Mixture of fencing where the old timber fencing has broken down on the neighbour side and there are Herras fencing panels loosely arranged with cable ties and rope to the eastern side of the boundary. Two beech trees and a silver birch.

The western end is rather overgrown and is quite dense with planting- no doubt to deter intruders but equally can be a hiding place. There is a back way to the vicarage garden. The rear area is all grassed with some ashes. At the eastern end there is a small area set aside for ashes.

Recommendation: reorder the boundary fencing to a more permanent arrangement



- **West boundary:**
This opens out on to the vicarage site so it is bounded by the tarmac drive.

Recommendation: none

- **South boundary:**
To the highway and is separated by a large grassed area and paving which has been repaired.

Recommendation: none

- **East boundary – south side:**
On to housing with timber fencing and a low brick wall that looks okay.
Recommendation: none

- D **General:**
Some slightly crazed paving at the porch entrance has sunk slightly.
The plastic grille over a road gully by the side of the porch entrance looks as if the original has been stolen. Low brick wall dividing the vicarage with a pair of slightly rusty gates to it. At the vicarage entrance, the area just to the side of the footpath is eroded now.



Recommendation: level entrance paving, redecorate entrance gates, remake drive at footpath

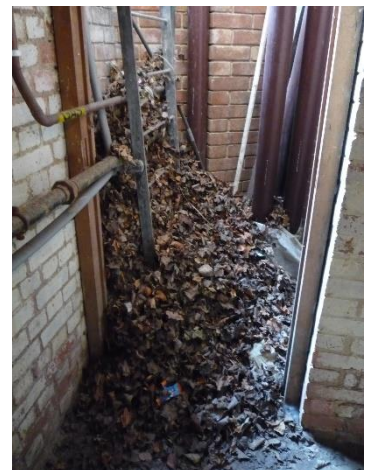


INTERIOR

- D **Boiler Room:**
 - Concrete ceiling
 - Concrete shuttering
 - Walls –
 - Floor – concrete
 - The room houses a redundant old boiler and lumber that needs clearing out.



- The room is largely filled up at the end of the ladder. Slightly rusty vertical ladder to the louvered door which has lost a louvre and catches on the concrete sill. The void contains rainwater pipes that could be scrapped.



Recommendation: remove lumber and old boiler, repair door, sweep up leaves, check sump pump operation

B

Lobby:

- Ceiling –
- Walls – exposed brickwork in fair condition.
- Floor – stone slabs. Slight edge to one slab but no action needed. Mat is rather recessed in the doorway now and could be brought up to level a bit to stop a trip.
- Doors – double doors into nave in good condition.

Recommendation: level up entrance mat



-

Nave:

- Ceiling – fibre board, in good condition. Exposed concrete frame in good condition.
- Walls – plastered wall in good condition. The windows within them are in varying states of glazing and have been commented on in the summary.
- Floor – hardwood herringbone block flooring in good condition.



Recommendation: none

-

Chancel:

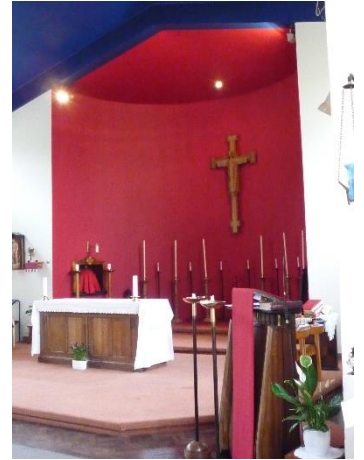
- Ceiling and walls – as nave.
- Floor – as nave with stone step with some open joints and candle marking. Raised timber platform to the altar with some staining to the carpet.



Recommendation: none

- **Apse:**
 - Ceiling – curvilinear, painted out ceiling and walls in good condition. Timber suspended dias with some marking to the carpet.

Recommendation: none



B Stella Maris Room:

Built 2010

- Ceiling – suspended in metal grid, all looks okay.
- Walls – all plastered brickwork and okay.
- Floor – solid with carpet, all okay.
- General – small seating area formed in the windowed corner, double doors into the space that slam slightly when closing

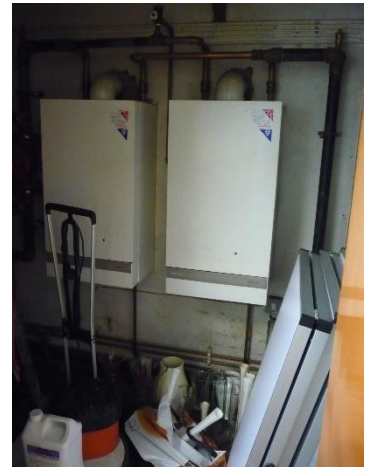
Recommendation: adjust the double door closer



E Boiler cupboard:

- General – contains a pair of Glow Worm Ultimate Boilers with Grundfos pump. Also provides rudimentary shelving and space for table and chair storage plus cleaner's equipment and flower items. Needs slight updating and the doors don't close very well.

Recommendation: reset doors to close properly, consider re shelving out



- **Kitchen:**
 - General – small galley kitchen with sink, base units and wall cupboards with water boiler.

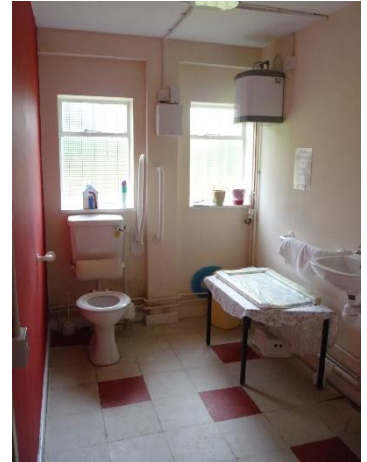
Recommendation: none



C Disabled WC:

- Recently partially decorated. Damp showing on the north wall by the pan. Basic fittings, possible slight leak on waste pipe at sink. Door doesn't latch into the frame.

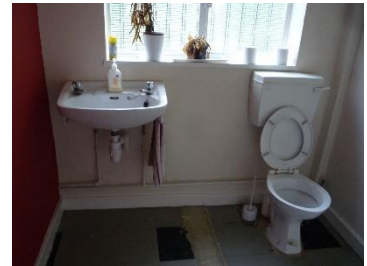
Recommendation: fix leak to basin waste, adjust door



B Alternative WC:

- General – all in fair condition. The pottery looks a little old fashioned now but will do. Locking is by shut bolt and that is not very satisfactory and someone could get locked in.

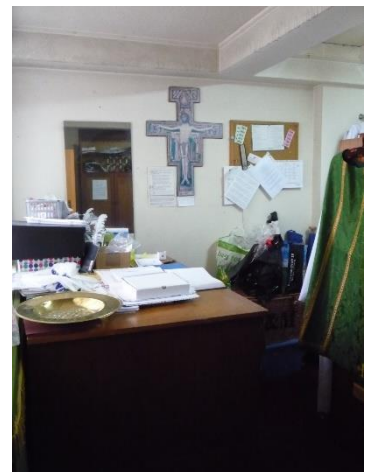
Recommendation: provide a lock openable from the outside



E Vicars Vestry:

- Ceiling – showing condensation marking and water damage.
- Walls – are plaster and decoration is coming away.
- Floor – solid, carpeted.
- General – the room is very full of cupboarding and fittings etc. and really does need completely updating. The room has an ancillary space containing the two safes

Recommendation: update- perhaps after roof repair



C Corridor:

- Ceiling –
- Walls –
- Floor – carpeted with slight undulations but in reasonable condition.
- General – contains the cleaner cupboard with door that sticks and doesn't close and also the incoming distribution board and meter. Door to the rear access catches on the carpet.

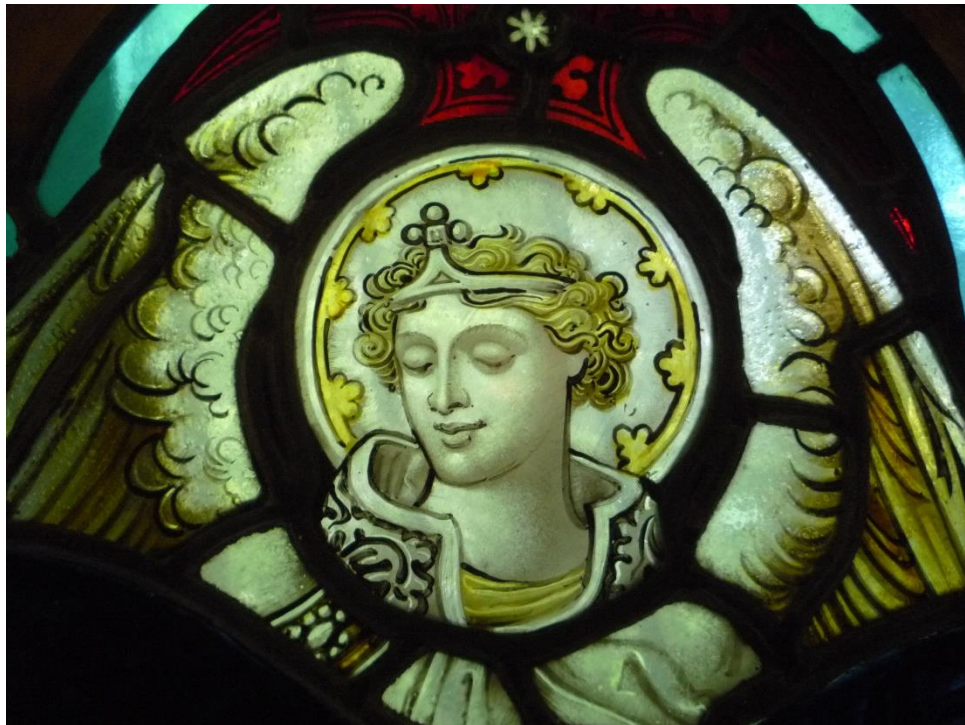
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Recommendation: adjust doors



- **Fixtures and fittings:**

- Altar in oak from the Ryton War Memorial
- Lectern and font by Cordingley & McIntyre
- Loose chairs
- Pipe organ by the Vincent Organ Co., Sunderland

Recommendation: none



The following order of priority sets out the relative urgency of foreseeable repairs over the next 5 years. It is not a definitive programme of work and subject to funding, items further down the list could be brought forward if desired. They are priced individually but savings can be made by grouping the works and taking advantage of scaffold for other works.

- A- Work requiring urgent attention,
- B- Within 1 year
- C- Within 2 years
- D- Within 5 Years
- E- A possible improvement or item to note
- M- Routine Maintenance or monitor/watching brief

Priority	Location and Scope	£
A - URGENT		
A	Electricity: carry out test and the recommendations of the report.	Say 250
A	Lighting: carry out test and the recommendations of the report.	Say 250
A	PAT: carry out test.	50
B- WITHIN 1 YEAR		
B	Fire matters: carry out annual test	-
B	Lantern Roof: remove leaves and clean up	-
B	General: repair nave copper gutter brackets, redecorate rusting gutters and downpipes, remove leaves from porch roof outlet, replace missing gully grids	250
B	Porch: oil door hinges, reduce ivy on wall	-
B	Lobby: level up entrance mat	25
B	Stella Maris Room: adjust the double door closer	-
B	Alternative WC: provide a lock openable from the outside	25
C- WITHIN 2 YEARS		
C	Ancillary rooms: redecorate or replace windows, redecorate door and gas meter doors, repair paving,	500-1000
C	Disabled WC: fix leak to basin waste, adjust door	25
C	Corridor: adjust doors	25
D- WITHIN 5 YEARS		

D	Stella Maris: add slate to flat roof	-
D	Ancillary Rooms: replace roof covering and add insulation	5,000
D	Stella Maris Room (new construction): remove paint marks to brickwork, update eaves decoration	250
D	Eastern Part of Stella Maris Room (original construction): update eaves decoration	Inc above
D	North Boundary: reorder the boundary fencing to a more permanent arrangement	Say 500
D	Porch: level up entrance paving, redecorate entrance gates, remake drive at footpath	750
D	Boiler Room: remove lumber and old boiler, repair door, sweep up leaves, check sump pump operation	250

E- IMPROVEMENT/ NOTE

E	Rainwater goods: consider an annual maintenance agreement with church roofing contractor	150
E	Boiler cupboard: reset doors to close properly, consider re shelving out	50
E	Vicars Vestry: update- perhaps after roof repair	500

M- MAINTENANCE

Soffits: Inspect annually for falling concrete -

FUTURE PLANNING- 10 YEARS

Concrete structure and soffits; Likely concrete repair costs probably in the region of £20,000 because of the specialist nature of attending to rusting reinforcement.

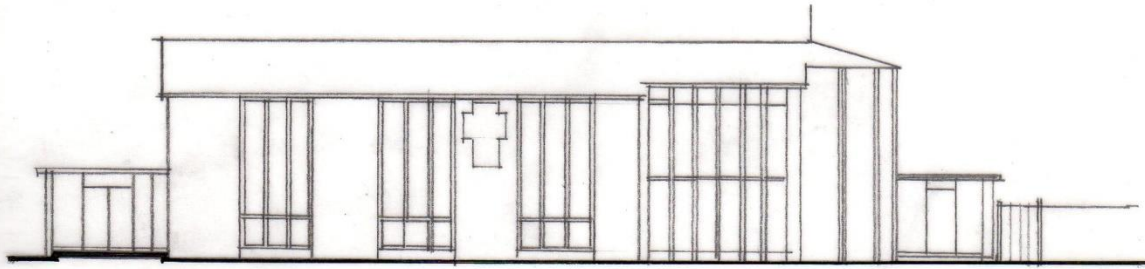
Nave and Chancel windows: Likely cost 15,000- 20,000 if looking to double glaze.

APPENDICES

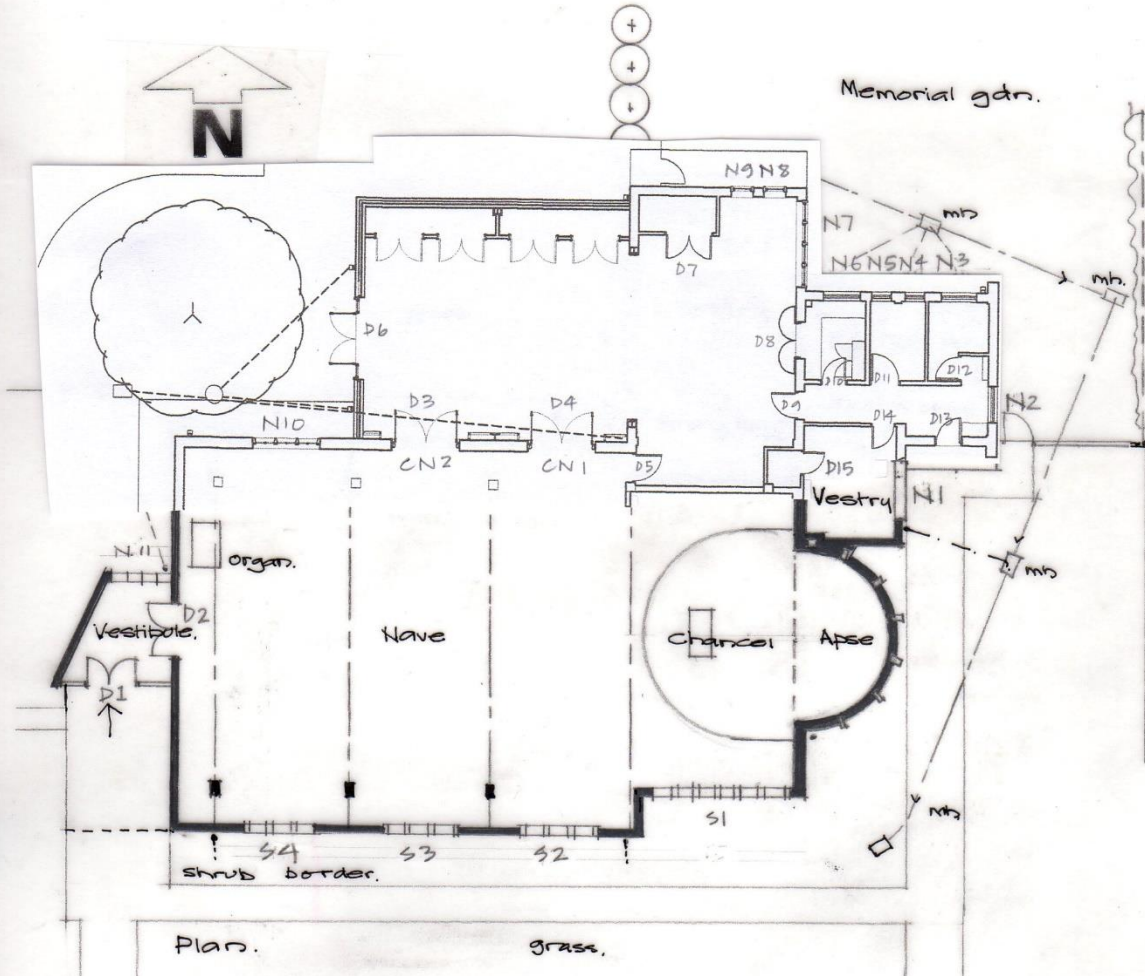
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CHURCH PLAN



South Elevation.



CHURCH OF ST JAMES THE APOSTLE
OWTON MANOR
HARTLEPOOL

beaumont : brown
architects

EXPLANATORY NOTES

- A Any electrical installation should be tested at least every quinquennium by a registered NICEIC electrician, and a resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the church log book. This present report is based upon a visual inspection of the main switchboard and of certain sections of the wiring selected at random, without the use of instruments.
- B Any lightning conductor should be tested every quinquennium in accordance with the current British Standard by a competent engineer, and the record of the test results and conditions should be kept with the church log book.
- C A proper examination and test should be made of the heating apparatus by a qualified engineer, each summer before the heating season begins.
- D A minimum of 2 water type fire extinguishers (sited adjacent to each exit) should be provided plus additional special extinguishers for the organ and boiler house, as detailed below.

Large churches will require more extinguishers. As a general rule of thumb, one water extinguisher should be provided for every 250 square metres of floor area.

Summary:

Location	Type of Extinguisher
General area	Water
Organ	CO ²
Boiler House	
Solid fuel boiler	Water
Gas fired boiler	Dry powder
Oil fired boiler	Foam (or dry powder if electricity supply to boiler room cannot easily be isolated)

All extinguishers should be inspected annually by a competent engineer to ensure they are in good working order.

Further advice can be obtained from the fire prevention officer of the local fire brigade and from your insurers.

- E This is a summary report only, as it is required by the Inspection of Churches Measure; it is not a specification for the execution of the work and must not be used as such.

The professional advisor is willing to advise the PCC on implementing the recommendations and will if so requested prepare a specification, seek tenders and oversee the repairs.

- F Although the measure requires the church to be inspected every 5 years, it should be realized that serious trouble may develop in between these surveys if minor defects are left unattended. Churchwardens are required by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 to make an annual inspection of the fabric and furnishings of the church, and to prepare a report for consideration by the meeting of the PCC before the Annual Parochial Church Meeting. This then must be presented with any amendments made by the PCC, to the Annual Parochial Church Meeting. **The PCC are strongly advised to enter into contract with a local builder for the cleaning out of gutters and downpipes twice a year.**

Further guidance on the inspection and the statutory responsibilities are contained in *How to Look After Your Church. The Churchwarden's Year* gives general guidance on routine inspections and housekeeping, and general guidance on cleaning is given in *Handle with Prayer*, both published for the CCC by Church House Publishing.

- G The PCC are reminded that insurance cover should be index-linked, so that adequate cover is maintained against inflation of building costs. Contact should be made with the insurance company to ensure that insurance cover is adequate.
- H The repairs recommended in the report will (with the exception of some minor maintenance items) are subject to the faculty jurisdiction.
- I Woodwork or other parts of the building that are covered, unexposed or inaccessible have not been inspected. The adviser cannot therefore report that any such part of the building is free from defect.

This appendix is based on *A Guide for the Quinquennial Inspection of Churches, Diocese of Birmingham 1993*.

A GUIDE TO ROUTINE MAINTENANCE AND INSPECTION OF CHURCH PROPERTY

It is good practice for the PCC to appoint a fabric officer to take care of the routine maintenance of the church. This officer must report to the PCC and remain subject to its control and direction. The Care of Churches and Ecclesiastical Jurisdiction Measure 1991 requires the churchwardens to inspect the fabric of the church at least once a year, to produce a report on the fabric of the church and the articles belonging to it to the PCC, and to make that report to the annual parochial church meeting on behalf of the PCC. The following list gives an indication of the time of year when certain jobs should be done. It is not exhaustive.

Spring, early summer Whenever necessary inspect gutters and roofs from ground level and inside especially when it is raining.

Clear snow from vulnerable areas.

Clear concealed valley gutters.

Make full inspection of the church for annual meeting.

Check church inventory and update log book.

Check bird-proofing to meshed openings.

Sweep out any high level spaces. Check for bats and report any finds to English Nature.

Cut any ivy starting to grow up walls and poison.

Spray around the base of the walls to discourage weed growth.

Check heating apparatus and clean flues.

Summer

Arrange for routine service of heating equipment.

Check interior between second week of April and second week of June for active beetle infestation and report findings to the professional adviser.

Check all ventilators in the floor and elsewhere and clean out as necessary.

Spring clean the church.

Cut any church grass.

Cut ivy growth and spray (again).

Recheck heating installation before autumn and test run.

Arrange for any external painting required.

Autumn

Check gutters, downpipes, gullies, roofs etc. after leaf fall.

Rod out any drain runs to ensure water clears easily, especially under pavements.

Inspect roofs with binoculars from ground level, counting number of slipped slates, etc for repair.

Clean rubbish from ventilation holes inside and out.

Check heating installation, lagging to hot water pipes etc and repair as necessary.

Winter

Check roof spaces and under floors for vermin and poison.

Check under valley gutters after cold spells for signs of leaking roofs.

Bleed radiators and undertake routine maintenance to heating systems.

Check temperatures in different areas of the building to ensure even temperature throughout and note any discrepancies.

Annually

Arrange for servicing of fire extinguishers.

Inspect abutting buildings to ensure there is no buildup of leaves or other debris against the walls.

Check the condition of outside walls, windows, sash cords, steps and any other areas likely to be a hazard to people entering the building.

Check the extent of any insurance cover and update as necessary.

Every 5 years

Arrange for testing of the electrical systems.

Arrange for the testing of any lightning protection.

It is vital, especially with older people, to keep them warm and well ventilated at all times. The fabric officer should ensure that such ventilation is taking place, especially after services.