



THE CHURCH  
OF ENGLAND

## **Quinquennial Inspection Pro-forma**

The Church of England's quinquennial inspection system provides for the inspection of church buildings every five years by an architect or chartered building surveyor approved by the Diocesan Advisory Committee (DAC).

Cathedral and Church Buildings Division  
Church House  
Great Smith Street  
London  
SW1P 3AZ

Telephone – 020 7898 1000

Enquiries – [ccb\\_general\\_enquiries@churchofengland.org](mailto:ccb_general_enquiries@churchofengland.org)

# Quinquennial Inspection Report

**Location, Dedication -**

**Archdeaconry of -**

**Diocese of -**



**Report prepared by:**

Name -

Address -

Email -

Telephone -

Date of inspection and weather conditions -

Date of report -

Date of previous report -

**Executive Summary.** *This should give an overview of the report, identifying major concerns and urgent priorities.*

**Previous report.** *Repairs undertaken since the last report should be noted, together with outstanding recommendations.*

**Brief description** of the building (*e.g. nave, chancel, west tower, north porch*) and building history  
*State whether liturgical orientation is used.*

**Plan of the church.** *The windows should be annotated, preferably using the method to be found on [www.churchcare.co.uk/pdf\\_view.php?id=37](http://www.churchcare.co.uk/pdf_view.php?id=37) Other plans where available can usefully be incorporated into the report.*

**Listing grade** of the church and any separately listed buildings

**Maintenance.** *The report should state where responsibility for maintenance lies, if not with the PCC. Examples would include a lay rector for the chancel and the local authority in relation to a closed churchyard.*

**Limitations of the report.** *The report should state whether difficulties with access prevented a proper survey of the building, and if so whether further work is required.*

## **Report main section**

*Paragraphs and pages should be numbered.*

*The report should state how it is structured: it should start from a set point and work around the building in consecutive laps from the top down. On the first circuit deal with the roofs; the second, rainwater goods, disposal and drainage; the third, walls; the fourth, windows. Then move inside and deal first with any tower from the top down then each 'room' individually, e.g. nave, chancel, transepts, vestry. The report should therefore be in a clear logical order.*

*The report should follow the following or similar format, set out in tabular form following the example below.*

**Component.** *This needs to clearly identify what is being looked at and where it is on the building. Be consistent, state the main section first such as roof, wall, window and then be specific as to what is being described. i.e. roof, chancel, north slope i.e. exterior wall, chancel, north elevation*

**Description:** *Include materials and construction of all components. Bullet points may be sufficient; lengthy prose is not necessary, particularly if no repairs are needed, and repetition should be avoided.*

**Condition:** *Give a general overview, then specifics. i.e. Fair condition, 2-3 broken tiles. It may be appropriate to refer to indicators of hidden or more substantial problems than are immediately apparent.*

**Repair needs:** *State repair needed, or what further investigation is required. In particular identify any specialist advice which the parish should seek, e.g. structural or mechanical engineers, conservators, heating specialists, arboriculturalists. The report should comment on significant safety issues such as potentially unsafe ladders, on improvements to the maintenance programme, and on the long-term sustainability of the building.*

**Category:** *Use the following scale to denote urgency of work required:*

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.

*The repairs should also be summarised according to the categories: see the example below.*

*The following is a list (not exhaustive) of the main components which should be included in the report, if present:*

**Exterior:**

Roof coverings  
Rainwater goods and disposal systems  
Parapets and upstand walls, finials, crosses  
Walling and pointing  
Windows/doors and surrounds  
Below ground drainage

**Interior**

Tower/spire  
Clocks, bells and frames  
Roof and ceiling voids and ventilation  
Presence of bats and other protected species  
Roof structures, ceilings  
Upper floors, balconies, access stairways  
Partitions, screens, panelling, doors  
Floors, Platforms  
Internal wall/ceiling finishes  
Monuments, tombs etc  
Toilets, kitchen, vestries, meeting rooms etc  
Fittings, fixtures, furniture and moveable articles  
Organ

**Churchyard and environs**

Detached halls  
Ruins maintained by the PCC  
Monuments tombs and vaults  
Boundary walls, railings and fencing, gates and lychgates  
Paths and access issues, hardstanding areas and parking  
Historic landscape design, planting schemes and views.  
Any other nature conservation issues e.g. protected species, mosses, lichens, grassland

**Trees.**

*Trees protected by a tree preservation order must be inspected by the professional adviser. S(he) should also consider whether further professional advice on trees should be commissioned, for instance in relation to:*

- *Safety concerns*
- *The impact of trees on the church itself*
- *The importance of the trees themselves*

## **Services, installations and other matters:**

Heating  
Electrical  
Insulation and air leakage  
Water supply, harvesting and conservation  
Sound system  
Fire protection  
Lightning Protection

## **Maintenance Plan**

*The report should recommend a routine maintenance plan, including the regular clearance of gutters.*

## **Advice to the PCC**

The report should include the following standard advice to the PCC:

- 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 ongoing 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 will (with the exception of some minor maintenance items) be subject to the faculty jurisdiction. Guidance on whether particular work is subject to faculty can be obtained from the DAC.
- **Fire Safety Advice** can be found at [www.churchcare.co.uk/building.php?CDE](http://www.churchcare.co.uk/building.php?CDE)
- **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, Guidance Note No. 3, and an inspection certificate obtained in every case. The certificate should be kept with the church log book. For further details including who is qualified to undertake the inspection please see [www.churchcare.co.uk/building.php?CDT](http://www.churchcare.co.uk/building.php?CDT).
- **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.
- **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.

- **Asbestos**

A suitable and sufficient assessment should be made as to whether asbestos is or is liable to be present in the premises. Further details on making an assessment are available on [www.churchcare.co.uk/building.php?CDA](http://www.churchcare.co.uk/building.php?CDA). 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.

- **Disability Discrimination Act**

The PCC should ensure that they have understood their responsibilities under the Disability Discrimination Act 1995. Further details and guidance are available at [www.churchcare.co.uk/legal.php?GL](http://www.churchcare.co.uk/legal.php?GL).

- **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.

- **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 [www.churchcare.co.uk](http://www.churchcare.co.uk)

- **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](http://www.churchcare.co.uk) and [www.shrinkingthefootprint.cofe.anglican.org](http://www.shrinkingthefootprint.cofe.anglican.org).

### Example of report format

<p><b>South porch</b></p> 	<p>Flintwork wall with diagonal buttresses, Bath stone surrounds to the doorway. A Mass dial at the top, missing its gnomon</p>	
<p><b>Condition</b></p> 	<p>Walls are generally weak. Evidence (noted at the last quinquennial inspection) of fracturing caused by buried ironwork. Decay to buttresses and cappings</p>	
<p><b>Repair needs</b></p>	<p>Replacement of hinge pins, repairs to buttresses and cappings. Internal plasterwork repairs and redecoration</p>	<b>B</b>
<p><b>Tower</b></p> 	<p>Of field flintwork, quoins a mixture of clunch, Lincolnshire limestone and Caen stone</p>	
<p><b>Condition</b></p>	<p>Deterioration of quoins in the south-east corner</p>	
<p><b>Repair needs</b></p>	<p>Repair and replacement of quoins</p>	<b>C</b>

<b>Ringling chamber</b> 	Plastered flintwork walls.	
Condition	Losses of plasterwork from the south and east walls	
Repair needs	Repair the plaster	<b>A</b>

### Summary of repairs

Category	Comment	Broad Budget Costs
A	Ringling chamber plaster repairs	£x
B	South porch repairs	£x
C	Repair to quoins on tower	£x
M	Clearance of gutters	