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**ARRANGEMENTS FOR THE**

**QUINQUENNIAL INSPECTION OF CHURCHES**

**IN**

**THE DIOCESE OF LEICESTER**

**with effect from 1 January 2023**

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## **Advisory Committee for the Care of Churches of the Diocese of Leicester**

### **Introduction**

This document provides details for the arrangement of Quinquennial Inspections in this Diocese.

It defines the legal framework and the PCC's responsibilities for appointing a suitably qualified and accredited Inspector for the particular Grade of listing of the church, alongside the appropriate arrangements that need to be in place ahead of the inspection.

The format and content of the inspection report is set out with information for both Inspectors and PCCs.

In addition, the standard guidance and checklists for the report are included.

Further guidance for parishes and inspectors is available on the DAC pages of the Diocesan Website <https://www.leicester.anglican.org/quinquennial-inspections/> and please do consult the DAC Secretary if you have any questions or queries.

\* \* \*

### Legal Framework and Requirements

Under the provisions of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 (“the Measure”), as amended by the Church of England (Miscellaneous Provisions) Measure 2019 which came into force on 1 September 2020: -

- All parish churches in the Diocese and all other consecrated churches and chapels and buildings licensed for public worship, together where directed with articles, trees and ruins, are required to be inspected under the Measure at five yearly (Quinquennial) intervals
- PCCs are required to consult the Diocesan Advisory Committee (DAC) on all appointments of an Inspecting Professional Adviser
- Each PCC is responsible for arranging, with its appointed Inspector, for the timely carrying out of inspections in accordance with the provisions of “the Measure” and also for the negotiation and payment of the associated fees.
- An Archdeacon has the power to ensure the inspection of every church in their archdeaconry once in five years, as set out in the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.
- This Scheme was ratified by the Leicester Diocesan Synod at its meeting on 30 November 2022 and replaces all previous Schemes. It comes into effect on 1 January 2023.

*From this point onwards, the term PCC is intended to mean either a DCC or a PCC*

### Appointment of Inspector

Before making an appointment of an Inspector, the PCC should seek advice from the DAC Secretary on the best practice for doing this and the qualifications &/or experience of a suitable candidate for appointment.

The Church Buildings Council (CBC) have suggested that an Inspector deemed as ‘competent to inspect’ would meet the following criteria for each classification of church:

#### **Major Churches** (as defined by the CBC): -

- Proven experience of working with such large and/or highly significant and complex church buildings is recommended, at least at a junior level under a more experienced professional;
- Experience of working on Grade I or II\* church buildings in a sole capacity
- Relevant accreditation<sup>‡</sup> would normally be required, and always for professionals undertaking their first Inspector role.

#### **Grade I or II\* churches:** -

- Proven experience of work in a sole capacity with listed buildings
- Proven experience of work with such highly designated church buildings at least at a junior level under a more experienced professional
- Preferably experience in sole capacity
- Relevant accreditation<sup>‡</sup> would normally be required, and always for professionals undertaking their first Inspector role

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### Grade II churches: -

- Proven experience of work in a sole capacity with listed buildings
- Preferably experience of working with listed church buildings at least at a junior level under a more experienced professional
- Relevant accreditation<sup>‡</sup> would normally be recommended, and always for professionals undertaking their first Inspector role

### Unlisted churches: -

- No specific prior experience expected, but evidence of supervision from an experienced professional with experience of church buildings is recommended
- For certain buildings, evidence of experience of working with traditional materials may be required

Given the recent call by General Synod for all parts of the Church to achieve year-on-year reductions in emissions it would be valuable for the Inspector to have proven experience of how heritage buildings can be made more environmentally sustainable. This might include suitable ways to reduce heat loss, different approaches to church heating, and the possibility of renewable energy generation.

‡ Relevant accreditation in the above criteria would mean that the prospective Professional Adviser is on one of the following Conservation Accreditation Registers: -

For Architects:

**AABC** ([www.aabc-register.co.uk/](http://www.aabc-register.co.uk/)) and/or

**RIBA** (<https://www.architecture.com/working-with-an-architect/conservation-register>)

either at **SCA** or **CA** level

For Engineers:

**CARE** – Conservation Accreditation Register for Engineers

(<https://www.ice.org.uk/careers-and-training/careers-advice-for-civil-engineers/specialist-professional-registers>)

For Surveyors:

**RICS** (<https://www.rics.org/uk/surveying-profession/career-progression/accreditations/building-conservation-accreditation/>)

Typically, Grant schemes using public money, such as those administered by Historic England and the National Lottery Heritage Fund, require the professional adviser to have appropriate Conservation Accreditation irrespective of the level of funding.

Details of how to appoint or renew the appointment of an Inspector are set out in the DAC's Advisory Note: *The Appointment of a Professional Adviser or Lead Consultant*, available to download using the link below or in hard copy from the DAC Secretary.  
<https://www.leicester.anglican.org/dac/professionaladvisers>.

After the appointment has been made, the details must be sent to the DAC Secretary so that it can be recorded on the DAC Database, the Online Faculty System (OFS) / Church Heritage Record (CHR) and the Register of Inspectors carrying out QI within the Diocese.

## **Limitations of the Inspection**

The inspection of the church is to be visual, and such as can be made from ground level ladders or accessible roofs, galleries or stagings. Parts of the structure which are inaccessible, enclosed, or covered will not be opened up unless specifically requested. The inspection is to include, so far as practicable, all features of the building, and to cover all aspects of conservation and repair. The PCC is responsible for providing ladders and any other assistance, as the Inspector considers necessary.

## **Ahead of the Inspection**

Before the inspection, it is useful for the PCC to have thought about the following issues and included them in the appointment process:

- Agree the fee with the Quinquennial Inspector
- Where possible, arrange for the Inspection to be carried out at a different time of the year from the previous one each time so that the performance of the building can be monitored throughout the year and under different conditions.
- Agree any special access arrangements, including suitably secured and protected ladders for inspecting safely accessible roofs.

If the right ladders are not available on site, a builder should be asked to provide them for the inspection day. Provide whatever help the Inspector will need with the ladders and ensure these are correctly secured. Use of ladders should follow current safety guidelines.

- Where the inspection is to be carried out by one Inspector, it is essential for a second person to be available on site throughout the inspection day for safety reasons and to offer assistance with ladders, hatches etc. Agree in advance with your Inspector who will be available for this role.
- For some major churches inspections may be carried out by one or more additional professionals under the direction of the lead Inspector. If more than one inspector is required, this will be covered by an appropriate fee.
- Agree any suitable equipment for inspecting high level elements, such as MEWP (Mobile Elevated Work Platform) or scaffold tower. Agree additional labour as necessary for operating access equipment. It may be most practical for the Inspector to pre-arrange this special access. The fees for doing so and hire costs remain the responsibility of the PCC and these must be agreed before the inspection.
- Unmanned Aerial Vehicles (Drones) may also be used to supplement the visual inspection if legally and properly supervised with appropriately trained and certificated personnel and permissions, including from neighbours as necessary.
- Access to roofs for the inspection also gives a good opportunity for the gutters to be cleaned, but do not expect your Inspector to do this.
- Keys should be readily available for all parts of the building normally kept locked.
- Bells **must be down** on the day of the inspection on health and safety grounds. The ringers should be asked to report on any problems with the ring.

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- Keep your Inspector up to date with any initiatives in relation to energy saving and other environmental issues, especially if you have measured and calculated your energy usage.
- Agree with your Inspector whether they would like the heating system to be on or off, or whether it makes no difference. (If they intend taking pictures with a thermal imaging camera, the heating generally needs to be up to temperature.)

To guide the PCC through the items that will need to be to hand for the Inspection to take place, the DAC has prepared a Checklist which can be found in Appendix 2.

Many of these Reports are both a legal and insurance requirement. The PCC needs to have written the assessments and reviewed them as part of its duties as managing trustees for the building.

Insurers may refuse to pay-out where Reports, Risk Assessments etc are out of date as a result of the PCC not satisfactorily discharging its duties.

### **Format of the Report**

From the notes taken at the inspection, the Inspector should prepare a report following the outline as set out in Appendix 1. The report must be sufficiently detailed so as to: -

- Record the features of the church
- The state of repair of each part of the building
- What repairs are required and how urgently
- Explain why those repairs are necessary and highlight underlying issues that need attention or further investigation

**N.B.** Many Grant awarding bodies often wish to see the QI Report as part of any application. If the report is not sufficiently detailed then the PCC's application may be rejected on the basis that there is insufficient justification for either the urgency or methodology proposed for the repairs for which the grant is sought.

### **Following completion of the Inspection and receipt of the Report**

**Before paying for the report** PCCs should ensure that the Report **both** complies with this Scheme as set out in Appendix 2 **and** that the comments within the Report are sufficiently detailed so that they identify and describe the works that need to be undertaken.

**N.B.** Asking the Quinquennial Inspector to undertake the QI and produce the Report **is not the same** as asking them to write the specification for the remedial works

So that urgent recommended works set out in the Report can be addressed in an appropriately timely fashion, **within three calendar months** of the inspection, the Inspector should: -

- Complete the QI Checklist (see below) – though it is better if this is completed on the day
- Compile a report, comprising of a **single pdf** file *no larger than 5MB*
- Send **two** copies of the report for the PCC Secretary – one for the Churchwardens on behalf of the PCC and one for the incumbent
- Send an electronic version of the report, which includes the completed QI Checklist, to the DAC Secretary as a **single pdf file no larger than 5MB:-**

a) **either** by email to [rupert.allen@leicestercofe.org](mailto:rupert.allen@leicestercofe.org) (preferred choice)

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- b) **or** on a disc by post to the DAC Secretary at the address at the top of page 1 of this document
- The DAC Secretary will provide a copy of the Report to the appropriate Archdeacon
- ❖ If the Report has been created using the Church Heritage Record template – send the DAC Secretary an email confirming that the Report has been produced and attaching a copy of the completed QI Checklist



## Preferred Layout Quinquennial Inspection Report

### Photographs

These should be incorporated alongside the text at the relevant point in the Report so as to form an illustrated narrative rather than as an appendix to the Report.

Additional photographs can be included in an appendix if necessary and/or helpful.

### Preliminary information

(**N.B.** The Church Heritage Record template will produce much of this information automatically)

Name of Church, Diocese and Archdeaconry

Name of professional adviser carrying out the inspection, name of firm (if applicable), address, telephone number and email address.

Precise date of inspection (**not** just the month); date and author of the report; date of previous inspections and inspectors; record of weather conditions.

Key plan, drawn to scale where possible and with a scale bar.

Listed Building status (national or local) & Listed Building ID; Heritage at Risk status; Conservation Area status

Brief description of the building, including orientation

List the trees in the churchyard, noting any subject to tree preservation orders, note whether the church is within a conservation area, the church's historical background, brief architectural history, materials used in the construction, seating capacity, site access, provision for disabled people, parking facilities.

### Limitations

State limitations of the report (see Appendix 2 for exemplar)

Whether it is made from the ground or from other accessible floor levels, ladders and readily accessible locations.

That the inspections are visual. Opening up of enclosed spaces is excluded, even if further inspection of these spaces may be recommended.

If appropriate, list the items not inspected and the reasons why.

Note that the report is restricted to general condition of the building and its defects.

## INTRODUCTION

1. **Schedule of works completed since previous Quinquennial Inspection Report**

List any repairs carried out since the last inspection: -

- Works recommended in the last report
- Items of emergency repair
- Alterations, additions and demolitions

**N.B.** A list of all the applications considered by the DAC since the year 2000 can be found in a series of files available at: - <https://www.leicester.anglican.org/register-of-cases/>

List of urgent works **not carried out** since the last inspection and whether the urgency, extent and severity of the items has changed (i.e. have any of the outstanding items deteriorated since the last inspection)

2. **General Condition**

Describe the general condition of the building noting: -

- Any particular movements
- Subsidence and settlement
- Areas of damp penetration
- General areas of damage and decay
- If the church is on the Heritage at Risk Register (HaRR), discuss whether any changes are necessary to the entry, particularly with respect to improvement or deterioration in its condition.  
If the church is not on the HaRR, whether it should be assessed for inclusion via the Church Buildings Team
- Any particular work undertaken outside the churchyard which might have an impact on the church and its setting.

## EXTERNAL

3. **Roof Coverings**

Systematically record materials, construction, general condition, including ridges, hips, valleys, parapet wall gutters, cess boxes, chutes, flashings, and any special features (e.g. gargoyles, plumbers marks, etc).

Highlight any areas that it has not been possible to inspect and the reasons for this

4. **Rainwater goods and disposal systems**

Record materials, condition and cleanliness, assess whether adequate.

5. **Below ground drainage**

Comment on storm drains, soakaways, foul drains, inspection chambers and rodding eyes and their condition.

6. **Parapets and upstand walls**

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

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7. **Walling** Record materials and general condition of all walling to towers and spires, walls, crossing walls, referring to buttresses, to stonework details such as cills, mullions, stringcourses, arches, lintels, carved and moulded features.
- Plinths, gratings, air bricks.  
Note the condition of pointing.
8. **Timber porches, doors and canopies** Comment on the materials and general condition of all timber structures, including doors and their frames, timber and metal window frames, commenting on external finishes.
9. **Windows** Comment on the: -
- Condition of external window openings, stonework, saddlebars, and glazing, including the leading, condensation trays and ferramenta
- Effectiveness of any ventilation measures

### **INTERNAL**

10. **Towers, spires** Comment on the condition of the tower internal walling and spire from nearest safe accessible point.
- Note general condition of bells and bellframe, headstocks and rope guards and whether specialist advice is necessary.
- Timber floors, supporting structures, noting any beam-ends which need further investigation.
- Louvres and bird mesh.
- Access provision, ladders, trapdoors etc.
11. **Clocks and their enclosures** Note general condition of external enclosures, any evidence of routine maintenance, and general information on condition.
12. **Roof and ceiling voids** Where accessible, note general condition.
- Include signs of water penetration, structural failure, rot and insect attack.
- Where suspended ceilings exist, comment on materials and general condition.
- Where possibility of asbestos exists, its condition and implications for its removal.

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- |   |   |
|---|---|
| 13. <b>Roof structures, ceilings, ceilures</b>                      | <p>Comment on materials and general condition of all exposed elements.</p> <p>Include braces, fixing methods, decorative panels.</p>  |
| 14. <b>Upper floors, balconies, access stairs</b>                   | <p>Comment on the construction and condition of upper floors within the main building. Note requirements for ventilation.</p> <p>Report on general condition of balconies, stairways and balustradings, noting any particular areas needing improvement under Health &amp; Safety legislation.</p>  |
| 15. <b>Partitions, screens, panelling, doors and door furniture</b> | <p>Comment on materials and general condition of all screens, panelling, partitions, doors, frames and ironmongery.</p> <p>Comment on any carved items, painted panels and other items of particular merit.</p>   |
| 16. <b>Ground floor structure, timber platforms</b>                 | <p>Comment on materials and general condition, ventilation and adequacy.</p> <p>Report on general conditions of timber platforms, pew platforms.</p>  |
| 17. <b>Internal finishes</b>  | <p>Comment on materials and condition of wall and ceiling finishes.</p> <p>Note dampness, areas of decayed plaster and any other apparent defects.</p>  |
| 18. <b>Fittings, fixtures, furniture and movable articles</b>       | <p>Comment on condition of important fittings, fixtures and movable articles.</p> <p>Note particularly any designated by the archdeacon for inspection (in a separate letter).</p> <p>Note defects and make recommendations for improving security (in a separate letter).</p> <p>Note whether conservation or other specialist advice is required.</p> |
| 19. <b>Toilets, kitchens, vestries, etc.</b>                        | <p>General condition, fitness for purpose, cleanliness.</p>   |
| 20. <b>Organs and other musical instruments</b>                     | <p>Comment on general condition and access provision and when it was last tuned.</p>  |
| 21. <b>Monuments, tombs, plaques, etc</b>                           | <p>Comment briefly on condition and make recommendations for specialist advice where necessary.</p> <p>Highlight those items that may have a link to Contested Histories so that the PCC can consider appropriate action</p>  |

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- 22. Service installations generally** Note that the report and comments are based on a visual examination only and that no tests of services have been undertaken. Make recommendations for testing, as appropriate.
- 23. Heating installation** State type of system installed, fuel, age, apparent condition and existence of maintenance agreements (PCC to advise).
- 24. Electrical installation** Note location and apparent condition of incoming mains, meters and distribution boards. Note on the Checklist the exact date of the last inspection by NICEIC / NAPIT / ECA contractor.
- 25. Sound system** Comment on the provision and condition of sound systems, loop systems, whether regularly maintained under a maintenance agreement.
- 26. Lightning conductor** Comment on condition, when last inspected; make recommendations for testing and improvement in accordance with the latest British Standard.
- 27. Fire precautions** Note number, position and types of fire extinguishers provided. Examine records of maintenance for appliances.
- 28. Provision for those with disabilities** Comment on provision for the disabled, including access to various parts of the church and recommendations for necessary improvements, bearing in mind statutory requirements.
- 29. Safety** Comment in general on the safety of the church for its users and visitors, including reference to the Asbestos Assessment and the Fire Risk Assessment by the PCC.
- 30. Bats** Comment on any known locations of bats, reports known from any bat groups, likely bat roosts, and implications for future repairs.
- Advise Parish to obtain report from Natural England or other bat group if any works are liable to have a detrimental effect on bats. If in any doubt, refer parish to Natural England.

## **CURTILAGE**

- 31. Churchyard** Comment on general condition of the grassed and planted areas.
- 32. Ruins** Inspect and comment on any ruin in the churchyard, noting any known to be designated as being of outstanding architectural, artistic, historical or archaeological value (PCC to advise).

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- 33. Monuments, Tombs and Vaults** Comment on general condition, making specific reference to any obvious defects, health & safety risks and any necessity for a programme of action to address longer term problems.
- Inspectors are asked to raise awareness in their reports of the possibility there may be some link to contested histories in some of the churches and/or churchyards in the diocese that this is something for the PCC to engage with. PCCs may find this document useful:  
[https://www.churchofengland.org/sites/default/files/2021-05/A\\_Brief\\_Guide\\_to\\_Contested\\_Heritage\\_in\\_Cathedrals\\_and\\_Churches.pdf](https://www.churchofengland.org/sites/default/files/2021-05/A_Brief_Guide_to_Contested_Heritage_in_Cathedrals_and_Churches.pdf)
- 34. Boundary Walls, Lych Gates and Fencing** Briefly describe in general terms materials and condition of all elements.
- 35. Trees and Shrubs** Note any trees or shrubs likely to injure persons or damage the fabric of the building, if so inspect any trees subject to Tree Preservation Orders (PCC to advise). The latest quinquennial tree report to be annexed to the Quinquennial Inspection Report.
- 36. Hardstanding Areas** Comment on general condition of paths, paving, hardstandings, steps, car parking areas and surface water drainage.
- 37. Miscellaneous** Comment on garden sheds and other site features not mentioned above, rubbish disposal etc.

### OTHER INFORMATION

- 38. Log Book and Other Reports** Inspect the Log Book provided by the PCC.
- Comment on requirement for reports from the Fire Prevention Officer, Crime Prevention Officer, security consultant, insurers, etc.
- Please see page 14 of this booklet for the template, which is also available on the website at  
<https://www.leicester.anglican.org/quinquennial-inspections/>
- 39. Environmental sustainability** This section is now covered by the Environmental Sustainability Questionnaire – see page 19.
- However, if there are matters of concern that are not covered by this Checklist then the Inspector is encouraged to make appropriate comments for the benefit of the PCC and the Archdeacon.

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### 40. Recommendations

List items under the following degrees of priority, where possible with broad budget costs. Note items that might safely be entrusted to unskilled labour and others that may qualify for grant aid.

Note specifically the following categories: -

1. Urgent, requiring immediate attention
2. Requires attention within 12 months
3. Requires attention within the next 18 - 24 months
4. Requires attention within the quinquennial period
5. A desirable improvement with no timescale

**Budget figures should be provided** for the recommended works. These are only intended to be “ball-park figures” in order to give the PCC and the Archdeacon an indication of the scale of the works and to allow the PCC to consider how they might address those works from a financial standpoint.

These do not need to be precise and should not require any significant amount of research nor obtaining / getting estimates / quotes etc.

### 41. Reports from the PCC

These are listed on the QI Checklist and PCCs are strongly encouraged to update these just ahead of the Quinquennial Inspection.

Some of these Reports are required under legislation affecting the Church of England. Other items – e.g. the Asbestos Survey and the Fire Risk Assessment – are recommended or required because more general legislation requires that the building owner / trustee (and the PCC as a corporate body {rather than individual members} are trustees of the building) make assessments and review those assessments on a regular basis.

**N.B.** This item cannot be uploaded to the Church Heritage Record as part of the template for the QI Report and should, therefore, be emailed to the DAC Secretary separately if the OFS / CHR template is used.

**Standard Explanatory Notes to be added to all inspection reports**

- A Any electrical installation should be tested at least every quinquennium by a NICEIC (full-scope i.e. not domestic only), NAPIT or ECA registered 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 two 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**

<i><b>Location</b></i>	<i><b>Type of Extinguisher</b></i>
General area	Water
Organ	Carbon Dioxide
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 Ecclesiastical Jurisdiction and Care of Churches Measure 2018** [amended by the Church of England (Miscellaneous Provisions) Measure 2019]; **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 direct the repairs.



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- F. Although the Measure requires the church to be inspected every five years, it should be realised 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 [amended by the Church of England (Miscellaneous Provisions) Measure 2019] 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 is strongly advised to enter into a contract with a local builder for the cleaning-out of gutters and downpipes twice a year.**

If the PCC does not already have one, they are strongly encouraged to develop a Maintenance Plan. Further Guidance is available from the Professional Adviser and on the diocesan website: <https://www.leicester.anglican.org/repairs-and-maintenance>

- G. Woodwork or other parts of the building that are covered, unexposed or inaccessible have not been inspected. Your professional adviser cannot therefore report that any such part of the building is free from defect.
- H. The repairs recommended in the report will require a faculty before they may be carried out, unless specifically included in List A (no permission) or List B (Archdeacon's permission required) of the Matters not requiring a Faculty (Tables 1 & 2 of the Faculty Jurisdiction (Amendment) Rules 2019 effective from 1 April 2020),. If you have any doubts about, or are uncertain as to, these aspects please consult the Secretary of the Diocesan Advisory Committee.
- I. 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.

Further guidance on the inspection and statutory responsibilities are contained in two publications by the Council for the Care of Churches (published by Church House Publishing). These are: "The Churchwarden's Year" and "How to look after your Church" which give general guidance on routine inspections and housekeeping.

This document is based on the guidance issued by the Church Buildings Council, which is available on the ChurchCare website at: -

<https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/quinquennial-inspections>

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### Checklist of items required by the Inspector to complete the Quinquennial Inspection Report

	Seen (please tick)	Unavailable (please tick)
• The Church Log Book		
• Copy of the previous Quinquennial Inspection (to be sent to a newly appointed architect in advance of the inspection)		
• Schedule of <b>all</b> works / installations / repairs (including insurance claims) undertaken since the last Quinquennial Inspection (to be incorporated in Section 1 of the Report)		

	Dated (please give exact date) DD MM YY	Please state whether Pass or Fail	Not available (please tick)	Not applicable
• Copy of Electrical Installation Test Report	01 01 22			
• Copy of Quinquennial Tree Report (noting any TPOs)	01 01 22			

• Copies of Test Reports etc.: -	Dated (please give exact date) DD MM YY	Pass / Fail	Not available (please tick)	Not applicable
➤ Lightning Conductor Test Report	01 01 22	Pass / Fail		
➤ Portable Appliance Test Report	01 01 22			
➤ Asbestos Inspection Report	01 01 22			
➤ Access and Disability Audit Report	01 01 22			
➤ Fire Risk Assessment	01 01 22			
➤ Health & Safety Risk Assessment	01 01 22			
➤ Gas Safety / Boiler Service Report	01 01 22			
➤ Fire Appliances (extinguishers) Test Report	01 01 22			
➤ Fire Alarm & Emergency Lighting Test Report	01 01 22			
➤ Security Alarm Test Report	01 01 22			
➤ Any recommendations from insurers regarding security	01 01 22			
➤ Inventory of fixtures, fittings and furniture	01 01 22			
➤ Energy Audit, Eco Church Survey, or other environmental report	01 01 22			

- For the QI Report to be as thorough as possible, the above information needs must be made available to the Inspector either before or on the day of the inspection, where relevant – **The Inspector is unable to complete the Report without having seen the up-to-date Church Log Book**
- The template for an Access Audit template can be found on the Diocesan website at [Advisory Notes - Diocese of Leicester \(anglican.org\)](https://www.leicester.anglican.org/advisory-notes)
- The Inspector is required to incorporate this record sheet **as the last item** in the Report. Copies can be downloaded from [www.leicester.anglican.org/quinquennial-inspections/](https://www.leicester.anglican.org/quinquennial-inspections/)

# Advisory Committee for the Care of Churches of the Diocese of Leicester

## Environmental Sustainability Checklist

Quinquennial Inspectors are asked to complete the following checklist to help guide PCCs on the Practical Path to Net Carbon Zero (PPNCZ), commenting appropriately on each item.

The questions below are extracted from the full checklist prepared by The Church Buildings Council (see notes below). The answers and guidance provided by the Quinquennial Inspector should enable a PCC to fill in the full checklist and assess which items are not appropriate/applicable and should be discounted, and which ones require further consideration and/or the commissioning of a feasibility assessment.

Indicating that further investigation/more detailed advice is required for a particular item does not bind the professional into providing that advice gratis, nor does it pre-judge the outcome of any further investigations or advice, nor whether Faculty Approval would be granted.

It is designed to cover all ages of church building which fall under Faculty Jurisdiction, and therefore not all questions will be relevant in every circumstance.

Reference in PPNCZ	Building Element  Related Question	Inappropriate/ Not applicable	Further investigation / professional advice required	Comments and/or Reference to the relevant QI section
<b>ROOFS</b>				
A1	Highlight particular areas where maintenance of the roof and gutters is required, to prevent damp entering the building and warm air escaping			
B1	Potential to insulate easy-to-access roof voids			
C2	Identify whether there is an open tower void with potential to insulate, or draught-proof the tower ceiling			
C8	Potential to install solar PV: Comment on the condition of the roof, roof structure, and visibility			
D1	Potential to incorporate appropriate insulation on roofs that need recovering in the next 5-10 years			
<b>WINDOWS and DOORS</b>				
A2	Identify any broken window panes and opening windows which do not shut tightly, where repairs are needed in order to reduce heat-loss			
C1	Identify windows where draught-proofing is an option			
C3	Identify suitable windows in well-used areas such offices, vestries and halls where double-glazing or secondary-glazing would be an option			

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A4	Identify doors where draughts are problematic. Is there potential to draught-proof gaps or put up a door-curtain?			
B2	If A4 wouldn't work, advise whether a glazed door within the porch, or even a draught-lobby might be feasible, subject to detailed design			
<b>INTERNAL WALLS and FLOORS</b>				
B3	Potential to create one or more smaller (separately heatable) spaces for smaller events			
C4	Potential to insulate internal walls in well-used areas such as offices, vestries and halls			
C5	Potential to insulate under the wooden pew platforms with breathable materials			
C6	Potential to install ceilings with insulation over			
<b>EXTERNAL WALLS</b>				
D2	Are there uninsulated cavity walls which could be insulated?			
D3	Is appropriate external insulation or render, suitable for the age and nature of the building an option?			

Key to prefixes (in first column above):

- A – These are actions that nearly all churches can benefit from, even those primarily used only on a Sunday. They are relatively easy and are a good place for churches to start, when trying to move towards 'net zero'.
- B – These actions may cost more than the ones in Part A and some will require specialist advice and/or installers. They are often good next steps for churches ready to take the next step towards 'net zero'.
- C – These are bigger, more complex actions, which only churches with high energy use are likely to consider. They could reduce energy use significantly, but require substantial work (which itself has a carbon cost) and have a longer payback. They all require professional advice, including input from your DAC.
- D – These are actions which a church might undertake at specific times (such as when reordering is happening) or in very specific circumstances. They nearly all require professional advice, including input from your DAC.

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### NOTES TO PCCs

- This checklist is adapted from the full version of [PPNCZ](#) as prepared by the Church Building Council to which the reference numbers above directly relate. PCCs should download the self-guided checklist and use the answers above to help them complete the questionnaire and assess their priorities.

The full version is available here: <https://www.churchofengland.org/resources/churchcare/net-zero-carbon-church/practical-path-net-zero-carbon-churches> go to 'Download Self-Guided Checklist'

- PCCs should seek further advice from their Quinquennial Inspector in the first instance for items that have been highlighted as requiring further investigation/advice to discuss appropriate next steps and potential costs.
- Any actions which involve change to the building will require input from the DAC and appropriate Faculty Consent.
- Bespoke advice and guidance on Heating and Lighting Systems is available from the DAC's specialist advisers. Please contact the DAC Secretary [Rupert.Allen@LeicesterCofE.org](mailto:Rupert.Allen@LeicesterCofE.org) in the first instance.