

**Thames North Synod**

**Annual Inspection of**

**Church Properties**

**(2017)**



**ANNUAL INSPECTION OF CHURCH PROPERTIES**

The annual inspection and report on the state and condition of all church properties including the Manse, should be conducted along the lines of the following questionnaire. In cases of doubt the Church Members are strongly advised to obtain the opinion of an expert on the state of its properties. In all cases copies of the annual inspection sheets should be passed to the professional Surveyor when carrying out the Quinquennial Inspection.

**ADDRESS:……………………………………………………………..**

**DATE:…………….. PREPARED BY:………………………………**

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|   | **Item** | **Checked** |
| 1 | LANDIs the land fenced on all sides? |   |
| 2 | FENCINGCondition of fencing and gates? |   |
| 3 | DRIVES, CAR PARKS & PATHSCondition? |   |
| 4 | IS ANY PORTION OF THE LAND being used by any outside body without payment of rent? |   |
| 5 | BUILDINGSAmount for which insured? |   |
| 6 | ROOFCondition of roof coverings? Are there any visible leaks?Flashings – Loose or requiring pointing?Is any lead missing or stolen? |   |
| 7 | WALLSCondition of wall material, any decay?Condition of pointing?Are walls noticeably out of plumb?Condition of chimneys?Condition of parapets? |   |

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|   | **Item** | **Checked** |
| 8 | DAMP PROOF COURSESAre they effective?Has the garden been piled above the DPC or over the vent grids? |   |
| 9 | EAVES, GUTTERSCondition (cracked, corroded, holed, clean?) |   |
| 10 | PARAPET GUTTERS AND VALLEY GUTTERSCondition (cracked, corroded, holed, clean?) |   |
| 11 | FLOORSWhat is the condition of the surface of the wooden floors: are they badly worn, cracked or uneven?Any sign of rot? |   |
| 12 | CEILINGSAre there any signs of water staining to the ceiling?Are they out of level or showing sign of collapse/cracking? |   |
| 13 | WALL PLASTERCondition – Loose, cracked, disintegrating? |   |
| 14 | GLASSLeaded lights condition: are they loose, cracked, broken?Other glass: cracked or broken. Are the putties in good condition? |   |
| 15 | PAINTINGExternal condition and date last painted?Woodwork?Steelwork and IronworkEaves, gutters, rainwater pipes?Gates and railings?INTERNAL DECORATION: Nature and date of last decoration? |   |
| 16 | DRAINSAre they clean and running free and well ventilated? |   |
| 17 | WATER SUPPLYCondition of pipes?Condition of tanks?Note and defects, leaking pipes, dribbling overflows, etc.  |   |

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|   | **Item** | **Checked** |
| 18 | SANITARY FITTINGSWater closets, number, type and conditionUrinals, number, type and conditionSinks, number, type and conditionWash hand basins, number, type and conditionBaths/showers, number, type and condition |   |
| 19 | GAS INSTALLATIONNote visual condition and efficiency inLighting?Pilot Lighting?Fires?Water Heaters?Water-filled column radiators?Panel heaters?Cookers?Central Heating Boiler?Has CORGI registered gas installer certified the gasinstallation? |   |
| 20 | ELECTRICAL INSTALLATIONDate of installation last test and report………………….System condition and efficiency?Lighting (flood, pendants, fluorescent, LED)?Fires?Tube heaters?Cookers?Water heaters?Central Heating Boiler?Has portable appliance testing been undertaken?5 yearly Periodic Inspection and Testing carried out? |   |
| 21 | CENTRAL HEATINGType of installation?Does it heat premises adequately?Is it serviced annually? |   |
| 22 | VENTILATIONIs the space below the floor well ventilated by air grids, etc?Other forms of mechanical ventilation? – Please list |   |