

**Thames North Synod**

**Annual Inspection of**

**Church Properties**

**(2017)**

011

**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:………………………………**

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

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

|  |  |  |
| --- | --- | --- |
|  | **Item** | **Checked** |
| 18 | SANITARY FITTINGS  Water closets, number, type and condition  Urinals, number, type and condition  Sinks, number, type and condition  Wash hand basins, number, type and condition  Baths/showers, number, type and condition |  |
| 19 | GAS INSTALLATION  Note visual condition and efficiency in  Lighting? Pilot Lighting?  Fires?  Water Heaters?  Water-filled column radiators?  Panel heaters?  Cookers?  Central Heating Boiler?  Has CORGI registered gas installer certified the gas  installation? |  |
| 20 | ELECTRICAL INSTALLATION  Date 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 HEATING  Type of installation?  Does it heat premises adequately?  Is it serviced annually? |  |
| 22 | VENTILATION  Is the space below the floor well ventilated by air grids, etc?  Other forms of mechanical ventilation? – Please list |  |