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ARCHITECTS



Diocese of Durham  
Quinquennial Inspection Report 2018  
St Luke's Parish Church  
Billingham  
Diocese of Durham  
1210/Dch308

Inspection of Churches Measure 1955

(current version)

Architects Report no. 8

inspected 12<sup>th</sup> March 2018

Archdeaconry of Auckland

Deanery of Stockton

Incumbent: Rev. Richard Radley

Inspection Architect

J M White BA(Hons) PG Dip RIBA

This report has been prepared on the basis of a the 'Modern Diocesan Scheme' recommendations for inspecting Parish Churches as published in 1995 by the Council for the Care of Churches 'CCC' in conjunction with the Ecclesiastical Architects and Surveyors Association 'EASA'.

Inspection of Churches measure 1955 (current version).

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### Recommendations

Where work is recommended a code number is entered in the right hand side page margin to indicate the priority as follows:

- 1 Urgent works requiring immediate attention.
- 2 Work recommended to be carried out during the next 12 months.
- 3 Work recommended to be carried out during the Quinquennial period.
- 4 Work needing consideration beyond the Quinquennial period.
- 5 Work required improving energy efficiency of the structures and services.
- 6 Work required improving disabled access.

## **1.0 Background and General**

1.1 The Church is sited off Low Grange Avenue towards the northern edge of a housing development north of Billingham.

1.2 The Church is approximately 1.5 miles east of the main A19 trunk road.

1.3 Ordnance Survey Map Reference NZ471251.

### **General Description of Church**

1.4 The Church was built in 1964 and dedicated in 1965, Architect: Peter Tong Esq. Durham. The Church became a Parish on 1<sup>st</sup> November 1997 and was consecrated on 6<sup>th</sup> June 1998.

It consists of a square Nave set on a diagonal axis with a higher three-sided sanctuary at the eastern corner and adjacent to the north west wall, an entrance lobby, a meeting room, a Vestry and male and female wc's.

1.5 The Church is not a listed building.

1.6 The Church is not in a Conservation Area.

1.7 The building is brick built with facing bricks exposed internally in the Nave, otherwise plastered internally.

1.8 The roof to the Nave is of a shallow mono-pitched design supported on an open lattice steel grid structure covered with two or three layers of roofing felt. The flat roof to the lower ancillary block is also felted and covered with a mineral finish.

The roof covering to the Sanctuary is also mineral felt.

1.9 The floor to the entrance lobby is screeded and covered with entrance matting.

The Nave floor comprises 600 x 600 square concrete flags.

The Vestry and meeting room has been carpeted.

1.10 There is clerestory glazing around the Nave on the northwest and southwest sides at high level. The Sanctuary is lit by clerestory windows on the west side above the Nave roof and two vertical slot windows on the north and south sides running full height.

1.11 Central heating is installed, operated by a gas-fired boiler serving fan operated convectors and radiators.

- 1.12 Ceiling: in the Nave the soffit of the roof and the lattice grid are exposed to view.

Elsewhere 600 x 600 mm square insulation board tiles form the ceiling finish.

- 1.13 Externally the building is surrounded by grassed areas, which are open to shops, a school and other adjacent housing and car park.

## **2.0 Scope of Report**

- 2.1 The weather on the inspection day was overcast and wet.

- 2.2 This is based on findings of an inspection from ground level and from roof level with the aid of binoculars.

- 2.3 The internal roof structure was not inspected at close quarters, ceiling voids and floor ducts were not opened for inspection

- 2.4 See Appendix 'c' of this report for a full description of the limitations of the inspection.

## **3.0 Works Carried out Since Previous Report**

- 3.1 Heating system serviced 19<sup>th</sup> October 2012 - £128.00.

- 3.2 Fire extinguishers serviced 15<sup>th</sup> November 2012.

- 3.3 Faculty approved December 2012 for alteration of Red Altar.

- 3.4 Gutter and downpipe repaired 16<sup>th</sup> August 2013.

- 3.5 Church doors varnished 19<sup>th</sup> August 2013.

- 3.6 Soil vent pipe balloon and drain covers fitted 19<sup>th</sup> August 2013.

- 3.7 Heating system serviced 2<sup>nd</sup> September 2013 - £128.00.

- 3.8 Altar windows repaired to prevent leakage - £90.00.

- 3.9 Fire extinguishers serviced 4<sup>th</sup> December 2013.

- 3.10 Asbestos removed from boiler cupboard January 2014.

- 3.11 Emergency lights tested 9<sup>th</sup> March 2014.

- 3.12 Emergency lights tested 5<sup>th</sup> June 2014.

- 3.13 New blinds fitted in Vestry 2<sup>nd</sup> September 2014.

- 3.14 New Flooring fitted in kitchen 3<sup>rd</sup> September 2014.
- 3.15 Heating system serviced 26<sup>th</sup> September 2014.
- 3.16 Emergency lights tested 12<sup>th</sup> November 2014.
- 3.17 New heater installed in entrance February 2015.
- 3.18 New pressure vessel and valve fitted in boiler room 8<sup>th</sup> May 2015.
- 3.19 Earth bonding to main stop valve completed 24<sup>th</sup> August 2015.
- 3.20 Heating system serviced 13<sup>th</sup> October 2015.
- 3.21 Fire extinguishers serviced 11<sup>th</sup> December 2015.
- 3.22 Emergency lights tested 7<sup>th</sup> January 2016.
- 3.23 Vestry window repaired 19<sup>th</sup> July 2016.
- 3.24 Smoke alarm tested 1<sup>st</sup> September 2016.
- 3.25 PAT testing 1<sup>st</sup> September 2016.
- 3.26 Emergency lights tested 3<sup>rd</sup> September 2016.
- 3.27 Heating system serviced 8<sup>th</sup> November 2016.
- 3.28 Thermostat replaced 13<sup>th</sup> December 2016.
- 3.29 Fire extinguishers serviced 12<sup>th</sup> January 2017.
- 3.30 Repair fascia and gutter following vandalism 15<sup>th</sup> March 2017.
- 3.31 Smoke alarms tested 23<sup>rd</sup> April 2017.
- 3.32 Repair of roof over Sanctuary 19<sup>th</sup> June 2017.
- 3.33 Church organ serviced 3th July 2017 - £60.
- 3.34 Heating system serviced 10<sup>th</sup> November 2017.
- 3.35 Fire extinguishers serviced 31th January 2018.

#### **4.0 General Condition of Church**

- 4.1 The Church has continued to be improved and well cared for in the last

5 years with general improvements and servicing.

### **External Inspection**

#### **5.0 Roof Coverings**

- 5.1 All roofs are felted and have minimal fall (pitch) or significant fall in the case of the Nave. There are three separated roof areas: Nave, Sanctuary and meeting room. All roofs appeared to be sound with no signs of current water ingress; although this should be monitored.
- 5.2 Nave Roof: Felt flashings, which were partially dressed into the chimneystack brickwork, previously caused leakage over a winter from snow and ice and have been temporarily pointed in cement mortar. As the brick flue is no longer in use with a new powered horizontal flue at lower level, the flue above roof level could be removed to prevent future leakage. 3
- Care should be taken to make good the roof and fascia and ensure a waterproof job.
- 5.3 Sanctuary Roof – high level: This is felt covered with mineralised finish and appears to be in the same condition as the Nave roof and is satisfactory. The flashing at the base of the clerestory glazing has recently been repaired.
- 5.4 Ancillary Accommodation Roof – meeting room, toilets and entrance hall: This roof covering has now been removed with mineralised felt to match the Nave roof. Some minor blistering was noted previously and this should be monitored over the next Quinquennial for signs of deterioration.
- 5.5 Roof Fascias: All fascias have now been replaced with PVC fascias which removes the need for redecorating and the risk of rot.

#### **6.0 Exterior Doors**

- 6.1 The hardwood-panelled doors are satisfactory. Access to the entrance has been improved since installing a ramp to paving, eliminating the entrance step and raising the grass edges to suit the ramp incline.

#### **7.0 Exterior Windows**

- 7.1 All windows have now been replaced with double glazed pvc frames. The Nave high level clerestory windows are in hardwood frames as they are structurally load bearing which support part of the high level roof over. Previously the felt flashing below the high window cill is bulging in places and the angles corner mullion base is disrupted and leakage is showing internally. This has now been repaired with a lead substitute flashing.



7.2 Some of the high level windows, external concrete lintels in the Church have hairline cracks at the mid span. These should be monitored quinquennially to check for deterioration. No further cracks or movement have been noted since the last inspection.

## **8.0 Rainwater Goods and Drainage**

8.1 All gutters to flat roofs are in PVC with downpipes. Recent work has been carried out to improve fixings.

8.2 If roof access by vandals becomes a problem then consideration could be given to the application of anti-climb paint to rainwater downpipes but only at high level.

8.3 All rainwater gullies should be checked and cleared of debris annually and grating or hinged/lockable covers installed to prevent unauthorised access. 2

8.4 The cast iron vent pipe from the wc's has had a wire balloon installed to prevent blockage.

8.5 It is recommended that manholes (no. 3) for soil drains are checked annually and any defects reported for advice. Covers and frames should be cleaned and painted to prevent rusting and seizing. 2

## **9.0 External Walls and Structure**

9.1 The exterior walls are cavity brickwork comprising an outer leaf of brown sand faced brick laid in stretcher bond. Angles quoins at 135 degree corners are formed in cross over stretchers alternate courses giving a protruding stepped effect, which are showing signs of damaged arises. Brickwork and pointing are generally sound with no sign of deterioration or joint decay. There is a pattern of drill holes, which has been roughly pointed, and these correspond to the injection holes where cavity insulation has been installed.

9.2 The splash line around the perimeter walls is a continuing problem that can be dealt with/when funds allow. The easiest option would be to allow grass to grow up to the walls but ensure the grass is strimmed for neatness. Alternative options using hard landscaping materials will be more costly but make maintenance easier. 3

9.3 Ancillary rooms that are plastered are in good condition.

9.4 The rising damp previously reported in the toilets was treated with an injected damp proof course, the affected plaster removed and plastered some years ago. The rotten timber skirtings were replaced and all is now in good order.

## **Internal Inspection**

### **10.0 Roof Structure and Ceilings**

- 10.1 Nave: The Nave roof comprises a “space frame” of patent lightweight steel lattice in pyramidal form. There appears to be no distress or sag in the structure seen from above at roof level. The exposed steel members seen internally are painted with no sign of rust. The soffit of the roof deck is flat and has been decorated in a chequerboard pattern with colours alternating with white. The frame is decorated in light grey to avoid discolouration and dust showing. The panel colours are strongest at the front for focus and reducing at the rear.
- 10.2 Sanctuary: The Sanctuary ceiling appears to be satisfactory although there are a number of tiles damaged by water ingress which should be investigated. The high level “clerestory” windows over the flat roof have been renewed and is double glazed and the bulkhead under these windows has been renewed with an insulated lining, however this shows significant signs of water marks from earlier water ingress which once dry should be replaced or repaired and redecorated. 2
- 10.3 Ancillary Rooms: As previously reported all ceilings have fireboard panels fixed to the underside of joist. In most cases the ceiling panels are well fixed and decorated though showing signs of slight relaxation. In the entrance lobby the ceiling tiles appear to have sagged to a greater extent but are still intact.
- The lighting here tends to accentuate the ceiling distortion and could be reduced with alternative lighting.
- 10.4 Meeting Room: The ceiling is panelled as with the other rooms. The kitchen corner was installed with a new wall fan to remove condensation from the water boiler. See notes later regarding the fan. The previous report noted black mould on the ceiling tiles above the water boiler but since redecoration there is no sign of staining.
- 10.5 Vestry: The ceiling is panelled as other rooms and is generally in good condition.

### **11.0 Internal Doors and Panelling**

- 11.1 The glazed doors from the entrance lobby into the Church and meeting room are both Georgian wired clear glass and are satisfactory.
- 11.2 Other doors are flush type lightweight construction and fit for purpose.
- 11.3 The boiler house door is perforated with air grills from previous boiler function. This door should now be replaced with a new fire doors the new boiler draws its air from the external airbricks. 2

11.4 There is a storeroom built in the west corner of the Nave, which was for toys when a toddlers group met in Church, however this is no longer the case. Also noted were store cupboards in the wc's which have been modified.

## **12.0 Ground Floor Structure**

12.1 The Nave and entrance lobby is paved in concrete flags, which have been levelled and stabilised. The entrance lobby has had entrance matting installed, which creates an improved appearance. Heating pipes in the Nave, previously housed in underfloor ducts, have now been routed above floor level for ease of maintenance. The pipes are insulated.

12.2 Wc's have vinyl sheet flooring which is in satisfactory condition.

12.3 The meeting room and Vestry are newly carpeted and this gives a better warmer finish.

## **13.0 Internal Finishes**

13.1 The Nave brickwork has been referred to earlier. All other rooms are plastered and decorated.

## **14.0 Fitting, Fixtures and Furniture**

14.1 The Alter table is stained oak.

14.2 The lectern has a single timber post on cross feet and requires stabilising. This was away for repair at the time of this inspection.

14.3 The freestanding oak faced baptismal stand has a stainless steel insert bowl.

14.4 The hardwood Altar rail is supported on slender metal posts and appears to be satisfactory.

14.5 The organ is a Viscount electric Modle Domus 5 obtained from Harrisons of Blaydon and was reported to be in good order. The instrument is serviced regularly.

14.6 An electric keyboard is held in reserve; the piano noted in previous reports has been removed.

14.7 Interlocking chairs were reported to be satisfactory and moved frequently for flexibility use of Nave. The seating layout lends itself to a radius pattern but the chairs will only interlock in straight lines.

14.8 Kitchen fittings are new and give a good well-kept appearance.

## **15.0 Toilets**

- 15.1 There are two separate toilets including a single disabled toilet also used as a Gents. The disabled toilet is fully fitted with handrails and mirror. There are two basins with hot and cold water.

An extract fan and a new radiator have been installed. An alarm call point with reset button has also been included.

The door is suitably wide for wheelchair use.

- 15.2 The Ladies toilet is satisfactory. There is a basin with hot and cold water, which work satisfactory.

## **16.0 Heating Installation**

- 16.1 The boiler is wall mounted and has a horizontal powered flue discharging through the exterior wall and a protective wire guard. This leaves more space for access into the small boiler room.

The Strata streamline boiler was installed by K. Lydiatt in September 2006. Since then a 'motherboard' has been replaced. The boiler is serviced annually. Maintain boiler annually.

- 16.2 Heating is supplied to no. 5 fan convectors in the Nave and meeting room. Radiators heat the toilet and Vestry. Pipework in the meeting room should be checked for full insulation cover. 2

- 16.3 The new boiler has a pressure vessel in the boiler room and the older header tank has been removed. The old overflow pipe should be removed and sealed up. 2

- 16.4 The boiler house ceiling boarding has been removed as it contained asbestos, leaving the roof structure exposed. The ceiling should be over boarded in fire resistance plasterboard, which would protect the roof structure and seal in the suspect boarding. 1

- 16.5 The gas meter is located in the Vestry. The meter reading was 028437 on the day of inspection.

- 16.6 A new water meter was installed by Northumbria Water over 5 years ago.

## **17.0 Electrical Installation**

- 17.1 There is an underground electrical supply to the Church with fuse board in the Vestry. The distribution board in the boiler house is an old metal clad type and should be checked by the Engineer when the next certificate is due.

- 17.2 An electrical circuitry/earth test certificate should be obtained and attached to the Church log book. See appendix item 'g' in this report.
- 17.3 Lighting of the Church is by fluorescent, spot and wall lights as follows:-
- 6 rows of exposed fluorescent tubes to the Nave (no. 10 replaced recently).
  - 1 spotlight to the Sanctuary and 2 in the Nave.
  - No. 5 wall lights to the Nave, two low energy.
  - No. 3 fluorescent lights in the meeting room.
  - No. 1 fluorescent light in entrance lobby.
  - No. 2 fluorescent in Vestry.
  - No. 2 new emergency exit lights have been installed but do not have directional symbols.
- 17.4 Power supplies in the meeting room are metal clad sockets, which are surface mounted.
- 17.5 There is a new Electrolux cooker and Panasonic microwave oven in the kitchen of the meeting room, which are used occasionally.
- 17.6 A new Creda Covette water heater in wall mounted in the kitchenette and is in satisfactory condition.
- 17.7 An extract fan is located in the wall of the kitchenette and understood to be satisfactory.
- 17.8 There is a sound reinforcing system installed in the Nave by Tony Atkinson. There are two sockets in the Sanctuary area and a radio microphone, all understood to be working satisfactory.
- 17.9 Smoke alarms are installed and understood to be working satisfactorily.
- 17.10 A new electric meter was installed in 2012 and is located in the Vestry under the south end workshop. The meter reading on the day of inspection was 12217.
- 17.11 The electrical distribution board was last serviced on 25<sup>th</sup> June 2013; 2 this should be repeated/retested before June 2018.

## **18.0 Fire Precautions**

- 18.1 Fire extinguishers are sited in the meeting room and Nave and have been maintained in January 2018 and should continue to be checked annually.

## **19.0 Disabled Provision**

- 19.1 The new entrance ramp is understood to be working well.
- 19.2 The new disabled toilet is a generous size. There is also a baby changing table.
- 19.3 There is a sound system already installed for those who have hearing impaired.
- 19.4 Circulation within the Church is adequate for wheelchair or pushchair users. Chairs within the Church allow for wheelchair users to be accommodated easily. The doors from the lobby into the Church and meeting room are fully glazed giving safe warning for disabled or young people.
- 19.5 There are 2 disabled parking bags in the car park adjacent to the Church.

## **20.0 Security**

- 20.1 It is understood that there is no security alarm and the need for one has been considered.

## **21.0 Bats**

- 21.1 No reports of bats in the Church.

## **Curtilage**

### **22.0 Churchyard and Environs**

- 22.1 There is no Churchyard as such, only open grass space around the Church. It is understood that grass is cut by the Local Authority. The grass area is poorly drained with standing water in some areas.
- 22.2 The flowerbed at the side of the entrance is well cared for.
- 22.3 There is adequate parking adjacent to the south side of the site being part of the shopping centre public parking area.
- 22.4 There are no boundary walls; gates or fences around the Church but the Church grounds are defined by the grass surrounding the Church up to the footpaths apart from on path, which cuts across the grounds at the east wall.
- 22.5 Lighting on access routes was reported to be satisfactory.
- 22.6 A Church sign has been installed on the south east facing wall of the Sanctuary. A new notice board is on the right hand side of the entrance with details of church services etc.
- 22.7 Adjacent development: The former old peoples home and bungalows

adjacent the north boundary was demolished and has been replaced with new 2 storey housing which has been welcomed as it provides an amount of security.

### **23.0 Log Book**

23.1 Details of repairs and maintenance should be kept in a log book. The log book was inspected at this visit, and appeared comprehensive.

23.2 The building insurance is covered by Ecclesiastical and the renewal date is 24<sup>th</sup> March each year.

### **24.0 Previous Quinquennial Reports**

24.1

- No. 1 August 1980 AO Lee Dipl Arch RIBA
- No. 2 June 1985 AO Lee Dipl Arch RIBA
- No. 3 June 1985 J B Kendall Dipl Arch RIBA
- No. 4 February 1996 J B Kendall Dipl Arch RIBA
- No. 5 March 2001 J B Kendall Dipl Arch RIBA
- No. 6 April 2007 J B Kendall Dipl Arch RIBA
- No. 7 April 2012 J B Kendall Dipl Arch RIBA

#### **Recommendations**

**item**

#### **Urgent Works Requiring Immediate Attention: Category 1**

- |    |   |      |
|----|---|------|
| i) | The boiler house ceiling boarding has been removed as it contained asbestos, leaving the roof structure exposed. The ceiling should be over boarded in fire resistance plasterboard, which would protect the roof structure and seal in the suspect boarding. | 16.4 |
|----|---|------|

**Indicative cost for the works in Category 1 would be £ 2,000 excluding VAT and fees.**

#### **Work Recommended to be Carried Out During Next 12 Months: Category 2**

- |      |  |      |
|------|--|------|
| ii)  | All rainwater gullies should be checked and cleared of debris annually and grating or hinged/lockable covers installed to prevent unauthorised access  | 8.3  |
| iii) | It is recommended that manholes (no. 3) for soil drains are checked annually and any defects reported for advice. Covers and frames should be cleaned and painted to prevent rusting and seizing.              | 8.5  |
| iv)  | Sanctuary: The Sanctuary ceiling appears to be satisfactory although there are a number of tiles damaged by water ingress which should be investigated. The high level "clerestory" windows over the flat roof | 10.2 |

have been renewed and is double glazed and the bulkhead under these windows has been renewed with an insulated lining, however this shows significant signs of water marks from earlier water ingress which once dry should be replaced or repaired and redecorated.

- v) The boiler house door is perforated with air grills from previous boiler function. This door should now be replaced with a new fire doors the new boiler draws its air from the external airbricks. 11.3
- vi) Heating is supplied to no. 5 fan convectors in the Nave and meeting room. Radiators heat the toilet and Vestry. Pipework in the meeting room should be checked for full insulation cover. 16.2
- vii) The new boiler has a pressure vessel in the boiler room and the older header tank has been removed. The old overflow pipe should be removed and sealed up. 16.3
- viii) The electrical distribution board was last serviced on 25<sup>th</sup> June 2013; this should be repeated/retested before June 2018. 17.11

**Indicative cost for the works in Category 2 would be £ 5,000 excluding VAT and fees.**

**Work Recommended to be Carried Out During Next 5 Years:**

**Category 3**

- ix) Nave Roof: Felt flashings, which were partially dressed into the chimneystack brickwork, previously caused leakage over a winter from snow and ice and have been temporally pointed in cement mortar. As the brick flue is no longer in use with a new powered horizontal flue at lower level, the flue above roof level could be removed to prevent future leakage. 5.2

Care should be taken to make good the roof and fascia and ensure a waterproof job.

- x) The splash line around the perimeter walls is a continuing problem that can be dealt with/when funds allow. The easiest option would be to allow grass to grow up to the walls but ensure the grass is strimmed for neatness. Alternative options using hard landscaping materials will be more costly but make maintenance easier. 9.2

**Indicative cost for the works in Category 3 would be £ 5,000 excluding VAT and fees.**

**Work to be Considered Beyond 5 Years: Category 4**

None



**Works Recommended Improving Energy Efficiency: Category 5**

None

**Work Recommended Improving Access: Category 6**

None

**Note**

Church Wardens should be aware of their responsibility under the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 which included guidance to routine maintenance and inspection of Church property. "A Guide to Church Inspection and Repair," published by the Council for the Care of Churches can be obtained from SPCK bookshops.

## Appendix

### a) General

This report is not a specification for the execution of works and must not be used as such. It is a general report as required by the Inspection of Churches Measure 1955.

The Architect has indicated in it such maintenance items, if any, which may safely be carried out without professional supervision.

Conservation and repair of Churches is a highly specialised subject if work is to be carried out both aesthetically and technically in the best manner, without being wasteful in expenditure. It is, therefore, essential that every care is taken to ensure that no harm is done to the fabric or fittings and when the Parochial Church Council is ready to proceed it should instruct the Architect accordingly, when he will prepare specifications and schedules and arrange for the work to be carried out by an approved Contractor under his direction.

Costs on much of the work or repairing Churches cannot be accurately estimated because the full extent of damage is only revealed as work proceeds, but when the Architect has been instructed to prepare specifications he can obtain either firm prices or considered approximate estimates, whichever may be appropriate.

The Architect will be glad to help the Parochial Church Council to complete an appeal application to a charitable body if necessary, or to assist in applying for the essential Faculty or Archdeacon's Certification.

### b) Priorities

Where work has been specified as being necessary in the preceding pages a code number from 1 to 6, has been inserted in the margin indicating the degree of urgency of the relevant works as follows:

- 1 Urgent works requiring immediate attention.
- 2 Work recommended to be carried out during the next 11 months
- 3 Works recommended to be carried out during the Quinquennial period.
- 4 Work needed consideration beyond the Quinquennial period.
- 5 Work required to improve energy efficiency of the structure and services.
- 6 Work required improving disabled access.

### c) Scope of Report

The report is based on the findings of an inspection made from the ground and from other easily accessible points, or from ladders provided by the Parochial Church Council, to comply with the Diocesan Scheme under the Inspection of Churches Measure 1955.

It is emphasised that the inspection has been purely visual and that no enclosed spaces or inaccessible parts, such as boarded floors, roof spaces, or hidden timbers

at wall heads have been opened up for inspection. Any part which may require further investigation is referred to in the appropriate section of this report.

d) Cleaning of Gutters etc

The Parochial Church Council is strongly advised to enter into an annual contract with a local builder for cleaning out the gutters and downpipes twice a year.

e) Pointing and Masonry

Wherever pointing is recommended it is absolutely that the procedure in item (a) of this appendix be adhered to as without proper supervision much harm can be done to the fabric by incorrect use of materials and techniques.

f) Heating Installation

Subject to any comments to the contrary in Section 16.0 of this report, the remarks in this report are based only upon a superficial examination of the general condition of the heating installation, particularly in relation to fire hazards and sightlines.

NB: A proper examination and test should be made of the heating apparatus by a qualified engineer each summer, prior to the start of the heating season and the report of such examination should be kept in the Church log book.

The Parochial Church Council is strongly advised to consider arranging a regular inspection contact.

Wherever practicable, subject to finances, it is recommended that the installation be run at a low setting throughout the week, as distinct from being 'on' during services only, as constant warmth has a beneficial effect on the fabric, fittings and decoration.

g) Electrical Installation

Any electrical installation should be tested every quinquennium and immediately if not done within the last five years (except as may be otherwise recommended in this report) by a competent electrical engineer or by the supply authority and an insulation resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the Church log book. Where no recent report or certificate of inspection from a competent electrical engineer (one who is on the roll of approved contractors issued by the National Inspection Council for Electrical Installation Contracting) is available, the comments in this report are based upon a visual inspection made without instruments of the main switchboard and of sections of wiring selected at random. Electrical installation for lighting and heating, and other electrical circuits, should be installed and maintained in accordance with the current editions of the Institution of Electrical Engineers Rules and the more specific recommendations of the Council for the Care of Churches, contained in the publication "The Lighting of Churches".

h) Lightning Conductors

As a defective conductor may attract lightning, the lightning conductor should be tested every quinquennium in accordance with the British Standard Code of Practice (current edition) by a competent electrical engineer and the record of the test results, conditions and recommendations should be kept with the Church log book.

Conductors on lofty spires and other not readily accessible positions should be closely examined every ten years, particularly the contact between the tape and the vane rod of finial. If the conductor tape is without a test clamp, one should be provided above ground level.

i) Maintenance Between Inspections

Although the measure requires the Church to be inspected by an Architect every five years it should be realised that serious trouble may develop between survey if minor defects such as displaced slates and leaking pipes are left unattended.

j) Fire Insurance

The Parochial Church Council is advised that the fire insurance cover should be periodically reviewed to keep pace with the rising cost of repairs.

At least two Class A fire extinguishers per floor, these should comply with BSEN3 and should be kept in an easily accessible position in the Church, together with an additional extinguisher of the foam or CO<sup>2</sup> (Class B) type where heating apparatus is oil fired, all fire extinguishers should be in a stand or attached to a wall.







