

THE CHURCH LOG BOOK

You should use this Log Book to create a record of all alterations, additions, removals or repairs to the fabric, fixtures and fittings of the church and curtilage or churchyard.



The Log Book is also a good place in which to keep other useful information e.g. Electrical Inspection Reports, Portable Appliance Testing Reports, lists of Contractors, Guarantees, Manuals, plans and drawings and schematics (e.g. of pipe and drain runs, electrical installations, etc)....

Please feel free to amend this document, and to print whatever complete copies or pages you need. It is also advised to keep an updated copy on a computer.

THE CHURCH LOG BOOK

A separate file should be kept for each parochial church and chapel.

Church of:	
Parish of:	
Deanery of:	
Archdeaconry of:	
Diocese of:	Durham

Quinquennial inspections of the church have been carried out as follows:-

<u>Name and address of Architect</u>	<u>Date of inspection</u>

*In the case of every parochial church and chapel, a record of all alterations, additions, removals or repairs duly executed shall be kept in a book to be provided for the purpose and the record shall indicate where specifications and plans may be inspected if not deposited with the book.
See Canon F13 (4)*

INTRODUCTION

Canon F.13 requires that every parochial church and chapel shall keep a record of all alterations, additions, removals or repairs. The log book is designed to make this record keeping as easy as possible. Although record-keeping may seem burdensome at the time, it provides a record for churchwardens presenting a report on the furnishings and fabric at the Annual General Meeting, for the Architect in preparing a Quinquennial report and in connection with future maintenance works, and for the Archdeacon at the time of the Visitation.

After repair work has been carried out, drawings and specifications for work should be filed with the log book or (where the records are too bulky) a reference made to where the records can be found.

Major repair work to a church building is usually started as a result of a Quinquennial inspection, a comprehensive inspection of the building by an Architect required by the Inspection of Churches Measure. Once the repairs have been completed, it is suggested that the Quinquennial report is filed in the log with the papers for the repair work.

The *Church Log Book* is designed to complement the record of church property known as the *Terrier and Inventory*, completion of which is also required by Canon Law.

The Diocesan website contains much useful information, and links to other useful sites, including:

[Church buildings - Diocese of Durham \(durhamdiocese.org\)](http://www.durhamdiocese.org)

www.churchcare.co.uk

www.spab.org.uk

Fabric Check List

The following list gives an indication of the time of year when certain jobs should be done.

Please feel free to add to this list jobs appropriate to your Church.

At appropriate season, depending on weather: Check visually all gutters, downpipes, gullies and roofs, especially when rain is falling.

Winter Clear snow.

Spring, early Make full inspection of church for annual meeting.

Summer:

Check inventory.

Check bird-proofing in tower. Sweep out tower.

Destroy any vegetation growing up the walls or nearby.

Arrange for the boiler to be serviced.

Check for signs of insect infestation in roof timbers.

Check ventilation system.

Spring-clean the church. (Often done on Easter Eve, after church has been stripped for Good Friday, and as it is decorated for Easter Day.)

Arrange for gutters, downpipes, gullies, roofs and ventilation holes to be cleared.

Summer: Cut grass in churchyard at regular intervals.

Cut ivy growth on trees.

Inspect tower and other roofs, making sure lead work is watertight and gutters clear.

Re-check heating installation before Autumn. If you have fan assisted radiators, clean the filters.

Autumn: Arrange for gutters, downpipes, gullies, roofs and ventilation holes to be cleared.

Inspect roofs with binoculars from ground level, looking for slipped tiles.

Annually: Arrange for servicing of fire extinguishers.

Every five years: Remember that the Quinquennial inspection is due. If you require any information regarding the Inspection Process or need to appoint a new Quinquennial Inspector please see Diocesan Website or contact the Buildings for Mission Secretary.

Have the lightning conductor tested (or more often if required by insurance provider -check policy)

Date of Quinquennium

20..... to 20.....

Professional Reports

File in this section the Quinquennial survey report and other professional reports received during the Quinquennium.

It is recommended that, in addition to the Quinquennial inspection report, architect's reports and specifications, contractors' reports and records of work to the fabric or furnishings should be filed in the space following this page or records made of where this information is kept.

Date of Quinquennium

20..... to 20.....

New furnishings

It is suggested that any new furnishings (including gifts) should be included in the log, and fuller details should be recorded on blank sheets filed after this page. Photographs should be kept with the ***Terrier and Inventory***.

Date of Quinquennium

20..... to 20.....

Quinquennial Log

This section provides a log into which can be entered a record of all alterations, removals or repairs carried out during the Quinquennium.

Description of works and date	Date of Faculty or List B authorisation	Reference to Quinquennial Inspection Report	Contractor	Cost of Works including fees	Details of grant aid, from charitable trusts and other bodies	Whereabouts of specifications and drawings if not filed in the Log Book

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