**CLERGY OR CHURCHWARDENS**
**QUINQUENNIAL INSPECTION QUERY LIST**

To assist us, we would be grateful if you could have available the following items:-

1.   A plan of the building including orientation and seating capacity.

2.   A copy of the last Quinquennial.

3.   The Log Book.

4.   A note of any moisture penetration or other problems to which we should pay particular attention.

5.   Do you know of any asbestos in the building?

6.   Details of any work you have undertaken in the last 5 years.

7.   List of any items which you are intending to carry out, whether of repair or any other aspect.

8.   Details of any maintenance contracts in force for organ, heating system, fire extinguishers or gutter cleaning.

9.   Any Tree Preservation Orders or Listed Building Notification.

10.  Tests and a report on the condition of the following must be arranged by the parish and included in our report:-

   a)   Lightning conductor
   b)   Electrical installation
   c)   Heating installation
   d)   Any bell or clock installation
   e)   Sound system; loop system.
   f)   Security installation

   It would be helpful, when these are due, if they could be carried out on the date to be agreed for my inspection so that the condition can be discussed with the engineers.  On the other hand you may have copies available of recent tests which have already been carried out.

11.  Is the building and its facilities fully accessible to people with disabilities?

Could you also please arrange for the following:

(i)    Safe ladders of sufficient length to gain access to roofs or interior spaces which are not clearly visible from below, together with someone to handle them.  It may be necessary to get a building contractor.

(ii)   Could you arrange to lift all manhole covers and floor and ceiling access panels inside and outside the building, taking care not to create a danger to the public.

(iii)  Keys to all doors and cupboards including any boiler house.

(iv)  Information on the location of all lighting switches, making sure in advance that all bulbs are working.