

**PROPERTY SURVEYS APPENDIX**

**This list is indicative of what should be included in a survey**

**Section 1**

**Name of church.....**

**Church number.....**

**Address of the church.....**

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**Telephone No.....Post code.....**

**Name and address of the Church contact person.....**

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**Telephone number.....email address.....**

**Section 2**

2.1 Date of the survey:

2.02 Weather conditions:

2.03 Repairs and other works known to have been carried out within the previous five years:

2.05 Summary of the essential repairs with budget costs:

2.06 Repairs needed immediately Budget costs:

2.07 Repairs needed with two and a half years Budget costs:

2.08 Repairs needed within five years Budget costs:

2.09 Other recommendations Budget costs:

2.10 **Special services and installations:**

Local churches are asked separately to ensure that:

- i. electrical installations should be tested every five years by a competent electrical engineer. The Test certificate obtained should be conveniently displayed adjacent to the incoming supply;
- ii. lightning conductors should be inspected every five years by a competent engineer and test certificates displayed as above;
- iii. the heating installation should be examined and tested during the summer months by a qualified heating engineer and the results of the test displayed adjacent to the boiler or appropriate plant or equipment.

2.11 **Surveyors** are not required to report on the above but may make any comments considered appropriate.

2.12 **Listed Buildings/Archaeological reports:**

**Where a property is listed the church should make available documentation (where possible) relating to its listing and the specific features and reasons for the listing. If there are any other features or points of specific historic, architectural or archaeological interest, the church will make these known.**

**2.13 The denomination has a LISTED BUILDING ADVISORY COMMITTEE (LBAC) and a document has been circulated to relevant churches indicating procedures to be adopted where work on LISTED BUILDINGS is contemplated. It is important these procedures are strictly followed.**

**2.14 Preface:** Churches are reminded that the report is NOT a specification and should not be used as such for obtaining tenders for the work recommended to be carried out.

### **Section 3**

#### **A Check list (not necessarily exhaustive)**

##### **3.01 External**

3.02 **Roof** – including coverings, flashings, eaves, gables and ridge.

3.03 **Tower or spire** (if any) and any other special features, bells (if any) ropes and bell housing if appropriate, clocks.

3.04 **Rainwater disposal system** – including eaves, parapet and valley gutters, rainwater pipes, gullies. Accessible elements of drains and soak ways (if any).

3.5 **Structural walls** – including piers, buttresses, plinths, parapets, damp proof courses, air ventilation to under floor areas. Relative ground to internal floor levels.

3.6 **Chimney stacks** including terminal features, flues and ventilation ducts and outlets (if any)

3.7 **Steps** including ramps, thresholds, handrails and retaining walls.

3.08 **Windows** including stone tracery, lead-work, wooden or other frames, opening lights and type of glazing.

3.9 **Doors** including frames, locks and fasteners.

### **3.10 Decoration**

## **Section 4**

### **Check list (not necessarily exhaustive)**

#### **4.1 Internal**

4.2 **Wall surfaces** - materials, condition and state of decoration.

4.3 **Partitions** - including doors and any glazing

4.4 **Ceilings** - including suspended ceilings, method of suspension, access to ceiling voids.

4.5 **Roof spaces** – roof construction, insulation and access to the roof voids.

4.6 **Floors** - including construction, surface condition and means of access to sub-floor areas, galleries, coverings.

4.7 **Steps** - staircases, ramps, handrails, disabled access.

4.8 **Furnishings** – pews, communion table, pulpit, font where these are fixed features. (Any general comment e.g. regarding beetle attack which could affect the structure).

4.9 **Kitchen facilities and equipment** - ventilation, compliance with health regulations – General comment - see 4.14.

4.10 **Toilet facilities** - type, condition, number, accessibility for disabled.

4.11 **Plumbing** - including material, fixings, insulation, soil and waste pipes.

4.12 **Security** - doors and window locks, alarms, etc.

4.13 **Fire precautions** - including means of escape, fire extinguishers, sprays, escape keys, alarms, alarm call centres, emergency lighting, signed exits. Ascertain if the church premises has a premises license.

4.14 The Church is responsible for ensuring the premises satisfy statutory requirements relating to fire and all aspects of health and safety.

**Section 5****Check list****5.01 Services**

5.02 **Heating** - boiler, pipe work, radiators, fittings, fuel storage and controls (See 5.10)

5.3 **Electrical** - supply, equipment, installation, fittings, controls/switchgear and accessibility. There should be a formal inspection by a competent electrical contractor. (See 5.10).

5.04 **Gas** - supply, equipment, installation and fittings. Please see entry 241 in the guidelines dealing with electrical equipment and gas safety. Also (See 5.10) below.

5.05 **Water**- supply, valves, tanks, pipe work, installation and insulation.

5.6 **Lightning conductors** - type, finial, tape, earthing and date of the last test. (See 5.10).

5.7 **Organ**- type, condition of casing, provision for maintenance. (See 5.10).

5.08 Advice to the church on the need for stringent protection – even for what might be considered minor works.

5.09 **Sound reinforcement** - type of system. (See 5.10).

5.10 Churches are reminded of the need to take specialist advice in connection with technical services, organs and sound amplification, etc. Surveyors reporting under this scheme will, if they consider it appropriate, make only general comments on these matters.

**Section 6****Special requirements:**

6.1 **Timber defects** - The surveyor must advise of any Specialist investigations that may be required as a result of the Property Survey.

6.2 **Hazardous materials** - Any specialist survey thought necessary.

6.03 **Structural defects** - The surveyor must advise of any further specialist structural survey considered necessary that is beyond the scope of the property survey or beyond the competence of the surveyor.

**Section 7****Church gardens and external areas:**

7.1 Boundary walls - gates and security.

## **E BUILDING WORKS**

## **2 Church Property Surveys**

7.2 **Car parking** areas – paths and onsite roads.

7.3 **Gardens** - trees.

7.4 **Flagpoles** - cordage and tabernacle.

7.5 **Graveyards** - condition and usage.

7.6 **Notice boards**

**Drainage** - It is not intended that drains should be tested. Comment to be made if there are obvious operational problems.