

# 2011 QUINQUENNIAL INSPECTION REPORT

## ST. THOMAS' CHURCH, PENNYWELL, SUNDERLAND



**September 2011**  
**1127/Dch289**

**DIOCESE OF DURHAM**

**PENNYWELL PARISH CHURCH**

Church of St Thomas

1127/Dch289

Inspection of Churches Measure 1955  
(as amended 1995)

Architects Report No. 8 made September 2011

Archdeaconry of Durham  
Deanery of Wearmouth  
Incumbent: Rev. David G. Jones

J B Kendall Dipl Arch RIBA AABC  
Inspecting Architect  
HLB Architects  
139 Stockton Business Centre  
70 Brunswick Street  
Stockton on Tees TS18 1DW  
Tel: 01642 345 174  
Fax: 01642 345 175  
e-mail: [info@hlbarchitects.com](mailto:info@hlbarchitects.com)

This Report has been prepared on the basis of the 'Model 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 & Surveyors Association 'EASA'.

## **INSPECTION OF CHURCHES MEASURE 1995 (AS AMENDED 1991)**

### **INDEX**

- A: Background and General
- B: Scope of Report
  
- 1. Schedule of Works Completed Since 1995
- 2. General Condition

#### EXTERNAL INSPECTION

- 3. Roof Coverings
- 4. Rainwater Goods and Water Disposal
- 5. Soil Drainage
- 6. Walling
- 7. Doors
- 8. Windows
- 9. Tower

#### INTERNAL INSPECTION

- 10. Roof Structure and Ceilings
- 11. Gallery
- 12. WC's and Vestries
- 13. Lady Chapel
- 14. Heating Installation
- 15. Electrical Installation
- 16. Fire Fighting Equipment
- 17. Building Insurance
- 18. Disabled Access
- 19. Bats

#### CURTILAGE

- 20. Churchyard
- 21. Log Book
- 22. Previous Quinquennial Inspections

## RECOMMENDATIONS

Where work is recommended a code number in brackets 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 to improve energy efficiency of the structures and services.
- (6) Work required to improve disabled access.

## **A. BACKGROUND AND GENERAL**

- A.1 St Thomas' Church, built in 1951 (foundation stone on west gable) to design by Francis Johnson of Bridlington, is situated to the west of the town of Sunderland, almost in the centre of the suburb of Pennywell which comprises a fairly modern built-up area of housing. There are schools, shops and community facilities near by.
- A.2 The adjoining Church hall has now been demolished and a new building for youth community use erected on the site separate from the Church, but within the old Church hall site. The vicarage lies at the corner of Parkhurst Road and Petersfield Road and completes the group of three buildings: Church, vicarage and youth buildings on the 1 acre site.
- A.3 Ordnance Survey Map Reference NZ 357 558.

### **GENERAL DESCRIPTION OF CHURCH**

- A.4 The Church consists of a nave seating about 150 persons. The chancel at the east end of the nave is of apsidal form, built within the main rectangular shell and not reflected externally.
- A.5 The main entrance is at the west end opening through a small lobby into an entrance hall. To the left is a disabled toilet and to the right is a meeting room. Stairs to the gallery above lead from the entrance hall and this accommodates the choir and an organ. The former WC has now been converted to a store room.
- A.6 Behind the sanctuary, continuing eastward is a Lady Chapel with seating for 30 persons. Beyond the Chapel, again eastward, is the bell tower, approx 20 metres high, which houses 6 bells originally brought from the Venerable Bede Church, Monkwearmouth.
- A.7 The priest's vestry is situated to the south of the Lady Chapel.
- A.8 To the north of the Lady Chapel is a general store room which houses the electrical switchgear serving the Church and from which a porch now leads to an external exit, previously to the hall. The Gents toilet, previously built onto the parish office, has been demolished.
- A.9 Walls are of brick construction, plastered internally and the floors are solid with woodblocks to the nave and Lady Chapel and pvc tiles to the sanctuary and ancillary rooms. The centre aisle is carpeted.

A.10 The roofs are pitched, incorporating steel trusses, and are covered with interlocking clay tiles. The steep pyramidal bell tower roof is lead clad.

Purlins and rafters are exposed in the nave and chancel, the ceilings being sloping and lined.

A.11 Heating is by means of new wall mounted gas boiler in the gallery which feeds hot water to radiators throughout the building. Supplementary heating is included in the Lady Chapel with wall mounted infra red panels.

A.12 The ground surrounding the Church is landscaped and cared for under a Youth Community Project.

A.13 There is no graveyard.

## **B. SCOPE OF REPORT**

B.1 The inspection was carried out on Thursday 8 September 2011. The weather was mild with occasional shower; the ground was wet and skies overcast.

B.2 The report is based on findings of an inspection made from ground level and from the gallery internally. Externally binoculars were used for roof and tower inspection.

B.3 It is emphasised that the inspection has been purely visual and that no enclosed spaces or inaccessible parts such as boarded floors, hidden roof spaces or 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.

B.4 The bell tower was internally inspected at ground floor only.

B.5 See Appendix 'c' of this report for a full description of the limitations of the inspection.

B.6 Thanks to Rev David Jones, Dick Penman and Eddy Scott who gave information and assistance with the inspection on Thursday 8 September 2011.

## **1.0 SCHEDULE OF WORKS COMPLETED SINCE 2006**

- 1.1 The 'I max' gas boiler by 'Ideal' has been troublesome since installed in 2009 with electronics and sensors having failed and leakage reported. A new 'motherboard' was installed at a cost of approx £500. Following long searching, a service engineer was found who was able to deal with the boiler make/ model. It is now understood to be working satisfactorily.
- 1.2 3 No new white pvc windows have been installed above the entrance doors which were previously boarded over.
- 1.3 New white pvc gutters and downpipes have been installed to all roof areas except the tower roof which is gutter-less.
- 1.4 The previous electric night store heaters in the nave have been removed by specialist as they contained asbestos and the woodblock floor has been restored to match with the adjacent existing floor.
- 1.5 A mobile phone transmitting station has been installed onto the bell tower by O2 which comprises 2 vertical transmitters at the east corners at high level including vertical and horizontal boxed ductwork and a transformer at ground level.
- 1.6 A new sign board has been installed on the front gable to the left hand side.
- 1.7 Following vandalism the existing concrete entrance porch was removed in 2007 and a ramp, platform, handrails and metal gates were installed by Watson Building Services of Houghton.
- 1.8 A sink unit and hot water supply has recently been added to the meeting room.

## **2.0 GENERAL CONDITION OF CHURCH**

- 2.1 The church central heating installation is now working following a period of breakdowns. The disabled toilet facility is in good use. Since the security fencing was installed vandalism has reduced considerably.

The adjoining Youth Community building continues to be a presentable addition on the site and the enclosure of the east end of the site with robust metal fencing has now given the curtilage a level of security which also benefits the church. The landscaping to the north and south side of the church has been undertaken by workers in the Youth Community and this has enhanced the spaces which are now decorative and well cared for.

- 2.2 Roof tiles have been replaced in the previous quinquennium which ensures that the roof is well protected. New pvc rainwater goods present a smart image which matches with the fascia and soffitte boards.
- 2.3 Damp in the vestry/ lobby wall is still evident, though the leak has apparently been mended. Plaster renewal is now required.
- 2.4 The remainder of the building is in good order and the interior has been redecorated which presents a well-cared for appearance.

### **EXTERNAL INSPECTION**

## **3.0 ROOF COVERINGS**

- 3.1 The roofs are covered in a clay interlocking roll tile of the 'Sterreberg' Courtral Belgian pattern being laid at approx 30° pitch. 2 loose tiles were found on site.
- 3.2 The broken and missing roof tiles at the southwest corner have been repaired and all roof areas appear to be sound with no obvious decay. Some paint was spilt on the roof at the southwest corner some years ago and this still shows, and when funds allow they could be replaced.
- 3.3 The roof soffittes and fascias have been replaced/ relined with white pvc boards which appear to be to a good standard. The former timber boards were life expired.

- 3.4 The roof over the lady chapel has abutments with the nave gable on the west side and the tower on the east side. Lead flashings protect the joint between wall and tiling. Some temporary repairs are noted to the north side abutment which are crudely formed but appear to be weathertight. When funds allow this flashing should be permanently repaired with a non lead material such as 'Masterform'.

3

#### **4.0 RAINWATER GOODS AND WATER DISPOSAL**

- 4.1 All rainwater goods are now replaced in white pvc which it is hoped will have low maintenance. The downpipes are noted to discharge directly into gullies with no access gap for maintenance. If downpipes or gullies become blocked the downpipes will have to be removed for access and refixed. It would be sensible to have rainwater shoes installed over gullies to allow for access and maintenance. Gulley grids should be provided to protect gullies.
- 4.2 Some gullies appear to be blocked with debris and require cleaning out, others require new gully tops. Also ensure drains are clear running.

#### **5.0 SOIL DRAINAGE**

- 5.1 It is assumed that surface water and soil drainage discharges into the Local Authority sewer. There were no reports of drainage problems.

#### **6.0 WALLING**

- 6.1 Brickwork is composed of concrete facing bricks with an exposed aggregate finish. Pointing is generally satisfactory. Hairline settlement cracks referred to in previous reports appear to be static, but repointing to some areas of brick on the west and south elevation is required. NOTE previous pointing has been in cement mortar, which is too hard and brittle for this brickwork. Architect will specify lime mortar when needed.
- 6.2 One area of concern that requires further investigation and monitoring is the top part of the west gable where previously an overhanging bellcote was located. This was removed between 1990 and 1995. There are now 2 diagonal cracks in the brickwork at the top part of the gable, one each side of the brick cross aligned at right angles to the roof pitch and meeting at the base of the cross.

3

- 6.3 Internally the walls appear sound and there are no areas of settlement apart from over the chancel arch where plaster cracks appear on a line over the arch lintel. This was described in the 1985 report and still appears to be as previously seen and will not be of concern if it remains unchanged. No action required at present. Similar settlement/ movement over the door arches into the lady chapel is evident and appears to be longstanding.
- 6.4 The front entrance canopy which had been vandalised was removed in 2007 and replaced with access ramp, balustrading and security gates at a cost of £7,883.84.
- 6.5 There appears to be no reoccurrence of dampness in the meeting room following earlier damp problems.
- 6.6 Rising damp in the southeast vestry wall appears to have been cured by repairs to the rainwater downpipe and basin waste pipe. However disrupted plaster on the west vestry wall (both sides) will need replacement and redecoration. The previously damp carpet has rotted in this corner but now appears to be dry. The rot is limited and not obvious so could be left until funds allow replacement. Alternatively the carpet could be cut back to a line and an edge trim installed providing the floor under is suitably finished. 2
- 6.7 There are fine plaster cracks below the nave window cills and these were probably due to thermal expansion of the brick or blockwork. Redecoration in the nave has made good the cracks but continued monitoring is recommended. 3

## **7.0 DOORS**

- 7.1 The front entrance doors are of sturdy timber construction and vertically boarded and well decorated. A pair of metal decorative gates have been installed in front of the doors to give additional security. These are well decorated and proving effective.
- 7.2 The rear door previously linking to the former hall is a hardwood framed and boarded door with vision panel and in 'as new' condition.
- 7.3 The bell tower door is metal faced and lockable with handle and operative. Access was made on this visit. See below for report on 'Tower'.

## 8.0 WINDOWS

- 8.1 Nave metal framed windows are glazed in polycarbonate and are all intact. Two opening sashes per side are corded for remote opening which should be lubricated and eased to open if need. Some of the 'glazing' is marked and will need replacement in due course. 4  
The exterior frames are peeling and need careful redecoration. 3
- 8.2 The west front elevation has new high level windows following bricking up of the four lower existing windows to prevent breaking in and vandalism.
- 8.3 The vestry windows on the south elevation have metal security bars which are rusting and in need of redecoration. 3
- 8.4 All metal window frames are in need of redecoration. 3
- 8.5 The two high level windows to the former parish office on the north side have been covered in plywood but may require decoration. 4
- 8.6 Some concrete window cills to the nave have spalled and the reinforcement is exposed and rusted. This needs expert repair and should be undertaken with specified materials and technique. The architect will advise. 3

## 9.0 TOWER

- 9.1 Access to the tower interior ground level was possible on this visit. The interior leaf is common brick but not coursed or bonded with the existing concrete brick at their abutment. There is no sign of movement or separation of the tower structure from the existing structure. The exterior tower brickwork is a handmade facing brick of good quality laid in half lap bond with shallow buttressed corners. A stone plaque records that the bells came from the church of the Venerable Bede at Monkwearmouth. It was not possible to inspect the bells as they were at high level with no access and poor light levels. A report given that the six bells were not rung because one was inoperative. There is a console on the north wall of the tower with six ropes connected to a frame with the defective bell rope loose. A bells engineer will need to repair the fault and the architect will advise who can be contacted. 4

9.2 Externally the tower appears to be intact and sound. The pyramid roof is lead covered and has no gutters. The louvred openings are timber and as previously recommended should be stained with preservative when funds allow. An inspection of the tower roof lead covering through binoculars has shown that the lead bays formed over rolls have been surface fixed at the lead over lap detail and through the rolls themselves. This appears to have been carried out following the initial installation. The effect of the later 'fixings' is to prevent normal thermal expansion of the lead which is now causing distortion and will lead to fracturing if it has not already occurred. The hip roll at the southwest corner is bulging out leaving a gap for driven rain to enter the support deck. Initially a close roof top inspection is needed by steeplejacks who should take a close up photographic record for referral to the architect, for recommendations.

2

The architect will recommend steeplejacks when the church is ready to investigate.

Since the last inspection a mobile phone company (O2) have installed a transmitter station on the tower outer faces with duct coverings which have been 'stealth' painted in matching brick pattern. The whole installation leaves a lot to be desired and disfigures the tower which was once the proud architectural feature of the church. Having seen the internal spaces in the tower and other similar installations, it appears the high level equipment could be mounted internally and hidden with a little more care and effort.

A former security panel on the tower wall at low level is badly damaged and not in use so should be removed.

3

## **INTERIOR**

### **10.0 ROOF STRUCTURE AND CEILINGS**

10.1 The nave roof is an open structure as previously described and appears to be in satisfactory condition following redecorations. It was reported that the decorator rebonded some loose paper coverings to the ceiling panels during his work. This defect was reported in the previous QI report. There has been no deterioration of the ceiling finishes reported since the redecoration last year.

10.2 There are flat ceilings below the gallery at the west end of the church and at the east end access hatches in the ceilings of the parish office and adjoining lobby but these were not entered. Ceilings were dry and in satisfactory condition.

10.3 Ceilings in the lady chapel were noted to have small settlement cracks at the wall junction and at mid ceiling. These to be monitored and rechecked after decorations.

## **11.0 GALLERY**

11.1 Access to the gallery is via a carpeted staircase from the entrance hall and is in satisfactory condition. The gallery at the west end overlooks the nave at high level and contains the organ and oak choir pews. The organ console is separate from the organ pipe cabinet and has 2 manuals and 26 stops. The organ pipe cabinet is in light oak and appears to be in satisfactory condition. Continue to maintain the organ. The gallery has sodium lighting at high level which gives a good spread of light. The gallery ceiling was not included with the nave redecorations so is in a different blue colour.

2

## **12.0 WC AND VESTRY**

12.1 The disable WC provided in 2007 at the west end of the entrance hall was formed from the former store room and is well appointed and complies with current legislation for the DDA Act. The former WC has been converted to a store room so store space is now in two smaller rooms and adequate for requirements.

### **12.2 Vestry/ Sacristy**

- Plastered walls and ceilings are satisfactory
- Two windows facing south have inner and outer metal grilles
- Carpeted floor in satisfactory condition except for damage in southwest corner caused by water leakage now repaired
- There is a large chest for storage of altar frontals which has no ventilation slots top or bottom, which is recommended
- The vestment cupboards are in sound condition, again ventilation is recommended. One door knob is missing.
- The safe by Milners is built into the cupboard

3

### **12.3 Meeting Room**

The door previously damaged has been repaired. There is an organ blower located in the corner of this room which feeds to the organ over in the gallery.

### **13.0 LADY CHAPEL**

- 13.1 The interior has plastered walls and ceiling in satisfactory condition.
- High level windows on north and south walls at the east end are satisfactory but in need of external decoration
  - Furnishings are all in oak. The decorative carved dark oak Reredos and side panelling are in good condition
  - There are 8 pews and a modern oak altar and rails, all satisfactory
  - The parquet floor is sound and has a central carpeted aisle. The floor level is 3 steps up from the nave level

### **14.0 HEATING INSTALLATION**

- 14.1 The low pressure hot water heating installation installed in April 2004 by K Lydiatt of Houghton le Spring is now reported to be working satisfactorily following a number of failures and repairs.
- 14.2 The former night storage heaters were removed by specialists and the wood block floors made good to match the existing. The standard of work is good.
- 14.3 There are 6 No wall mounted infra red heaters in the lady chapel which are used as a 'backup' if the normal radiators are not in use. One of the infra red heaters has failed but heat appears to be adequate for short periods. Radiators in the lady chapel were reported to be not heating up properly. This should be investigated by the heating engineer when next on site.

### **15.0 ELECTRICAL INSTALLATION**

- 15.1 The Nave lighting is from 5 sets of chandeliers each having a set of 5 lamps with glass shades. Lighting levels were apparently satisfactory but it was noted that the height of the fittings was difficult for changing bulbs.
- 15.2 There are chandeliers also in the lady chapel with additional spot lights to the altar.
- 15.3 Lightning conductor protection has been installed to the tower as part of the mobile phone installation. It is assumed the conductor is tested and maintained by O2.

15.4 There is an intruder alarm system and this was understood to be working satisfactorily.

15.5 A sound loop was installed by First Line Electronics in December 2004 and was reported to be working satisfactorily.

A public address system was also installed by First Line Electronics in December 2004 and contains 4 speakers and 2 microphones. The amplifier is located in the gallery. All was reported to be satisfactory. This should be checked by an electrician periodically.

3

15.6 An external light fitting is hanging from the eaves by a loose cable on the north side of the entrance hall. This requires refixing or removal if not required.

## **16.0 FIRE FIGHTING EQUIPMENT**

16.1 There are a number of fire extinguishers located throughout the building all of which are due for retesting. Continue to maintain.

2

## **17.0 BUILDING INSURANCE**

17.1 The insurance renewal is March, annually

## **18.0 DISABLED ACCESS**

18.1 The new access ramp installed in 2007 has improved disabled access which now complies with requirements of the DDA Act.

## **19.0 BATS**

19.1 No reports of bats or their roosting place.

## **20.0 CHURCHYARD**

20.1 The churchyard contains no burials but has 'garden space' to the north and south between boundary fences which have been planted with attractive flowers and shrubs in screened bays. This is a great asset to the church and should be carefully maintained.

The church building group on site is now fully fenced and enclosed with the completion of the Youth Community Building. Security is improved and should prevent further vandalism.

20.2 The west front entrance to the church facing Parkhurst Road has a small tarmac forecourt which has spiked rails to either side. The north side fence encloses the gap between the vicarage and the church. The south side has now been fenced with metal railings so the site is relatively secure. Planting behind the metal fencing is starting to soften the hard boundaries, and in due course these will enhance the front approach.

20.3 A new church sign board has been installed to the left and side of the front gable with service details on the entrance door.

## **21.0 LOG BOOK**

21.1 Keep Log Book updated

## **22.0 PREVIOUS QI REPORTS**

Previous QI Reports on file: -

- |                       |                          |
|-----------------------|--------------------------|
| - No. 1 October 1975  | Hayton Lee & Braddock    |
| - No 2 June 1980      | AO Lee Dip Arch RIBA     |
| - No 3 July 1985      | AO Lee Dip Arch RIBA     |
| - No 4 September 1990 | JB Kendall Dip Arch RIBA |
| - No 5 September 1995 | JB Kendall Dip Arch RIBA |
| - No 6 January 2001   | JB Kendall Dip Arch RIBA |
| - No 7 March 2006     | JB Kendall Dip Arch RIBA |

## **RECOMMENDATIONS**

### **URGENT WORKS REQUIRING IMMEDIATE ATTENTION: Category 1**

	<b><u>Item</u></b>	<b><u>Budget Cost</u></b> <b>£</b>
-	None	

### **WORK RECOMMENDED TO BE CARRIED OUT DURING NEXT 12 MONTHS: Category 2**

	<b><u>Item</u></b>	<b><u>Budget Cost</u></b> <b>£</b>
-	Hack off defective plaster to vestry and lobby wall and replaster/ decorate to match	6.6 300-500
-	Steeplejack to make high level inspection of tower leaded roof and supply report with close up photos for Architects advice	9.1 200
-	Continue to maintain organ	11.1 150 Per inspection
-	Continue to check all firefighting equipment annually	16.1 100

### **WORK RECOMMENDED TO BE CARRIED OUT DURING NEXT 5 YEARS: Category (3)**

	<b><u>Item</u></b>	<b><u>Budget Cost</u></b> <b>£</b>
-	Replace temporary flashing to north side lady chapel roof with permanent non lead flashing	3.5 250
-	Repoint brick settlement crack to south and west elevations in lime mortar to an approved specification	6.2 300/400
-	Continue monitoring interior cracks to nave walk below windows to ascertain whether there is ongoing movement	6.7 DIY/ N/C
-	Redecorate exterior nave and chancel window frames and security bars	8.1, 8.3, 8.4 500
-	Repair spalled concrete window cills. Specialist contractor to be appointed following approved selection/ specification	8.6 2,000
-	Remove redundant security panel in bell tower	9.1 DIY?
-	Provide ventilation to altar frontal chest	12.2 DIY?
-	All fixed electrical installations to be checked every 5 years by an approved electrician	15.5 250 Each inspection
	and portable electrical equipment to be checked under the PATS system annually	60 per PATS test

**WORK TO BE CONSIDERED BEYOND 5 YEARS: Category 4**

	<b><u>Item</u></b>	<b><u>Budget Cost</u></b> <b><u>£</u></b>
- Replace marked polycarbonate glazing when funds allow. This could be phased	8.1	Say 5,000
- Check former office 'window' panels for condition and redecorate	8.5	50
- Obtain a quote for bell pull repair and maintenance. Architect will advise of a suitably qualified bell engineer	9.1	N/C

**WORK RECOMMENDED TO IMPROVE ENERGY EFFICIENCY: Category 5**

	<b><u>Item</u></b>	<b><u>Budget Cost</u></b> <b><u>£</u></b>
- None		

**WORK REQUIRED TO IMPROVE DISABLED ACCESS: Category 6**

	<b><u>Item</u></b>	<b><u>Budget Cost</u></b> <b><u>£</u></b>
- None. All facilities appear to be suitable for disable users.		

**NOTE**

Churchwardens 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.

## A P E N D I X

### 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 only 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 complete an appeal application to a charitable body if necessary, or to assist in applying for the essential Faculty or Archdeacon's Certificate.

### 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 or 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 Work recommended to be carried out during the Quinquennial period.
- 4 Work needing consideration beyond the Quinquennial period.
- 5 Work required to improve energy efficiency of the structure and services.
- 6 Work required to improve 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 essentially 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 21.0 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 sightliness. The installation and maintenance of any oil fired equipment should be in accordance with current editions of the British Standards Code of Practice CD 3002 and British Standards BS799.

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 contract.

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 decorations.

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 or finial. If the conductor tape is without a test clamp, one should be provided above ground level.

j. 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 surveys if minor defects such as displaced slates and leaking pipes are left unattended.

k. 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 one fire extinguisher should be kept in an easily accessible position in the Church, together with an additional extinguisher of the foam or CO<sub>2</sub> type where heating apparatus is oil fired.