

DIOCESE OF EDINBURGH

Quinquennial Report on Rectories & Residential Properties



CANON 60 (extract)

DIGEST OF RESOLUTIONS

7.2.2 Each Vestry shall appoint an architect, chartered surveyor or other suitably qualified person* to supervise the buildings under the Vestry's charge and the Vestry shall obtain a written report in respect of these buildings, at least every five years.

* - *Where a building is Listed, it is recommended that only architects or building surveyors with significant and relevant historic-environment expertise and experience are employed*

NAME OF CHARGE:

QUINQUENNIAL YEAR:

LIST OF PROPERTIES. *(Including addresses & name of main occupant)*

--

BRIEF DESCRIPTION OF BUILDINGS.

(Including dates built, Listing Categories - if any - & materials used in the construction)

PREVIOUS MAJOR REPAIRS. (Last 10 years)

BRIEF SUMMARY/STATEMENT OF CONDITION.

INSPECTION ELEMENT GUIDELINES (For each building)

EXTERNAL FABRIC:

- *Roofs*
- *Gutters, downpipes and rainwater disposal systems*
- *Walls*
- *Doors and Windows*
- *Metalwork, and woodwork including condition of paintwork.*

INTERNAL FABRIC:

- *Roof structures*
- *Walls, partitions and ceilings.*
- *Doors, windows, woodwork and fittings.*
- *Internal decorations.*

- *Floors, stairways and balconies*

BUILDING SERVICES:

- *Electrical installation*
- *Gas installation*
- *Water supply*
- *Heating system and ventilation.*
- *Sanitary facilities*
- *Drainage.*
- *Fire precautions*
- *Security*

GROUNDS:

- *Including boundaries, paths, trees, etc.*

SUMMARY *(Including estimated costs – itemised for each building)*

RECOMMENDED IMMEDIATE REPAIRS [“URGENT”]

--

RECOMMENDED REPAIRS WITHIN 12 MONTHS [“NECESSARY”]

--

RECOMMENDED REPAIRS BEFORE NEXT QUINQUENNIAL REPORT

--

LIKELY LIABILITIES TO ARISE IN FUTURE QUINQUENNIAL REPORTS

--

SUGGESTED/REQUESTED IMPROVEMENTS

CURRENT INSURANCE COVER (*including professional fees & tax*)

COMMENTS/REMARKS

Name:

Date:
