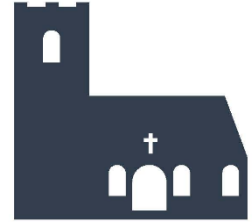


DIOCESE OF EDINBURGH

Quinquennial Report on Churches & Halls etc.



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)*

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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:

- Tower, spire, including bells and frames
- 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

FIXTURES AND FITTINGS:

- Furniture and fittings
- Organ
- Monuments

BUILDING SERVICES:

- Lightning conductor.
- Electrical installation
- Gas installation
- Water supply
- Heating system and ventilation.
- Sound amplification
- Sanitary facilities and hygiene
- Drainage.

- *Fire precautions*
- *Security*
- *Disability access/facilities*

GROUNDS:

- *Including boundaries, paths, trees, notices 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

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

COMMENTS/REMARKS (including a statement on disability access)

Name:

Date:
