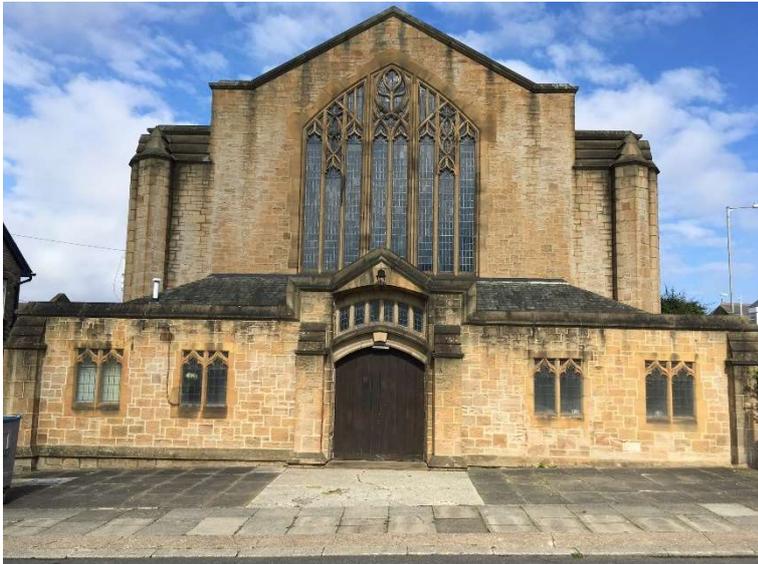


2023 QUINQUENNIAL INSPECTION REPORT

CHURCH OF ST. GABRIEL, BISHOPWEARMOUTH (Ref: 2321)

Diocese of Durham
Archdeaconry of Sunderland
Deanery of Wearmouth



Prepared by John A. Barnes B.A B. Arch. RIBA AABC IHBC EASA

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Date of Report: August 2023

Date of Inspection and weather conditions:

16th August 2023 : Dry, mainly overcast after rain.

(Date of previous Report: August 2018 by John Barnes of JABA Architect)

1. Executive Summary of General Condition

The church is in a reasonable condition, though is deteriorating through water ingress from blocked rainwater hoppers and gullies, aged bituminous felt roofs, failing Narthex slate roof with many slipped slates and unprotected hip junctions, rotting and mis-fitting doors, and crumbling stone cills which are directing water into the building.

2. Previous Report.**2.1 Work completed since previous report**2021

Boiler serviced and repaired.
 Replastering and painting in WC.
 New flooring and sanitary ware in WC.
 Carpark floodlight repairs.
 Organ repaired and tuned.

2022

Organ repaired and tuned
 Boiler serviced.
 Narthex roof repair.
 Asbestos fire door replaced to Boiler Room.
 Parquet to Undercroft stripped and varnished.
 Extensive roof repairs.

2023

Organ repaired and tuned.
 Boiler repaired.
 Churchyard fence repaired.
 Replace electric cylinder in Undercroft.

2.2 Work outstanding from the previous report:

1. Adapt Flower Room RWP to discharge into gully.
2. Commission asbestos report for building.
3. Replace all corroded RWP fixings.
4. Re-fix Priest Door frame and refurbish door.
5. Fix loose parquet blocks.
6. Adapt/seal gullies to ensure all water reaches drains.
7. Commission full building electrical test.
8. Provide vent terminal to Vestry flue.
9. Repair and re-paint Vestry and Flower Room ceilings.

10. Prepare and re-coat metal railings.
11. Install stainless steel ladders to link roofs.
12. Re-slate Narthex roof, add rooflights.
13. Replace brittle bitumen felt.
14. Repoint empty joints between copings.
15. Replace loose and missing render behind parapets.
16. Overhaul Narthex south doors.
17. Replace most eroded window masonry.
18. Re-form condensation channels in cills
19. Replace rotten door onto roof.

2.3 Log Book from 2021 was available for inspection.

3. Brief Description of the building

A large imposing church at the junction of Kayll Road and Chester Road, on an east facing slope at 36m AOD. Built in an Art Nouveau 'Tudor' style between 1909-12 to the design of C. A. Clayton Greene but without the tower on the crossing.

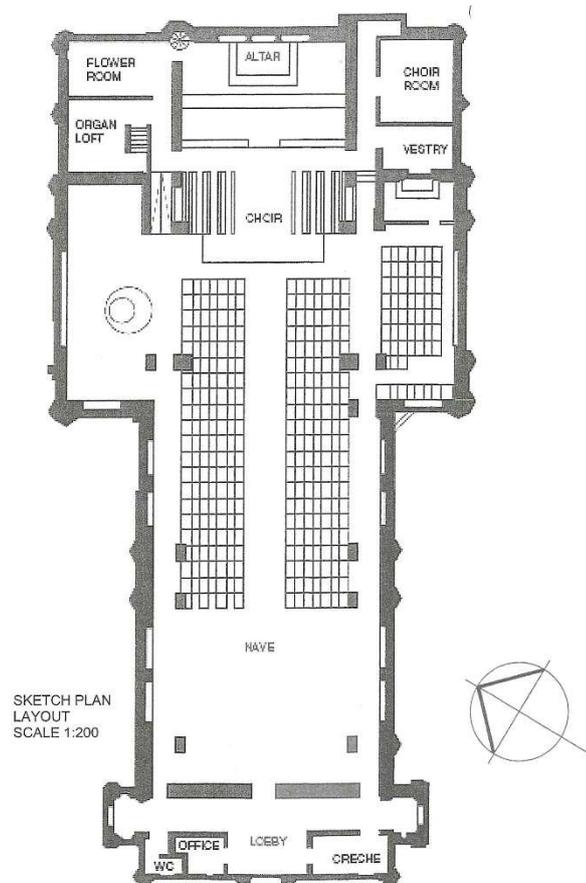
Squared sandstone rubble construction with ashlar dressings, blue/green slate roof covering and mineralised felt flat roofs, concrete steps and floors, red brick (generally concealed) and plaster and stonework finishes internally.

Aisled Nave and Chancel, S. and N. Transepts, south Vestry with Choir Room, north Organ Loft and Flower Room, west Narthex added later with three entrances, Office, Cloakroom, and Meeting Room in former crèche. Undercroft at east end with Boiler Room adjacent directly below the N. Transept. The building almost fills the site with small grassed areas to east and south, paving to the west and southeast, and a large shared car park to the north.

For descriptive purposes, standard ecclesiastical orientation is used, with entrance at west and sanctuary east. Actual orientation is 35° clockwise.

Original seating capacity 700, currently approximately 500.

4. Plan of the church



5. Statutory Listing

The church is listed Grade II

NZ35NE SAINT GABRIEL'S AVENUE 920-1/4/206 (East side) 08/05/50 Church of St Gabriel GV II

Formerly known as: Church of St Gabriel CHESTER ROAD. Parish church. 1912. By CA Clayton Greene. Snecked tooled limestone with ashlar plinth and dressings; roof of graduated Lakeland slate with stone copings. Aisled chancel with E undercroft, and N vestry with organ chamber over; aisled nave with transepts; W vestibule and porch. Art Nouveau modification of Tudor style. EXTERIOR: E gable has large 8-light window with 2 principal mullions high in wall over 4 deep-set 3-light stone mullioned windows; octagonal stair turrets at sides have set-back at level of E window sill, string at eaves level and squat turrets above with blind traceried panels; aisles have low-pitched gables, 2 undercroft windows and single light at outer edge above. N and S elevations have 2-light mullioned windows, plain below and the upper with tracery under straight heads.

Raised crossing behind transepts has paired N and S windows; transepts have large N and S windows and smaller traceried windows in E walls; smaller windows also in nave aisles, with 4-centred-arched doors at W ends. W one-storey porch has 4-centred arch with hollow chamfered surround, stiff-leaf ornament, and wide overlight, flanked by paired 2-light windows with ogee heads. High 8-light W window. Buttresses, octagonal at E and W aisles, shallow and paired to transepts and aisles, angle to crossing, tall and shallow to chancel above aisles. All tracery curvilinear between full-height mullions; all gables and parapets have hollow-moulded coping. INTERIOR shows probable influence of St Andrew, Roker (qv) in use of large nave piers to allow aisles beneath; very wide nave; large crossing piers; roof trusses of kingpost and tie beam over windows, of raised cruck-shapes between, all on stone corbels. Panelled sanctuary with high quality oak furnishings; Small rooms with half-glazed screens flank W entrance; W passage has panelled doors with patterned glazed strips of bevelled glass; groined ceiling. Stained glass in E window by Marion D Grant. Watercolour hanging in W passage shows church as planned, with octagonal crossing tower with needle spire. (Corfe T and Milburn G: Buildings and Beliefs: Sunderland: 1984-: 33).

Listing NGR: NZ3792156365



6. Maintenance Responsibility

There is no churchyard but the PCC are responsible for maintaining the external areas.

7. Specific Limitations of the Report

For General Limitations see also Appendix 1; Explanatory Notes

The inspections were visual and non-destructive. Those parts of the structure which were not exposed or inaccessible have not been inspected and it is not possible to report that any such part of the building is free from defect.

Access was gained onto main roof, Narthex and Flower Room roofs otherwise inspections were made from ground level.

The following parts were inaccessible and excluded from the inspection:

1. Wall heads
2. Between ceiling joists.
3. Organ workings.

Drainage, water and electricity have not been tested.

This report has been prepared for the purpose of the Care of Churches Measure 2020. Contents may be disclosed to other professional advisors but it is **not** intended as a specification for repair works, and no responsibility is accepted for a third party. When the PCC is ready to proceed with any of the recommended repairs the Inspecting Architect should be asked to prepare a Schedule of Work and a Specification on which DAC consent, and quotations from suitably qualified contractors can be sought.

Where information has been supplied to the Inspector this is assumed to be correct.

8. Carbon reduction targets

The General Synod has committed to a carbon reduction target of Net Zero by 2030 and has issued the 'Practical Path to Net Zero Carbon' (PPNZC) to show how this might be achieved. They have created an 'Energy Footprint Tool' which can be used to establish the church's carbon footprint as part of the Online Parish Returns System. By inputting your most recent energy bills you will be able to calculate the amount of carbon produced, and receive helpful tips to reduce carbon omissions.

9. Schedule of Repairs with priority and budget cost.

The following categories denote urgency of work:

A - Urgent, requiring immediate attention

B - Requires attention within 12 months

C - Requires attention within 2 years

D - Requires attention within 5 years

E – Desirable improvement with no timescale

M – Routine maintenance which can be carried out without professional advice or a Faculty.

Please note that the estimates given below are approximate and based upon prices at the time of the Report. Some may be dependent upon further investigation, on who carries out the work, on how much is commissioned at one time, and whether any is done voluntarily. The PCC is advised to have full specifications prepared by the quinquennial architect and to obtain firm quotations from reputable tradesmen familiar with church conservation work.

Reference Condition Action Priority Cost£ Photograph

*Denotes work carried out immediately after inspection.

9. EXTERNAL ELEMENTS

9.1 Roofs

1.	Higher slate roofs appear in reasonable condition except or missing at upper northwest of nave , several slipped and broken slates.	*Repair.	A(M)	100	
2.	Lower slate roofs to west are in a poor condition with many missing or slipped slates, loose temporary <i>Flashband</i> and missing hip coverings.	*Repair to minimise damage internally. Re-cover	A(M) C	300 34000	
3.	Mineralised felt flat roofs at nominal falls, most appear serviceable except over Flower Room where blistered, brittle and leaking. Also there appears to be no ventilation of roof voids.	*Apply temporary protection. Re-cover with ventilation, and repair timber.	A C	100 3000	
4.	Several cover flashings have been dislodged by wind.	*Re-fix missing and clip loose.	A(M)	100	
5.	Slates get damaged when accessing other roofs.	Install short vertical stainless steel access ladders	D	3000	

9.2 Rainwater goods and disposal systems

1.	Higher roofs have wide felt-lined gutters in reasonable condition except where ponding west side of N. Transept, and debris accumulation.	Monitor over quinquennial period	D(M)	-	
		*Remove debris	A(M)	100	

Reference Condition Action Priority Cost£ Photograph

**Denotes work carried out immediately after inspection.*

2.	Lower west roofs have wide lead-lined gutters in reasonable condition, lead valleys in poor condition.	Replace where necessary when re-covering (9.1.2)	C	Incl.	
3.	Blocked hoppers are causing water to wash out mortar and enter into building.	*Clean all hoppers and RWP	A(M)	100	
4.	Vegetation growing out beneath hopper Nave north side.	Check for leak and apply herbicide.	A(M)	40	
5.	Dog nail corroded on upper west facing hopper, also several RWPs re-fixed lower causing rainwater to spill over.	*Check and replace any loose fixings.	A(M)	100	
6.	Peeling and cracked paint on RWPs.	Prepare and re-paint RWPs etc.	C	2000	

9.3 Parapets, chimneys and verge upstands

1.	Parapets are of massive stone blocks with rendered brickwork behind at lower levels. Some missing pointing, also render weathered and missing in places, allowing water to enter.	Patch re-point copings, replace loose and missing render above flashings.	B	600	
2.	2No. chimney flues without terminals allow water to enter.	Cover with ventilated terracotta terminals.	A	100	

Reference	Condition	Action	Priority	Cost£	Photograph
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**Denotes work carried out immediately after inspection.*

9.4 Walling and pointing

1.	Masonry is generally in good condition except where individual blocks have eroded, and pointing has been washed out behind blocked RWPs.	Repoint where most eroded.	D	3000	
2.	Several mullions, window jambs are delaminating, tracery is eroding.	Descalce loose material and make closer inspection to see which stones need to be replaced.	B D	300 ?	
3.	Ivy beginning to get established to northeast.	Remove.	A(M)	40	

9.5 External doors

1.	Roof access door is in a poor condition with gaps and rotten boards. Also water blows into stair owing to wide flat step and pointing missing around frame.	Replace door and form stooling in step.	C	800	
2.	Undercroft southeast door has rotten lower rail.	Fit tall oak drip mould, and re-finish door.	B	400	
3.	Priest south door has rotten lower edge, loose planks and frame.	Fit tall oak drip mould, re-fix frame, re-oil	B	400	

Reference	Condition	Action	Priority	Cost£	Photograph
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**Denotes work carried out immediately after inspection.*

4.	Narthex south doors have dropped and are weathered with missing handle.	Pack, if possible, and re-oil.	C	300	
5.	Narthex west and north doors are weathered.	Re-oil	C	300	
6.	Undercroft north door and Nave north door set back and in reasonable condition.				

9.6 Windows

1.	Leaded lights appear in reasonable condition except or small number of cracked and broken panes, and corroding iron hoppers.	Commission specialist inspection and repair proposals.	D(M)	300	
2.	Water leaking down cills where condensation channels have eroded and drain holes are blocked.	Remove loose stonework, re-form channel upstands and unblock drain holes.	C	300	
3.	Window surround in Undercroft blistering behind paint finish.	Remove non-porous paint and repair with e.g. <i>Lithomix</i> .	C	600	

Reference	Condition	Action	Priority	Cost£	Photograph
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**Denotes work carried out immediately after inspection.*

9.7 Below ground drainage

1. Assume that all gullies run to main sewer.

2. Previously back-inlet gullies have been altered with bungs and fabricated shoe outlets. Much water is draining directly into the ground where macadam has broken down or upstands are missing.

Carefully cut macadam and form funnelled concrete gully surrounds to direct all water into drains.

B 1500



3. Several gullies are blocked and gratings restricted.

*Clear away debris.

A(M) 100



Reference	Condition	Action	Priority	Cost£	Photograph
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**Denotes work carried out immediately after inspection.*

10. INTERNAL ELEMENTS

10.1 Tower -none present

10.2 Clocks, bells and frame – none present

10.3 Roof and ceiling voids and ventilation

1. Low accessible roof void above Narthex, no access to groined vault over crossing.

10.4 Bats None present

10.5 Roof structures and ceilings

1. Wide span crook-braced timber trusses span Nave and Chancel with purlins, rafters and boarded soffits.



2. Flower Room ceiling has been retrospectively ventilated through air bricks into room, encouraging condensation and rot within roof timbers.

Remove vents when repairing ceiling (9.1.3)

D

600



3. Lath and plaster ceiling above Narthex north lobby is water damaged.

Repair after roof is re-covered (9.1.2).

D

200



4. Vaulted lath & plaster above Narthex is suffering from water ingress.

Re-paint after roof is re-covered (9.1.2).

D

800

5. Water staining visible on boarded soffits west end of Nave is probably caused by blocked hoppers.

Monitor over quinquennial period (9.2.3).

D(M)

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Reference	Condition	Action	Priority	Cost£	Photograph
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**Denotes work carried out immediately after inspection.*

10.6 Upper floors, balconies and access stairways

1. Narrow concrete newel stair from Flower Room upto roof in good condition except for water running in from door above.
2. Concrete stair from east end down to Undercroft in good condition.
3. Narrow timber stair upto timber organ gallery.

10.7 Ground floor and timber platforms

- | | | | | | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------|---|---------------------------------------------------------------------------------------|
| 1. | Pine woodblock flooring laid on damp concrete is rotting in Undercroft. | Monitor over quinquennial period | D(M) | - |  |
| 2. | Pine woodblock flooring in worship areas is in reasonable condition though it has settled unevenly at east end of Nave at Undercroft junction and is saturated below blocked hopper. | Monitor over quinquennial period | D(M) | - |  |
| 3. | Carpets over stone flags and raised timber dais in Chancel, all in good condition. | | | | |

10.8 Partitions, screens and internal doors

1. There are no partitions except to subdivide Narthex, remainder are load-bearing masonry walls.
2. Carved oak panelled reredos in excellent condition.

Reference	Condition	Action	Priority	Cost£	Photograph
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**Denotes work carried out immediately after inspection.*

3.	Internal door are on double swing hinges which are worn in Undercroft lobby and Narthex lobby preventing effective closure.	Adjust or replace as necessary	C(M)	200	
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10.9 Internal wall finishes

1.	Walls are plaster finished except for ashlar piers and arches, and rubble stone in Narthex.				
2.	Plaster and paint deteriorating owing to water ingress on east stair.	Prepare and re-finish after repairing leaks.	D	800	
3.	Water staining down walls around Chancel arch.	Rectify leaks (9.2.1) and monitor over quinquennial period	D(M)	-	
4.	Water staining below windows.	Re-form condensation channels (9.6.2).			

10.10 Monuments, tombs. Plaques etc.

1. Lettered oak memorials to World Wars in excellent condition.
2. Brass raised lettered memorial to Robert Long in good condition.

Reference	Condition	Action	Priority	Cost£	Photograph
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**Denotes work carried out immediately after inspection.*

10.11 Vestries meeting rooms, WCs and kitchens

- | | | | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---|-----|--------------------------------------------------------------------------------------|
| 1. | Vestry and Choir vestry in reasonable condition except for water damaged ceilings. | Repair and redecorate ceiling after identifying and repairing cause of water ingress. | D | 400 |  |
| 2. | WC provision limited to three, though there are more WCs in Hall adjacent. | | | | |
| 3. | Flower Room doubles up as kitchen area. Dishwasher broken, rotten batten around sink. Smell of mould. | Repair and redecorate. | B | 400 | |
| 4. | Kitchen in Undercroft is well equipped but has peeling window cills & wall paint, loose cove skirting and overhead door closer. The extractor fan is of too small capacity. | Redecorate, repair skirting and door closer. | B | 800 |  |
| | | Replace extract with larger capacity unit. | E | 300 | |
| 5. | Small Office and Meeting Room partitioned off from Narthex. | | | | |

10.12 Fittings, fixtures, furniture and moveable articles

- | | | | | | |
|----|------------------------------------------------------------------------------------------------------------|----------------------------------|---|------|--|
| 1. | Oak pulpit. Lectern, altar tables, sanctuary chairs and tables, clergy stalls; all in excellent condition. | Provide chair store with new WC. | D | Inc. | |
| 2. | Stone font, oak pews and choir stalls in good condition. | | | | |
| 3. | Oak altar rail is loose. | Securely fix brackets. | D | 100 | |

10.13 Organ

- | | | | | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--|--|--|
| 1. | Large pipe organ by Nelson of Durham, restored by Jackson & Son 1993. Regularly serviced and said to function well, though walls have loose plaster caused by water ingress. | Prevent water ingress by repairs and regular maintenance of roof (9.1 & 9.2). | | | |
| 2. | Last tuned 19.12.22 | | | | |

Reference	Condition	Action	Priority	Cost£	Photograph
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**Denotes work carried out immediately after inspection.*

10.14 Disabled Access

1. Level entry except to Sanctuary.
2. WCs in Narthex and Undercroft are accessible.
3. Drop-off point in carpark to north.

Reference	Condition	Action	Priority	Cost£	Photograph
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**Denotes work carried out immediately after inspection.*

11. SERVICES

11.1 Electrical Installation

- | | | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------|-----|--|
| 1. | Supply runs underground to northeast corner of Undercroft behind padlocked panel, with submains to south west Nave northwest Chancel and Boiler Room. | | | | |
| 2. | Electric wiring (c.1992) is surface mounted 'pyro' to metal boxes, except for concealed cables and flush boxes in office and Meeting Room. | | | | |
| 3. | High level projector and remote operated screen (2015) | | | | |
| 4. | Last lighting inspection 29.09.21 | Commission full building test. | C(M) | 300 | |
| 5. | PAT 02.12.22 | | | | |

11.2 Water installation

- | | | | | | |
|----|--------------------------------------------------------------------------------------------|----------------------------------------------------|------|---|--|
| 1. | Blue alkathene supply with stopcock to west WC, routes to Undercroft and Vestry not known. | Establish supply point and stopcock to Undercroft. | C(M) | - | |
|----|--------------------------------------------------------------------------------------------|----------------------------------------------------|------|---|--|

11.3 Gas installation

- | | | | | | |
|----|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---|-----|--|
| 1. | Gas meter built in behind pair of weathered timber doors north side with brickwork to Boiler Room. | | | | |
| 2. | Exposed gas pipe rises in south corridor and runs over door frames to antiquated and dangerous appliance in Vestry. | Remove fire and terminate supply as close to Boiler Room as possible. | A | 200 | |



11.4 Oil installation – none present.

Reference	Condition	Action	Priority	Cost£	Photograph
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**Denotes work carried out immediately after inspection.*

11.5 Heating installation

- | | | | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------|-----|-------------------------------------------------------------------------------------|
| 1. | 3No. <i>Hamworthy</i> gas boilers feed wide bore iron pipes and wall-mounted cast iron radiators in Nave and Transepts, and floor-mounted cast iron radiators in Chancel and Narthex. Choir Vestry, Meeting Room and WC have iron pipes only. Pipe junctions to Undercroft are leaking. | Repair. | A(M) | 200 |  |
| 2. | Boilers previously served Church Hall but recently disconnected. | | | | |
| 3. | Boilers last serviced 12.04.22 | Commission service | A(M) | 500 | |
| 4. | Hot water supplied from replacement electric boiler installed in Undercroft 12.06.23 | | | | |

11.6 Insulation and air leakage.

1. No insulation seen.
2. Air leakage low to moderate owing to solid floors. Lobbied doors and condition of glazing.

11.7 Sound system

1. Said to function well
2. Hearing loop said to function well.

11.8 Fire precautions

1. There are 6 means of escape from the Worship Area.
2. Fire exit signs are present.
3. 2Kg CO₂ extinguisher and fire blanket in Kitchen.
4. 3L water in southeast corner of Undercroft and at 4No. doors in Worship Area.

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**Denotes work carried out immediately after inspection.*

5. 2Kg CO₂ extinguisher outside Boiler Room.
5. Extinguishers inspected 09.22.

11.9 Lightning protection

- | | | | |
|-------------------------------------------------------------------------------------------|-------------------------------------------|---|---|
| 1. Conductor on N. Transept gable with tape down west face, protected above ground level. | Seek quotations for upgrading earth only. | B | ? |
| 2. Last inspection 11.10.21 | | | |

11.10 Asbestos - none seen.

11.11. Security

1. Intruder alarm system with key pads (2016).

Reference	Condition	Action	Priority	Cost£	Photograph
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**Denotes work carried out immediately after inspection.*

12. CHURCHYARD

12.1 Buildings within the curtilage - none present

12.2 Ruins maintained by the PCC - none present

12.3 Monuments, tombs and vaults – none present

12.4 Boundary walls, railings, fencing, hedging and gates

1.	South and east boundaries have timber palisade fencing with 2No. rails between posts, Generally in a poor condition with many rotten posts and previous repairs.	Make temporary repairs.	A	300	
		Replace fencing.	E	8000	

2.	Gate to southeast has distorted hinges and will not bolt.	Repair and fit combination lock.	A(M)	50	
3.	Gate bolts to south Narthex drag on the ground.	Repair and fit combination lock.	A(M)	50	

4.	Steel railings and gates to northwest are corroding.	Dismantle, grit blast and prime off site. Reassemble and finish with rust resisting paint.	C	600	
5.	Steel railings to south are corroding and breaking the stone coping.	Dismantle, grit blast and prime off site. Reassemble and finish with rust resisting paint.	C	400	

12.5 Hardstanding areas

1.	Macadam entrance and parking area in good condition with speed humps.				
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**Denotes work carried out immediately after inspection.*

2.	Concrete flags to east, southeast and west in reasonable condition, except for localised settlement.	Level up where sunken.	E	400	
3.	Concrete to west entrance is thin and breaking up.	Replace.	D	1000	
4.	Macadam to south of Narthex is in poor condition.	Consider replacement in long term.	E	1000	

12.6 Grassed areas

1. Grassed areas and flower beds kept tidy.

12.7 Notice Board

- | | | | | | |
|----|---------------------------------------------------------------------------|------------------------------------|---|-----|---------------------------------------------------------------------------------------|
| 1. | Main noticeboard to southeast has corroding frame, otherwise serviceable. | Consider replacement in long term. | E | 800 |  |
| 2. | Secondary notice board to south Narthex in reasonable condition. | | | | |

13. TREES – none present.

Appendix 1: Explanatory Notes for PCCs

- a) The need for a Faculty The inclusion of an item of work in a Quinquennial Report does not remove the need to seek permission before it is carried out. A Faculty or Archdeacon's consent will normally be required (with the exception of some minor maintenance items).
- b) General limitations of the Quinquennial Report The Quinquennial Report is a *summary report only* as required by the Inspection of Churches Measure. It is restricted to the condition of the building and its defects and is not a specification for the execution of any necessary repair work and should not be used as such. The Professional Adviser is normally willing to advise the PCC on implementing the recommendations and will, if so requested, prepare a specification, seek tenders and oversee the repairs.
- Woodwork or other parts of the building that are covered, unexposed or inaccessible will not normally be inspected in a Quinquennial Inspection. The Adviser cannot therefore report that any such part is free from defect. The report may include the recommendation that certain areas are opened up for inspection.
- Further specific limitations on access etc. may be noted in the Report text.
- c) Annual Inspections by the Church Wardens Although the Inspection of Churches Measure requires the Church to be inspected every five years, it should be realised that serious trouble may develop in between surveys if minor defects are left unattended. Churchwardens are required by the Care of Churches Measure 2018 to make an annual inspection of the fabric and furnishings of the Church and to prepare a report for consideration by the meeting of the PCC before the Annual Parochial Church Meeting. Guidance on these inspections and statutory responsibilities can be found on the Churchcare website.
- d) Rainwater gutters and downpipes One of the most common causes of damage in Churches is the blockage of the rainwater gutters and downpipes. The PCC are strongly advised to either clean out gutters and downpipes at least once a year, or enter into a contract with a local builder for the cleaning.
- e) Insurance cover The PCC are reminded that insurance cover should be index linked so that adequate cover is maintained against inflation of building costs. Contact should be made with the insurance company to ensure that insurance cover is adequate.
- f) Electrical installation Any electrical equipment should be tested at least once every quinquennium in accordance with IEE Regulations, and a resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the Church Log Book. Inspections carried out by the Professional Adviser will normally be based on a visual inspection of the main switchboard and certain sections of the wiring selected at random, without the use of instruments.

g) Lightning conductor Any lightning conductor should be tested every quinquennium in accordance with the current British Standard by a competent engineer and the record of the test results and condition should be kept with the Church Log Book.

h) Heating installation A proper examination and test should be made of the heating installation by a qualified engineer each summer before the heating season begins, and the report should be kept in the Church Log Book.

j) Fire extinguishers A minimum of two water type fire extinguishers (sited adjacent to each exit) should be provided and in addition special extinguishers for the organ and boiler house. Large Churches will require more extinguishers and, as a general rule, one water extinguisher should be provided for every 250 square metres of floor area. All extinguishers should be inspected annually by a competent engineer to ensure that they are in good working order. Further advice can be obtained from the fire preventilatorion officer of the local fire brigade and from insurers. A summary of the recommendations is as follows:

<u>Location</u>	<u>Type of extinguisher</u>
General areas	Water (one per 250m ²)
Organ	CO ₂
Boiler House	
Solid fuel boiler	Water
Gas fired boiler	Dry powder
Oil boiler	Foam (or dry powder if electricity on)

Further advice is available on the Churchcare website.

k) Asbestos It is a duty of the PCC to ensure that an assessment is made of the church to establish whether asbestos is, or is liable to be present. Further advice is available on the Churchcare website.

l) Equality Act The PCC should understand their responsibilities under the Equality Act 2010. Further advice is available on the Churchcare website.

m) Protected species The PCC should be aware of their responsibility where bats and other protected species are present in the church buildings. Further advice is available on the Churchcare website