

# Quinquennial Inspections

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# Quinquennial Inspections

Section 1: Introducing Quinquennial Inspections – Katie Steele

Section 2: Working with your QI Architect/Surveyor – Peter Preston

# Section 1: Introducing Quinquennial Inspections

- What are they?
- Why are they important?
- What should they include?
- **How to commission one**
- **What to do with your report**

# What are they?

- Building Condition Survey
- Every 5 years
- Undertaken by a professional

# What are they?

**1955**

The Church of England  
made QIs a statutory requirement under  
*The Inspection of Churches Measure*

# What are they?

BS 7913:2013 Guide to the Conservation of Historic Buildings

“It is best practice to undertake

**planned inspections and surveys** at intervals of **four or five years...**

Programmed surveys and inspections provide a basis on which to

**monitor condition, help to  
determine priorities and  
programme work**

which is an essential part of properly managing historic buildings.”

# What are they?

- Assess condition
- Identify problems
- Make recommendations

# Why is this important?

- Health and Safety
- Supporting Mission
- Cost

# Why is this important?

Churches who do not undertake  
**regular maintenance** will face  
**increased repair costs** of almost  
**20% every 5 years**

- Historic England, *The Value of Maintenance*, 2019

# Why is this important?

## **A stitch in time saves nine**

# What should they include?

[www.baptist.org.uk/listedbuildings](http://www.baptist.org.uk/listedbuildings)

Notes for the undertaking of  
Quinquennial Inspections



The following notes cover:

1. General requirements.....	1
2. Health and Safety (during surveying).....	2
3. Limitations.....	2
4. Recommended content of report.....	3

# How to commission one

- Shortlist

# How to commission one

[www.baptist.org.uk/conservationprofessionals](http://www.baptist.org.uk/conservationprofessionals)

## List of Directories:

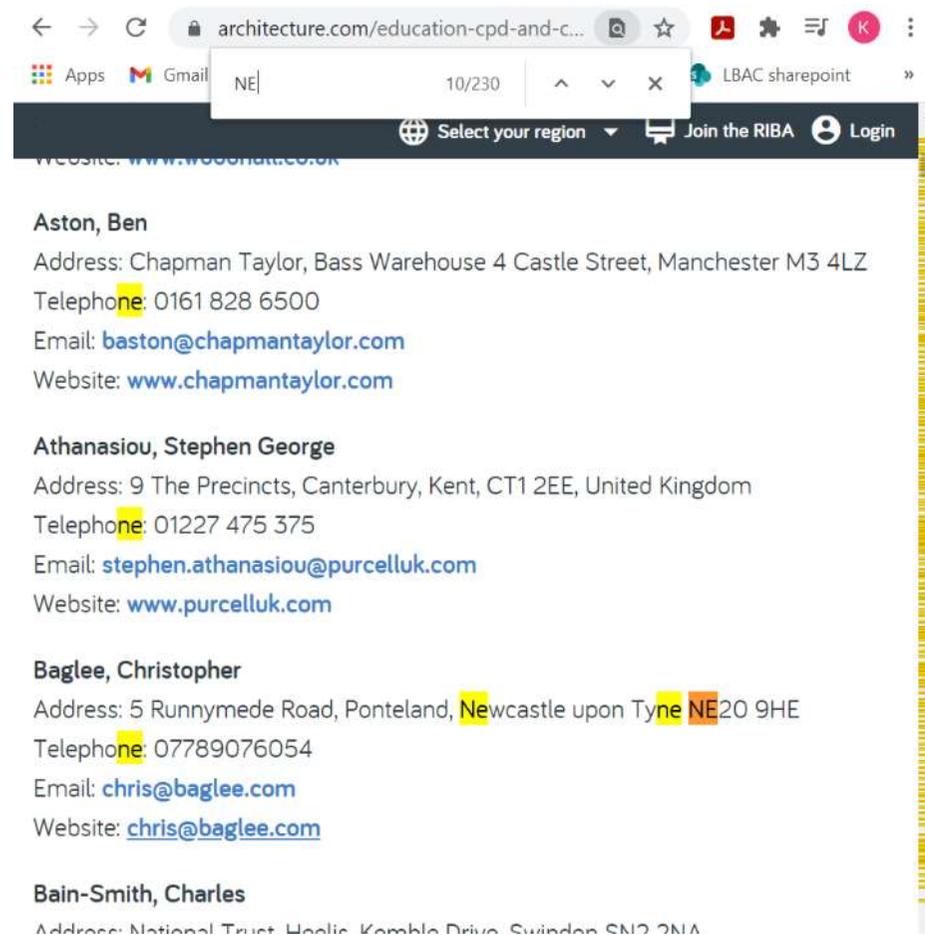
Architects, Surveyors and Engineers - inspections, surveys and design services:

AABC	<a href="#">Architects Accredited in Building Conservation</a>
RIBA conservation register	<a href="#">Royal Institute of British Architects Conservation Specialists</a>
RICS	<a href="#">Royal Institute of Chartered Surveyors Conservation Specialists</a>
ICE / iStructE	<a href="#">Institute of Chartered and Structural Engineers Conservation Specialists</a>
CIAT	<a href="#">Chartered Institute of Architectural Technologists Conservation Specialists</a>

# How to commission one

## TIP:

Use **Ctrl + F** to search for the first two letters of the postcodes around you



architecture.com/education-cpd-and-c...

Apps Gmail NE 10/230 LBAC sharepoint

Select your region Join the RIBA Login

Website: [www.chapmantaylor.com](http://www.chapmantaylor.com)

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**Bain-Smith, Charles**  
Address: National Trust, Healdie, Kemble Drive, Swindon SN2 2NA

# How to commission one

- Shortlist
- Use a comparison chart

Name	Qualifications	QI Experience	Quote	Communication	Design	Access
1	RICS Cons	Local Baptist Chapels	£1200 + VAT	Good	None	Some
2	AABC	Local DAC	£900 + VAT	Poor	Lots	Lots
...	...	...	...	...	...	...

# How to commission one

- Shortlist
- Use a comparison chart
- Look for BEST VALUE

## Section 2: Working with your QI Architect/Surveyor

- What can you expect from the report?
- What kind of relationship should you have with your QI Architect/Surveyor?
- How can you prepare for the inspection?
- What can you expect on the day?
- What should happen after you receive the report?

# What can you expect from the report?

- What is it not:
  - Not quite the same as a home buyers survey, but more detailed than a general overview
  - Not an access audit
  - Not an asbestos survey
  - Not a fire safety risk assessment
  - Not an electrical or mechanical equipment test
  - Not a drain survey
  - Not the end in itself!
- What it is:
  - An assessment of the condition of the building on that day – a snapshot in time
  - A management tool for planning the maintenance and repair of the building – proactive rather than reactive, planning expenditure, managing resources

# What can you expect from the report?

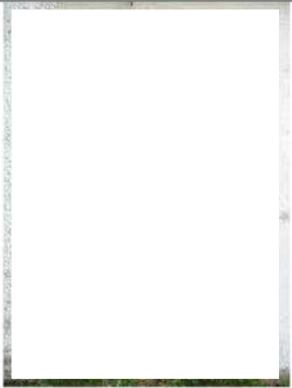
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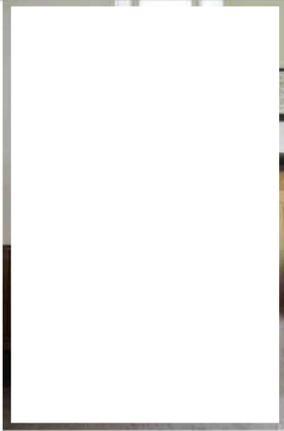
# What can you expect from the report?

Location	Element	Description/Condition	Priority	Recommended Repair	Photo
ES03	Chimney	<p>There is a large brick chimney in the centre of this elevation. It is topped by two tall clay pots surrounded by cement flaunching.</p> <p>There are some open joints to the corbeled brickwork at the top of the chimney and these need re-pointing.</p> <p>At the time of inspection, it would appear that a bird was stuck or nesting in one of the chimney pots. As such it would be sensible to supply terracotta ventilation caps to both pots to prevent bird access.</p>	2	Re-point the open joints to the corbeled brickwork at the top of the chimney and provide terracotta ventilation caps.	
EN03	Decorative timberwork	<p>There are decoratively shaped bargeboards at the top of this elevation.</p> <p>They are painted black and were considered to be in satisfactory condition at the time of inspection. Noted for the record.</p>	7		

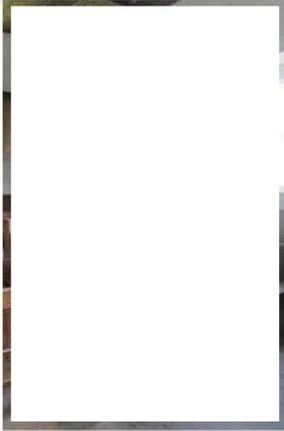
# What can you expect from the report?

Location	Element	Description/Condition	Priority	Recommended Repair	Photo
DN01	Doors & joinery	<p>There is a flush panelled timber door and frame with a deep weatherboard at the base of the door.</p> <p>The decorations to the door have failed and there is some decay to the western end of the weatherboard, which may need to be replaced.</p>	2	Carry out a programme of joinery repairs to the door, possibly to include the replacement of the weatherboard and re-decorate.	
DN02	Doors & joinery	<p>The double doors into the porch are flush panelled at the base and recessed panelled above.</p> <p>The latch appears to be broken and the decorations are in need of renewal.</p>	3	Re-decorate the door and renew the latch	

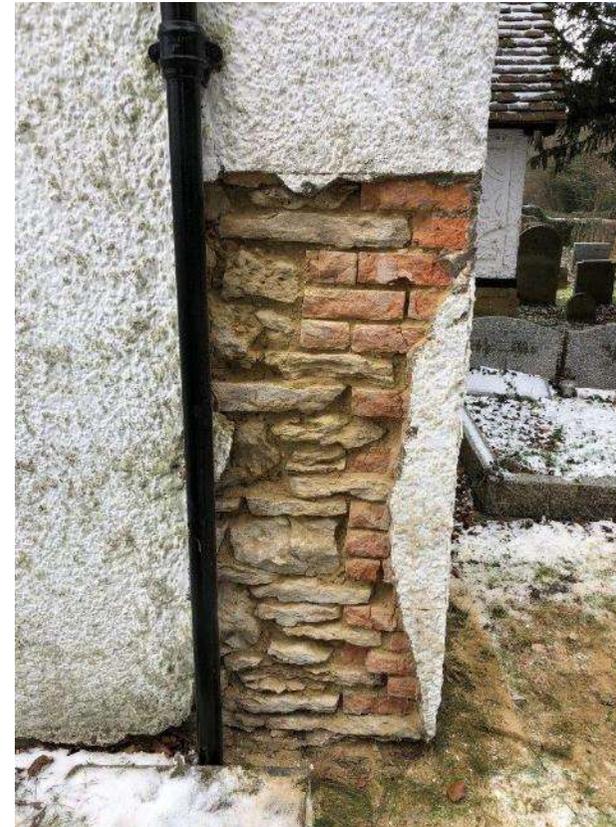
# What can you expect from the report?

Location	Element	Description/Condition	Priority	Recommended Repair	Photo
G03	Fireplace	<p>There is a cast iron grate in the southern wall of this space.</p> <p>There is some localised failure of the plaster around the surround and the grate itself is rusted and in need of re-polishing and re-decoration.</p>	4	Make good the plasterwork around grate, de-rust, re-decorate and re-polish.	
G01	Fixed furniture	<p>There is a timber pulpit in the centre of the west wall of the space and this is accessed from the short flight of steps on the northern side. The pulpit is panelled but relatively simple and supported off two shaped posts at the front. On top of the lectern is a purple Bible cushion with a tasselled velvet drape around it.</p> <p>The wood grain decorations, particularly at the base of the posts, are a little battered and it might be considered desirable to renew them.</p>	4	Renew the woodgrain decoration to the pulpit	

# What can you expect from the report?

Location	Element	Description/Condition	Priority	Recommended Repair	Photo
G01	Gallery	<p>There is a gallery with fixed pew seating at the east end of the space.</p> <p>It is understood from the records that this was almost entirely rebuilt and repaired in the 1980s. It remains in satisfactory condition.</p>	7		
G01	Internal walls & plaster	<p>The south and east walls together with the southern half of the western wall are lined with vertical timber boards to dado height. These are narrow V-jointed tongue and groove boards and are not thought to be original. They may replace earlier dado panelling that had decayed. They appeared to be in a serviceable condition at the time of inspection. Noted for the record.</p>	7		

# What to expect from the report?



Sometimes further investigations are needed...

# What kind of relationship should you have with your QI Architect/Surveyor?

- Not someone in the church family – needs to be an objective assessment.
- A long term one:
  - Someone who can do 3 or 4 QIs (comparisons essential)
  - Inspecting Architect/Surveyor will have a very intimate knowledge of the fabric of the building – they become “the voice of the building”
  - Can ensure continuity between pastorates etc.
- Someone you get on with!
- Someone who understands Baptist theology, practice and history (or is willing to learn about it) – essential for understanding significance.
- There is an unwritten understanding that you will invite them to detail and oversee any repairs – find out how much their hourly rate is now!
- Unwritten understanding that they will have a place on the short-list for any major re-ordering works or extensions etc.

# How can you prepare for the inspection?

- Find any plans of the building and send them to the architect/surveyor – if you have no floor plans discuss with them what they would like to do.
- Find any previous QI reports and send copies to the architect/surveyor (if a new appointment).
- Find any asbestos survey reports or your asbestos register and send a copy to the architect/surveyor.
- Find your log-book (if you have one), update it and have it ready for inspection.
- Make sure you have a **full** set of (**working**) keys for them to use.
- Make a (short) list of any major concerns – but don't try and do the report for them.
- Plan for Covid-19 safety – who else will be in the building on that day? If the report is dictated unlikely architect/surveyor can wear a face covering.

# What can you expect on the day?



# What can you expect on the day?

- Be flexible on dates – not much fun inspecting in heavy rain or freezing snow!
- Start by taking your architect on a tour of the building (especially if a new appointment):
  - Show them how to access everywhere.
  - Highlight any areas of major concern.
  - Show them where the toilet is (if you have one)
  - Show them where they can make a cup of coffee (if appropriate) and have a rest (QIs can be mentally and sometimes physically demanding)!
- They'll want to be left alone to get on with it but do check in occasionally to see if they're still alive!
- A thorough and methodical inspection – usually starting externally working through in a sequence.
- A long day (usually 8am-6pm). Larger buildings may require two or more days of site inspections.
- A visual inspection done from the ground, but they might want you to help foot a ladder in order to access some critical areas.

# What should happen after you receive the report?

- The final report is usually delivered within approx. 2 months of the last site visit.
- Read it!
- Meet with your QI architect/surveyor to discuss the findings of the report.
- Prepare a maintenance plan covering:
  - Short term cyclical (STC) maintenance items (e.g. cleaning gutters, painting external woodwork, PAT testing, servicing fire extinguishers etc.)
  - Long term cyclical (LTC) maintenance items (e.g boiler replacement, kitchen/ sanitaryware replacement, re-roofing etc.)
- Identify backlog maintenance items – and act on them!
- Commission follow up reports or investigations as advised.
- Update the logbook (or start one).
- Be Christ-like – be kind and say thank you (and pay the bill on time)!

# What to do with your report:

Share - Read - Reflect

Plan - Act - Record

# Get in touch:

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