

Editing and filling out the Baseline Survey form

Introduction

Gutters & Downpipes, Gulleys, Drains & Ground Levels												
On the roof or floor plan give each external wall a letter to which the columns below refer and answer the questions in relation to the gutters and downpipes along that wall												
Gutter / downpipe wall	A	B	C	D	E	F	G	H				
Type of gutter and downpipe if known C-cast iron P-plastic L-lead O-other	C P L O											
1) Are any of the gutters blocked?	B	Yes No NA NV										
2) Is there staining below gutters & behind downpipes suggesting blocked or damaged sections?	B	Yes No NA NV										
3) Are the gulleys blocked by leaves or debris?	B	Yes No NA NV										
4) Does water drain away slowly from gutters after rainfall, suggesting blocked or damaged drain runs?	B	Yes No NA NV										
5) Are there any loose fixings?	C	Yes No NA NV										
6) Are paint finishes peeling or flaking or signs of corrosion?	C	Yes No NA NV										
7) Is there evidence of overflow from the downpipes and after rainfall?	C	Yes No NA NV										
8) Is there excessive moss or plant growth at the base of the wall or to the joints of gutters?	C	Yes No NA NV										
9) Are there signs that high ground levels are contributing to damp in the building?	C	Yes No NA NV										
10) Are any air bricks or vent grilles obstructed by vegetation or raised ground levels?	D	Yes No NA NV										
SUMMARY OF CONDITION G-good F-fair P-poor VP-very poor	G F P VP											
If you have answered YES, Action/Priority as follows RED-B (within 12 months) / Any ORANGE-C (18 to 24 months) / YELLOW-D (3 to 5 yrs)												
ACTION / PRIORITY	B	C	D	M	B	C	D	M	B	C	D	M

As you may want to edit the baseline form to suit the layout of your Place of Worship (PoW) it has been designed as an Excel spreadsheet to enable you to add or remove a page or row / line to suit. For instance if you have a larger PoW you may need an extra page as you may have more than 8 roofslopes which will mean adding a second page for this element; or you may have a PoW without a tower or spire or your church yard is managed by your local authority, so these pages may not be relevant. To help you with this and to avoid upsetting the row formatting for the rest of the document there are some 'how to' step by step instructions below. We have also included a few tips if you are filling out the form digitally.

1. How to add in a new page or line

To avoid upsetting the row formatting for the rest of document follow the following steps:

1. Highlight the full row for each line of the page you wish to copy, not just the cells.
2. Once these are all highlighted right click and then left click 'copy' on the drop down list.
3. Left click on the row below where you wish to insert the new page, right click and left click on 'insert copied cells' on the drop down list.
4. You may then need to change to page break to make sure your changes still fit on the page. This is the solid or dotted line marking the page break if you are going to print the document. A solid blue line indicates the end of the page, a dotted blue line indicates the position of the break when it is not at the end of the page. Both can be moved up or down to suit the page set up.
5. If you are not seeing these or page numbers at the centre of each, your page break preview may be turned off. Click on 'View' and left click on 'page break preview' on the drop down list.

2. How to remove a page or line

Removing a line or a page can be carried out in the same way as adding a line or page:

1. Highlight the full rows you wish to remove
2. Once these are all highlighted right click and then left click 'delete' on the drop down list rather than 'cut'.
3. You may then need to adjust the page breaks as above.

3. Tips for filling out the form on your computer

When filling out the answer in each cell, as it automatically tries to predict what you are writing, if you choose the first option e.g 'Yes' it will try and fill the cell with all the choices. To stop this once you have typed in 'Y' or 'Yes' then immediately press the delete or space button and this will leave you with just a 'Y' or 'Yes' depending on your preference.

You might also find it helpful to highlight the 'Action/Priority cell/box for each column in the colour that matches the letter, e.g Red for 'B', Orange for 'C' and Yellow for 'D'. This can be done as follows:

1. Highlight the 'Action/Priority' box you want to colour.
2. Go to the 'Fill' icon (tipping tin of paint) on the formatting tool bar, probably top right on your screen.
3. Click on the arrow to the immediate right and left click on the colour you wish to use.

Baseline Survey Template

Introduction and Guidance Notes

The survey should be carried out from the ground either with the naked eye, **do not** climb on the building, use ladders or place yourself at risk whilst undertaking the survey. The survey **should not** be carried out alone and ideally let others know where are you and what you are doing. If you have any doubts as to whether you can carry out the task safely – **don't do it**. Please ensure that you have undertaken a full **Health and Safety Risk Assessment** of the building before undertaking the survey. **An editable version of this survey can be downloaded in Excel from our website www.SPABMCP.org.uk.**

The survey is designed to be simple to use and complete without the need for specialist knowledge, with simple **YES, NO, N/A** (not applicable) or **N/V** (not visible) questions. The survey takes you through each element of the fabric of your PoW starting from the roof and working down to the ground and around the outside, before moving inside. There are also questions (with a blue background) at the start of a number of sections that look to identify materials used for information/record purpose, e.g. roof coverings, wall finishes etc. To help you with the survey and the technical language used in a number of the questions an **illustrated glossary** of parts of the building is provided on the Maintenance Co-operative toolkit on our website at <http://www.spabmcp.org.uk/>

In addition to the survey form, there is space below for floor and roof plans of your Place of Worship. Your Quinquennial Inspection report or equivalent should contain a floor plan, which can also be used as a base to create a roof plan (see pdf on 'creating a floor and roof plan'). On the plans give each element of the PoW a number or letter which corresponds with the number or letter at the head of each column for that element on the form. For instance the west wall of the tower marked 'B' on the plan will correspond with column 'B' under the 'External Walls' section. Along with a photograph, the plans are also useful to mark on where there might be particular areas of concern for future reference. In addition you might find it useful to take along the following kit

- **a camera** – to create a visual record of your building and any problems that you discover.
- **binoculars** – invaluable for examining your roof, chimney and other items above ground level
- **a pen and a notebook** – for additional observations on the condition of your building,
- **a torch** – so maintenance problems don't go unnoticed in dark nooks and crannies
- **a penknife** – useful for probing wood when checking for damp and decay
- **a pair of strong gloves and a trowel** – for removal of soil, vegetation and debris, particularly from drains and gutters.

At the end of each section the **'Summary of Condition'** is provided for you to record your subjective view of the condition of that element of the fabric. Some maintenance issues however can present a greater risk to the fabric than others and to help you with the **'Action/Priority'**, certain questions have been given greater weight than others using colour/tone and letter coding. If you are unable to answer any of the questions for reasons of safety or access mark them as N/V, not visible. Once the survey is complete you should be able to use your answers to identify where problems are and to help you create an action as part of your ongoing Maintenance Plan

Name of Place of Worship and Location		Date of last professional (Quinquennial) survey details of Surveyor for Fabric				Contact	
Date of inspection and weather conditions		Inspection carried out by					
Listing grade of the church and any separately listed buildings							
Grade I		Grade II*		Grade II		Unlisted	
<p>If a copy is not already on record, the listed description can be found on the National Heritage List, available on line at http://www.english-heritage.org.uk/list and could usefully be incorporated in this report.</p> <p>A brief description of the building may also appear in the copy of 'Pevsner Architectural Guide: Buildings of England' for the county.</p>							

Roof Plan of Place of Worship

Ⓛ WALL
ⓐ ROOFSLOPE-

Floor Plan of Place of Worship

- Ⓒ FLOORS
- Ⓓ WALL EXT
- Ⓔ WALL INT.

Roof									
Go around the exterior of the and look at the roofs. On the roof plan give each roof slope including the tower, porches etc. a number to which the columns below refer and mark on the plans any areas of particular concern.									
Roofslopes (excluding the the tower/spire if there is one)	1	2	3	4	5	6	7	8	Notes
Roof finish S = slate / T = tile / L=lead or sheet metal / O=other	S T L O	S T L O	S T L O	S T L O	S T L O	S T L O	S T L O	S T L O	S T L O
1) Is there debris from broken slates / tiles on the ground	B	Yes No N/A N/V							
2) Are there any missing ridge or hip tiles	B	Yes No N/A N/V							
3) Are there any splits and cracks in areas of flat or sloping sheet roofing	B	Yes No N/A N/V							
4) Are there signs that valley and parapet gutters may be blocked	B	Yes No N/A N/V							
5) Are there any loose, slipped or missing slates or tiles?	C	Yes No N/A N/V							
6) Are there any areas where the bedding or pointing is missing to the ridge or hip tiles	C	Yes No N/A N/V							
7) Are there any splits in flashings or holes in associated mortar pointing	C	Yes No N/A N/V							
8) Are there any large areas of moss or vegetation growth on the roof covering	D	Yes No N/A N/V							
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor		G F P VP							
If you have answered YES to any of the questions Action/Priority weighting as follows RED=B (attention within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs) / WHITE=M (routine maintenance or improvement)									
ACTION / PRIORITY		B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M

Gutters & Downpipes, Gulleys, Drains & Ground Levels										
On the roof or floor plan give each external wall a letter to which the columns below refer and answer the questions in relation to the gutters and downpipes along that wall.										
Gutter / downpipe wall	A	B	C	D	E	F	G	H	Notes	
Type of gutter and downpipe if known C=cast iron/P=plastic/L lead/O=other	C P L O	C P L O	C P L O	C P L O	C P L O	C P L O	C P L O	C P L O	C P L O	
1) Are any of the gutters blocked?	B	Yes No N/A N/V								
2) Is there staining below gutters & behind downpipes suggesting blocked or damaged sections?	B	Yes No N/A N/V								
3) Are the gulleys blocked by leaves or debris?	B	Yes No N/A N/V								
4) Does water drain away slowly from gullies after rainfall, suggesting blocked or damaged drain runs?	B	Yes No N/A N/V								
5) Are there any loose fixings?	C	Yes No N/A N/V								
6) Are paint finishes peeling or flaking or signs of corrosion?	C	Yes No N/A N/V								
7) Is there evidence of overflow from the downpipes and after rainfall?	C	Yes No N/A N/V								
8) Is there excessive moss or plant growth at the base of the wall or to the joints of ground gutters?	C	Yes No N/A N/V								
9) Are there signs that high ground levels are contributing to damp in the building?	C	Yes No N/A N/V								
10) Are any air bricks or vent grilles obstructed by vegetation or raised ground levels?	D	Yes No N/A N/V								
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor		G F P VP								
If you have answered YES, Action/Priority as follows RED=B (within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs)										
ACTION / PRIORITY	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	

Gutter / downpipe wall		I	J	K	L	M	N	O	P	Notes
Type of gutter and downpipe if known C=cast iron/P=plastic/L lead/O=other		C P L O								
1)	Are any of the gutters blocked? B	Yes No N/A N/V								
2)	Is there staining below gutters & behind downpipes suggesting blocked or damaged sections? B	Yes No N/A N/V								
3)	Are the gulleys blocked by leaves or debris? B	Yes No N/A N/V								
4)	Does water drain away slowly from gullies after rainfall, suggesting blocked or damaged drain runs? B	Yes No N/A N/V								
5)	Are there any loose fixings? C	Yes No N/A N/V								
6)	Are paint finishes peeling or flaking or signs of corrosion? C	Yes No N/A N/V								
7)	Is there evidence of overflow from the downpipes and after rainfall? C	Yes No N/A N/V								
8)	Is there excessive moss or plant growth at the base of the wall or to the joints of ground gutters? C	Yes No N/A N/V								
9)	Are there signs that high ground levels are contributing to damp in the building? C	Yes No N/A N/V								
10)	Are any air bricks or vent grilles obstructed by vegetation or raised ground levels? D	Yes No N/A N/V								
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor		G F P VP								
If you have answered YES, Action/Priority as follows RED=B (within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs)										
ACTION / PRIORITY		B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	

EXTERNAL WALLS									
Go around the exterior of the and look at the walls. On the roof or floor plan give each external wall a letter to which the columns below refer and mark on the plans any areas of particular concern.									
Wall	A	B	C	D	E	F	G	H	Notes
Masonry type (if you can tell) St=limestone or sandstone, B=brick, O=other (e.g timber frame / earth)	St B O	St B O	St B O	St B O	St B O	St B O	St B O	St B O	
Render/pointing LR=lime render CR= cement render LP=lime pointing CP= cement pointing	LR CR LP CP	LR CR LP CP	LR CR LP CP	LR CR LP CP	LR CR LP CP	LR CR LP CP	LR CR LP CP	LR CR LP CP	
1) Are there any cracks or other signs of movement?	B	Yes No N/A N/V							
2) Are there signs of damage, to key features such as string courses, hood moulds or coping stones?	C	Yes No N/A N/V							
3) Are there any areas of masonry that have become badly eroded?	C	Yes No N/A N/V							
4) Are there areas where the mortar is deeply recessed, crumbly loose or missing?	C	Yes No N/A N/V							
5) If rendered are there any cracks in the render or areas of erosion?	C	Yes No N/A N/V							
6) Is there any plant growth on the walls that may cause damage?	D	Yes No N/A N/V							
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor	G F P VP	G F P VP	G F P VP	G F P VP	G F P VP	G F P VP	G F P VP	G F P VP	G F P VP
If you have answered YES to any of the questions Action/Priority weighting as follows RED=B (attention within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs) / WHITE=M (routine maintenance or improvement)									
ACTION / PRIORITY	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M

Wall		I	J	K	L	M	N	O	P	Notes
Masonry type (if you can tell) St=limestone or sandstone, B=brick, O=other (e.g timber frame / earth)		St B O								
Render/pointing LR=lime render CR= cement render LP=lime pointing CP= cement pointing		LR CR LP CP								
1)	Are there any cracks or other signs of movement? B	Yes No N/A N/V								
2)	Are there signs of damage, to key features such as string courses, hood moulds or coping stones? C	Yes No N/A N/V								
3)	Are there any areas of masonry that have become badly eroded? C	Yes No N/A N/V								
4)	Are there areas where the mortar is deeply recessed, crumbly loose or missing? C	Yes No N/A N/V								
5)	If rendered are there any cracks in the render or areas of erosion? C	Yes No N/A N/V								
6)	Is there any plant growth on the walls that may cause damage? D	Yes No N/A N/V								
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor		G F P VP								
If you have answered YES to any of the questions Action/Priority weighting as follows RED=B (attention within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs) / WHITE=M (routine maintenance or improvement)										
ACTION / PRIORITY		B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	

Window and Doors										
On the floor plan give each of the windows and doors a number e.g W1 / D1. They will need inspecting from both inside and outside, the questions below relate to the external inspection.										
Window (W) or Door (D) External										
Window / Door type T = timber / M = metal / L = leaded / O = other	T M L O	Notes								
1) Is there any cracking or lamination of the stonework the surrounds or tracery de-to	Yes No N/A N/V									
2) Are there leaded lights or stained glass panels that need attention?	Yes No N/A N/V									
3) Are paint finishes peeling or flaking or is there any corrosion to the ferramenta/ metal supports?	Yes No N/A N/V									
4) If yes has it caused the surrounding stonework to crack or split?	Yes No N/A N/V									
5) Are there any signs of decay or insect infestation?	Yes No N/A N/V									
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor	G F P VP									
ACTION / PRIORITY	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	
Window (W) or Door (D) External										
Window / Door type T = timber / M = metal / L = leaded / O = other	T M L O	Notes								
1) Is there any cracking or lamination of the stonework the surrounds or tracery de-to	Yes No N/A N/V									
2) Are there leaded lights or stained glass panels that need attention?	Yes No N/A N/V									
3) Are paint finishes peeling or flaking or is there any corrosion to the ferramenta/ metal supports?	Yes No N/A N/V									
4) If yes has it caused the surrounding stonework to crack or split?	Yes No N/A N/V									
5) Are there any signs of decay or insect infestation?	Yes No N/A N/V									
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor	G F P VP									
ACTION / PRIORITY	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	

Window (W) or Door (D) External										Notes
Window / Door type T = timber / M = metal / L= leaded / O = other		T M L O								
1)	Is there any cracking or lamination of the stonework surrounds or tracery de-to the	Yes No N/A N/V								
2)	Are there leaded lights or stained glass panels that need attention?	Yes No N/A N/V								
3)	Are paint finishes peeling or flaking or is there any corrosion to the ferramenta/ metal supports?	Yes No N/A N/V								
4)	If yes has it caused the surrounding stonework to crack or split?	Yes No N/A N/V								
5)	Are there any signs of decay or insect infestation?	Yes No N/A N/V								
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor		G F P VP								

If you have answered YES to any of the questions Action/Priority weighting as follows

RED=B (attention within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs) / WHITE=M (routine maintenance or improvement)

ACTION / PRIORITY		B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	Notes
Window (W) or Door (D) External										
Window / Door type T = timber / M = metal / L= leaded / O = other		T M L O								
1)	Is there any cracking or lamination of the stonework surrounds or tracery de-to	Yes No N/A N/V								
2)	Are there leaded lights or stained glass panels that need attention?	Yes No N/A N/V								
3)	Are paint finishes peeling or flaking or is there any corrosion to the ferramenta/ metal supports?	Yes No N/A N/V								
4)	If yes has it caused the surrounding stonework to crack or split?	Yes No N/A N/V								
5)	Are there any signs of decay or insect infestation?	Yes No N/A N/V								
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor		G F P VP								
ACTION / PRIORITY		B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	

INTERNAL WALLS

On the floor or roof plan give each internal wall a number to which the columns below refer and mark or hatch any areas of particular concern on the floor plan

Wall	i	ii	iii	iv	v	vi	vii	viii	Notes
Wall finish if known MC=masonry/cement pointing, ML=masonry/lime pointing, PC=painted cement plaster, PL=painted lime plaster	MC ML PC PL								
1) Are there any cracks or other signs of movement? B	Yes No N/A N/V								
2) Are there any patches of staining or other signs of excessive dampness? B	Yes No N/A N/V								
3) Are there any plaques or monuments on the walls showing signs of erosion? B	Yes No N/A N/V								
4) Are there any patches of damaged or flaking plaster or paint? C	Yes No N/A N/V								
5) Are there any signs of timber decay or insect attack on the pews, panelling or other joinery including cupboards? D	Yes No N/A N/V								
6)									
7)									
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor	G F P VP								
If you have answered YES to any of the questions Action/Priority weighting as follows RED=B (attention within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs) / WHITE=M (routine maintenance or improvement)									
ACTION / PRIORITY	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	

Wall	ix	x	xi	xii	xiii	xiv	xv	xvi	Notes
Wall finish if known MC=masonry/cement pointing, ML=masonry/lime pointing, PC=painted cement plaster, PL=painted lime plaster	MC ML PC PL								
1) Are there any cracks or other signs of movement? B	Yes No N/A N/V								
2) Are there any patches of staining or other signs of excessive dampness? B	Yes No N/A N/V								
3) Are there any plaques or monuments on the walls showing signs of erosion? B	Yes No N/A N/V								
4) Are there any patches of damaged or flaking plaster or paint? C	Yes No N/A N/V								
5) Are there any signs of timber decay or insect attack on the pews, panelling or other joinery including cupboards? D	Yes No N/A N/V								
6)									
7)									
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor	G F P VP								
If you have answered YES to any of the questions Action/Priority weighting as follows RED=B (attention within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs) / WHITE=M (routine maintenance or improvement)									
ACTION / PRIORITY	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	

Window and Doors											
On the floor plan give each of the windows and doors a number e.g W1 / D1. The questions below relate to the internal inspection.											
Window (W) or Door (D) Internal											
										Notes	
1)	Is there any cracking or de-lamination of the stonework surrounds or tracery to the	B	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	
2)	Do you need to use force to open or close windows/doors?	C	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	
3)	Are there any broken, cracked or missing panes of glass?	C	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	
4)	Is there any corrosion to the internal saddle bars/ metal supports	D	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	
5)	If yes has it caused the surrounding stonework to crack or split?	D	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor			G P	F VP	G P	F VP	G P	F VP	G P	F VP	
ACTION / PRIORITY			B	C	D	M	B	C	D	M	
Window (W) or Door (D) Internal											
										Notes	
1)	Is there any cracking or de-lamination of the stonework surrounds or tracery to	B	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	
2)	Do you need to use force to open or close windows/doors?	C	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	
3)	Are there any broken, cracked or missing panes of glass?	C	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	
4)	Is there any corrosion to the internal saddle bars/ metal supports	D	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	
5)	If yes has it caused the surrounding stonework to crack or split?	D	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	Yes N/A	No N/V	
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor			G P	F VP	G P	F VP	G P	F VP	G P	F VP	
ACTION / PRIORITY			B	C	D	M	B	C	D	M	

Window (W) or Door (D) Internal										Notes	
1)	Is there any cracking or lamination of the stonework surrounds or tracery de- to the	B	Yes No N/A N/V								
2)	Do you need to use force to open or close windows/doors?	C	Yes No N/A N/V								
3)	Are there any broken, cracked or missing panes of glass?	B	Yes No N/A N/V								
4)	Is there any corrosion to the internal saddle bars/ metal supports	D	Yes No N/A N/V								
5)	If yes has it caused the surrounding stonework to crack or split?	D	Yes No N/A N/V								
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor			G F P VP								
ACTION / PRIORITY			B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	
RED=B (attention within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs) / WHITE=M (routine maintenance or improvement)											
ACTION / PRIORITY			B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	
Window (W) or Door (D) Internal										Notes	
1)	Is there any cracking or lamination of the stonework surrounds or tracery de- to the	B	Yes No N/A N/V								
2)	Do you need to use force to open or close windows/doors?	C	Yes No N/A N/V								
3)	Are there any broken, cracked or missing panes of glass?	C	Yes No N/A N/V								
4)	Is there any corrosion to the internal saddle bars/ metal supports	D	Yes No N/A N/V								
5)	If yes has it caused the surrounding stonework to crack or split?	D	Yes No N/A N/V								
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor			G F P VP								
ACTION / PRIORITY			B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	

CEILINGS

On the floor plan give each ceiling a number of letter, with ceilings that correspond with the roof it might be helpful to use the same number as the external roofslope and mark or hatch areas of concern

Area of ceiling										Notes
Ceiling finish if known T=timber, PL=painted lime plaster, PC=painted plasterb'd, O=other		T PL PC O	T PL PC O	T PL PC O	T PL PC O	T PL PC O	T PL PC O	T PL PC O	T PL PC O	
1)	Are there any cracks or other signs of movement?	B	Yes No N/A N/V							
2)	Are there patches of damp or staining on the roof or ceiling?	B	Yes No N/A N/V							
3)	If 'yes' do these relate to problems with gutters or downpipes identified as part of the external inspection	B	Yes No N/A N/V							
4)	Can you safely access the roofspaces above the ceiling	D	Yes No N/A N/V							
5)	If yes is there evidence of leaks in the roofspace during heavy rain?	D	Yes No N/A N/V							
6)										
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor			G F P VP							
ACTION / PRIORITY			B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	

FLOORS									
Again on the floor plan give each each area of floor a letter, e.g channel, north aisle etc. and mark or hatch areas of concern									
Area of floor	a	b	c	d	e	f	g	h	Notes
Floor finish - F=flags, T=tiles, PP=pew platform, ST=suspended timber, O=other	F T PP ST O								
1) Do any floor coverings show signs of excess wear and tear or movement that may present a hazard? C	Yes No N/A N/V								
2) Do you need expert help caring for medieval tiles/ ledger stones/ brasses? C	Yes No N/A N/V								
3) Are any air bricks/vents at the base of the walls blocked, restricting air flow? D	Yes No N/A N/V								
4) Are there any signs of timber decay or insect attack to floors or pews? D	Yes No N/A N/V								
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor	G F P VP								
ACTION / PRIORITY	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	
Area of floor	i	j	k	l	m	n	o	p	Notes
Floor finish - F=flags, T=tiles, PP=pew platform, ST=suspended timber, O=other	F T PP ST O								
1) Do any floor coverings show signs of excess wear and tear or movement that may present a hazard? C	Yes No N/A N/V								
2) Do you need expert help caring for medieval tiles/ ledger stones/ brasses? C	Yes No N/A N/V								
3) Are any air bricks/vents at the base of the walls blocked, restricting air flow? D	Yes No N/A N/V								
4) Are there any signs of timber decay or insect attack to floors or pews? D	Yes No N/A N/V								
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor	G F P VP								
ACTION / PRIORITY	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	

TOWER/SPIRE & ROOFSPACES / BELLS FRAME & CLOCK / ORGAN								
ONLY to be answered if you can safely gain access to the tower and out on to the tower roof								
How many floors are there to the tower/spire?		1 2 3 4		Tower roof finish = tile / L=lead or sheet metal / O=other		S = slate / T	S T L O	Notes
1)	Is it difficult to access to all levels of the tower or spire or are any of the steps or ladders in a dangerous condition?	B	Yes No N/A N/V		8)	Are there any cracks or other signs of movement to the walls internally?	B	Yes No N/A N/V
2)	Is it difficult to access the tower roof and are any duckboards, access platforms or handrails damaged or present a hazard?	B	Yes No N/A N/V		9)	Are there any signs of timber decay or insect attack to any of the boards, joists or other floor or roof timbers?	B	Yes No N/A N/V
3)	Are any of the parapet crenallations loose or are there any cracks or other signs of movement?	B	Yes No N/A N/V		10)	Is there any movement in the bell frame and do the bells need checking that they are safe to ring?	B	Yes No N/A N/V
4)	Are there any splits and cracks in areas of flat or sloping sheet roofing	C	Yes No N/A N/V		11)	Are there signs of birds getting through the louvres into the tower	C	Yes No N/A N/V
5)	Do the lightening conductors need checking?	D	Yes No N/A N/V		12)	Are there any areas where bird droppings and debris has been allowed to build up	C	Yes No N/A N/V
6)	Are the flagpole fixings insecure or damaged, and are there any splits or cracks in the cover flashing?	D	Yes No N/A N/V		13)	Do the moving parts of the clock need to be lubricated and dirt and surplus oil removed?	D	
7)	Is there any damage to louvers, weather vanes or other features on the tower?	D	Yes No N/A N/V		14)	Does the organ need to be tuned? Do you need expert help check?	D	Yes No N/A N/V
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor			G F P VP		SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor			G F P VP
If you have answered YES to any of the questions Action/Priority weighting as follows RED=B (attention within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs) / WHITE=M (routine maintenance or improvement)								
ACTION / PRIORITY			B C D M		ACTION / PRIORITY			B C D M

SERVICES - PLUMBING/ELECTRICAL/HEATING/FIRE SAFETY

1)	Do electrical appliances need testing and marking as such?	B	Yes N/A	No N/V				
2)	Does the fire risk assessment need updating and do your fire extinguishers need checking?	B	Yes N/A	No N/V				
3)	Is there any leaking sanitary ware?	C	Yes N/A	No N/V				
4)	Do all exposed water tanks and pipes need to be checked for protection against frost?	C	Yes N/A	No N/V				
5)	Does the heating system need to be checked to ensure it is operating correctly?	C	Yes N/A	No N/V				
6)	Are there any extension cables or leads under carpets that may present a hazard?	C	Yes N/A	No N/V				
7)	Does your first aid kit need checking and updating	D	Yes N/A	No N/V				
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor			G P	F VP				
If you have answered YES to any of the questions Action/Priority weighting as follows RED=B (attention within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs) / WHITE=M (routine maintenance or improvement)								
ACTION / PRIORITY			B	C	D	M	ACTION / PRIORITY	

OUTSIDE / CHURCHYARD If you have a site plan that includes the churchyard go around the grounds and give each wall and path a number or letter and mark or hatch any areas of particular concern

Boundary walls		1	2	3	4	5	6	7	8	Notes
Masonry type (if known) or sandstone, B=brick, timber frame / earth)	St=limestone O=other (e.g	St B O								
Render/pointing (if known) render CR=cement render pointing CP= cem pointing	LR=lime LP=lime	LR CR LP CP								
1) Are there any cracks or other signs of movement?	B	Yes No N/A N/V								
2) Are there areas where the pointing is recessed, crumbly loose or missing?	B	Yes No N/A N/V								
3) Are there any areas of masonry that have become deeply eroded?	C	Yes No N/A N/V								
Paths		1	2	3	4	5	6	7	8	Notes
Finish type F=slate or sandstone flags, G=gravel T=tarmac, O=other		F G T O	F G T O	F G T O	F G T O	F G T O	F G T O	F G T O	F G T O	
1) Are there signs of excess wear & tear that may present a hazard?	C	Yes No N/A N/V								
2) Is there excessive moss or algae growth on the path?	D	Yes No N/A N/V								
3) Are there areas of ponding on the paths?	D	Yes No N/A N/V								
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor		G F P VP								
If you have answered YES to any of the questions Action/Priority weighting as follows RED=B (attention within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs) / WHITE=M (routine maintenance or improvement)										
ACTION / PRIORITY		B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	



OUTSIDE / CHURCHYARD

If you have a site plan that includes the churchyard go around the grounds and mark or hatch any graves or tombs or other areas of particular concern

Grave Stones, Table Tombs and other Monuments / Lytchgate other gates and entrances

1) Are there any grave stones or monuments where their condition could present a hazard? C	Yes N/A	No N/V		4) Are the gutters or gulleys to the lytchgate blocked by leaves or debris? B	Yes N/A	No N/V			
2) Is there any evidence of vandalism to grave stones, monuments or other structures within the grounds? D	Yes N/A	No N/V		5) Are there any loose, slipped or missing slates or tiles to the Lytchgate roof? C	Yes N/A	No N/V			
3) Are there any table tombs or monuments with rusted cramps? D	Yes N/A	No N/V		6) Are there any signs of decay or insect attack to the roof structure and supporting timbers of the Lytchgate? C	Yes N/A	No N/V			
SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor	G P	F VP		SUMMARY OF CONDITION G=good/F=fair/P=poor/VP=very poor	G P	F VP			
If you have answered YES to any of the questions Action/Priority weighting as follows RED=B (attention within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs) / WHITE=M (routine maintenance or improvement)									
ACTION / PRIORITY	B	C	D	M	ACTION / PRIORITY	B	C	D	M