**Quinquennial Maintenance Checklist**Text

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Why document your maintenance and checks?

* To help identify who should be doing what, and when, so that key preventative maintenance tasks are carried out regularly
* So that valuable knowledge and information is not lost when a post holder changes, or someone moves away
* Because many churches will need support from grant funders at some stage, and many of these bodies will want to see that the church has a regular maintenance plan in place before committing funds
* To spread the load of this important work and encourage the participation of volunteers. Church and churchyard maintenance can be a good way of engaging your wider community

How to use this template

* You can use this template as it is or edit it (by hand or in Word) to add in tasks or problem areas specific to your church, many of which will be identified in your Quinquennial Inspection Report. You can store it digitally or print it and display it somewhere where all involved in the tasks can use it.
* Please email [frances.jackson@dioceseofnorwich.org](mailto:frances.jackson@dioceseofnorwich.org) if you need help printing this template, including at a larger scale.
* The number of boxes in each year column indicates the rough frequency at which that task should be carried out, i.e., quarterly, 6-monthly etc. In addition, roofs and rainwater goods should be checked after very heavy rain or storms. Once a task is complete it can be ticked off to log completion.
* If there are additional notes, or actions required following a task, a log of these should be kept with this checklist or in your church logbook.
* When inspecting the fabric of your building it is a good idea to take photographs of anything of note or concern and use the church plan in your QIR to identify where the photographs are taken. Although structural monitoring requires professionals, having a photographic record of changes/the state of fabric between inspections can be a valuable aid. It may also help avoid a crack being ‘discovered’ on multiple occasions if a photographic record of it exists.

The Society for the Protection of Ancient Buildings (SPAB) have produced valuable [video guides](https://www.youtube.com/playlist?list=PL6hpkslgL1SAVh28RtSY6KDPQtbJptZvf) (click for link) to inspecting your building and carrying out simple maintenance tasks. [SPAB’s maintenance calendar](https://www.spab.org.uk/sites/default/files/SPAB-FiM-maintenance-calendar.pdf) (click for link) is also a handy reminder of the timing of maintenance tasks throughout the year.

Contractor or Volunteer?

* All the basic visual checks below can be carried out from ground level by a volunteer. See the video link above for guidance.
* Many maintenance tasks, particularly those at low level such as clearing leaves from gullies or drainage channels, can be carried out by volunteers. Getting your community involved in caring for the church can be very beneficial and can involve people who might not attend services or other church events.
* If in doubt, high level tasks such as accessing roofs and gutter clearance are best left to professionals who have appropriate access equipment and insurance in place and are used to working at height. An annual fee to a maintenance contractor or local builder will be money well spent and may prevent larger more costly problems from developing.

Do I have to use this checklist?

* Not at all. There are many other checklists or templates available, or you may have your own system in place already. This is simply offered in case it is of use to parishes who don’t currently document their arrangements and would like to do so. We hope it is easy to use, but please contact us if you would like support with this or any other aspect of caring for your church building.

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| **Church:** | **Q.I. date:** | | | | | | | | | | | | | | | | | | | | | | |
|  | **Year 1:** | | | | | **Year 2:** | | | | | **Year 3:** | | | | **Year 4:** | | | | **Year 5:** | | | |
| **Task** | **Responsibility** | 1 | 2 | 3 | | 4 | 1 | 2 | 3 | | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Example: Check rainwater goods for any signs of leaks, blockage or damage (and after storms) | Fabric officer | 10/2/23 | | **\***  17/10/23 | | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check the building externally for any areas requiring maintenance such as slipped tiles, blocked gullies, broken bird screens – record with photographs and arrange work |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check the interior for any faults or damage to the fabric – record with photographs and seek advice as necessary |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Inspect roof areas from the ground and report any problems such as slipped tiles or damage to roof coverings. |  |  | | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |
| Check rainwater goods for any signs of leaks, blockage, or damage. |  |  | | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |
| Clear rainwater goods of debris and check running clearly |  |  | | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |
| Check and clear all gullies or drainage channels, open inspection chambers and check drains running freely. Rod if necessary. |  |  | | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |
| Inspect windows and report any problems. |  |  | | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |
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| Check birds cannot get into the building through broken mesh guards or screens – arrange repair as necessary (before nesting starts around March) |  |  | | | | |  | | | | |  | | | |  | | | |  | | | |
| Ensure any opening window lights, ventilation grills etc are clear and working to ventilate building in good weather |  |  | | | | |  | | | | |  | | | |  | | | |  | | | |
| Check trees growing near the building and report any dead branches or branches touching the building – arrange pruning |  |  | | | | |  | | | | |  | | | |  | | | |  | | | |
| **Task** | **Responsibility** | **Year 1** | | | | | **Year 2** | | | | | **Year 3** | | | | **Year 4** | | | | **Year 5** | | | |
| Carefully remove any vegetation and ivy from external walls. |  |  | | | | |  | | | | |  | | | |  | | | |  | | | |
| Arrange for repointing of open joints as necessary (consult with architect if unsure – photographs are helpful). |  |  | | | | |  | | | | |  | | | |  | | | |  | | | |
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| **Buildings services and testing** |  |  | | | | |  | | | | |  | | | |  | | | |  | | | |
| Heating/boiler serviced (keep records) |  |  | | | | |  | | | | |  | | | |  | | | |  | | | |
| Fire extinguishers serviced (record date) |  |  | | | | |  | | | | |  | | | |  | | | |  | | | |
| Lightening protection –inspected every 2.5 years by registered contractor – record date |  |  | | | | | | | | | | | |  | | | | | | | | | |
| Wiring and electrical installation – to be tested every five years by a registered contractor – record date and any action needed |  |  | | | | | | | | | | | | | | | | | | | | | |
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Notes/log of actions

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| 1. | E downpipe on S side of chancel blocked. Cleared by (gutter cleaning contractor) 1/11/23 Cost £100 (Example) |
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