

Using your Quinquennial Inspection Report

Many PCCs will be familiar with receiving their Quinquennial Inspection report (QI report) and using it to help prioritise repairs, improvements, and maintenance over the next five-year period. For some, such as those new to a role, this process may be less familiar. This note aims to act as a reminder or an introduction to using your QI report, highlight the importance of routine maintenance between inspections, and identify where you can find further support. The Diocese's Historic Church Building Support Officer can help with various parts of this process, and contact details can be found at the end of the document.

The Quinquennial Inspection assesses in detail the condition of the church building every five years and produces a report documenting this. The report is also a tool that can be used by the PCC to help:

- Prioritise repairs and improvements
- Inform routine maintenance
- Plan and manage funds and fundraising for more significant repairs/improvements
- Consider how to make the building as accessible and welcoming as possible

Maintenance

Routine maintenance is one of the best and most cost-effective ways to stave off decay, prevent costly problems from developing, and keep your building warm, dry, and welcoming. Reducing leaks, excessive draughts and dampness are also steps on the '[path to net zero](#)' which most churches can consider. For further information regarding maintenance and a simple maintenance plan template please [click here](#). Your QI report should highlight any areas of your church where maintenance is particularly important or complex, and you can incorporate these into your plan. The plan can then be implemented by both volunteers and professionals.

When you have received your QI Report:

- Meet with your architect/surveyor on site soon after the QI report is received. (Some architects may charge for this meeting). Amongst other things, this meeting should enable you to:
 - discuss priorities for routine maintenance
 - identify small repairs that should be done immediately to avoid deterioration and costly and disruptive repairs becoming necessary
 - prioritise and order any more substantial works that need to be undertaken, either now or in the future
- This meeting should help you establish what type/scale of work needs to be undertaken in the next five years and, using the estimated costs in the QIR, you can begin to work out what is feasible for your PCC using a combination of existing funds and applications to grant funders. You can always ask your architect/surveyor for a range of options so you can work out what solution is achievable for your PCC at the time.

- If you need to consider applying for grant funding, further information about searching for funders and preparing to apply can be found [here](#).
- You may be considering improvements to your building to help with accessibility, welcome or increased community use. Your QI report and your architect/surveyor can help you consider your options, and how any improvements fit with necessary repairs.

Do we need a specification for repairs?

This will depend on the nature and extent of the repairs, but often, yes. Your architect/surveyor should be able to point out any maintenance or minor repairs that can be done without the need for a specification, ideally carried out by a contractor experienced in working with historic buildings. Other repairs will require input from an architect/surveyor to write a specification and/or oversee the works. Writing a specification will come at a cost so you should only ask for this to be done once you've understood and agreed the need for the work, how it fits within a wider plan, and how it might be funded.

N.B. Despite not always needing a specification, minor repairs such as refitting slipped slates can be some of the most important for preventing further deterioration and shouldn't be overlooked.

Do we need a Faculty or other consent for carrying out repair work?

Most repair works listed in the QI report will need some form of consent, but some will be covered by List A or List B and will not need full faculty consent. Please use the following link to find out more about [Faculties and List B applications](#), or contact Eliza Greenwell – contact details below.

Between Quinquennial Inspections

Volunteer-led, visual inspections of the church building, carried out at least once a year, are a good way to spot and document any problems that might develop between QIs. These are simple inspections carried out from ground level, but they can help gather valuable information/evidence to inform your architect/surveyor. You can document and findings or actions in your church logbook. Video guides to carrying out a Building Inspection, produced by the Society for the Protection of Ancient Buildings (SPAB), can be found following this link. [SPAB videos](#)

Where can we find support and further information?

Caring for a church building is a big task, but you don't have to do it alone. Share the tasks, joys and challenges with your PCC and community wherever possible. Further support, as well as advice on the Faculty and List B process, is also available from the Care of Church Buildings Team and contact details can be found here:

[Contact the team](#)

Useful resources:

The following videos produced by the Diocese of Lincoln give valuable introductions to a range of topics relating to the care of church buildings including the online faculty process, applying for grant funding, and understanding the history of your church:

[Church Buildings | Lincoln Diocesan Trust and Board of Finance \(anglican.org\)](#)