

st mary's church
cowley
gloucestershire

quinquennial inspection
report number 2



Client The PCC of St Mary's Church, Cowley
C/o Michael Dykes
7 Hazleroft
Churchdown
Gloucestershire
GL3 2DS

architect Nick Joyce Architects LLP
5 Barbourne Rd
Worcester
WR1 1RS

date March 2015

**ST MARY'S CHURCH
COWLEY, GLOUCESTERSHIRE**

Diocese: Gloucester

Report No: 2

Dates of Inspection: 26th February 2015

Weather Conditions: Fine

Inspecting Architect: Nick Joyce
Nick Joyce Architects LLP
5 Barbourne Road
Worcester
WR1 1RS
Tel: 01905 726307

Present: Michael Dykes

1.0 EXPLANATORY NOTES

1.1 Introduction

This report has been prepared in accordance with the publication, "A Guide to Church Inspection and Repair", published by the Council for the Care of Churches 1980.

It is not a specification for the execution of work and must not be used as such. The architect is willing to draw up the specification and to assist the PCC in applying for the essential Certificate of Faculty and to direct the execution of repairs.

Where it is recommended that an architect's specification is drawn up for the essential repairs this is because impartial professional advice is felt to be necessary. If the church is over approximately sixty years old the advice of a specialist architect used to dealing with historic buildings should always be sought.

1.2 Scope of the Report

The report is made on the findings of an inspection made from the ground or other places which were easily reached from a surveyor's ladder. We have not inspected woodwork or other parts of the structure which are covered, unexposed, or inaccessible and we are therefore unable to report that any such part of the property is free from defect. No inspection was made of the organ, service installations or any below ground drainage.

1.3 Electrical Installations

The electrical installation should be tested every quinquennium and immediately if not done within the last five years by an approved NIC EIC electrical contractor. An insulated resistance and earth-continuity test should be obtained on all circuits. The engineer's test report should be kept with the church logbook. The PCC are advised to contact the insurers of the church to see if more regular inspections are required.

1.4 Heating Installation

The heating installation should be checked at the end of each summer prior to recommencement of heating and it is recommended that the PCC enter into an annual maintenance contract with a qualified heating engineer to ensure that the installation runs safely and efficiently.

1.5 Lightning Conductors

Any lightning conductor should be tested annually in accordance with the British Standard Code of Practice CP 326, by a qualified electrical engineer and the record of the test results and conditions should be kept with the church log book.

Where no lightning conductor exists it is recommended that the PCC notify the insurers of the Church fabric to ensure that the building is covered under the terms of the insurance policy for any damage by lightning.

1.6 Fire Protection

Under provisions of the Regulatory Reform (Fire Safety) Order 2005, all churches are obliged to carry out a FIRE RISK ASSESSMENT, and this should be updated annually taking into account any changes made. A guide setting out Fire Risk Assessment Principals for church premises can be found on the Methodist Church website, ministers and office holders, property (technical and conservation).

A minimum of two water type fire extinguishers should be provided and one CO² extinguisher.

All extinguishers should be inspected annually by a competent engineer to ensure they are in good working order.

Further advice can be obtained from the Fire Prevention Officer of the local fire brigade and from your insurers.

Recommended Provisions

<i>Location</i>	<i>Type of Extinguisher</i>
<i>General area</i>	Water
<i>Organ</i>	CO ²
<i>Boilerhouse:</i>	
Solid fuel boiler	Water
Gas fired boiler	Dry powder
Oil fired boiler	Foam (or dry powder if electricity supply to boiler room cannot be easily isolated).

Note: Dry powder extinguishers are not recommended for Church interiors since the use of powder can be damaging to furnishings, memorials etc.

1.7 Maintenance Between Inspections

The PCC is strongly advised to enter into a contract for the annual maintenance of the building. It is particularly important to ensure that all gutters, hopper heads and downpipes are secure and free flowing and all gullies remain unblocked at all times. Slipped or damaged tiles should be replaced and flashings and leadwork checked for soundness. The best period for carrying out annual maintenance is at the end of each autumn after leaves have fallen.

1.8 Insurance

The PCC is advised to maintain adequate cover for building and contents insurance and to ensure that they comply with the terms of the insurance policy in terms of

any loss or damage to the structure and contents, which may occur. The insurer will advise on what measures are deemed to be minimum requirements and may reduce premiums if more stringent methods of protection are adopted.

For guidance on insurance levels a leaflet prepared jointly by English Heritage and The Royal Institute of Chartered Surveyors is available free from: English Heritage, Customer Services Department, PO Box 569, Swindon SN2 2YP Tel: 01793 414910.

Faculties

Except for routine maintenance work, all other repairs such as brick or stonework repairs, replacement of roof coverings and rainwater goods will necessitate the obtaining of a Faculty from the Chancellor of the Diocese. If in any doubt the diocesan secretary will advise you on the requirements, and petitions for faculties must be submitted with a certified resolution from the Parochial Church Council with detailed plans and specification as appropriate.

Log Book

It is a requirement for each church to retain a log book which records all work undertaken at the church together with the name of contractors and costs. Routine inspections of the fabric should also be recorded together with any incidents of water ingress, beetle or dry rot outbreak.

1.9 Recommendations for Repairs and Costings

The report will identify all defects that were recorded at the time of the inspection prioritising those items where it is felt that the defect may lead to further and potentially serious damage to the fabric of the building or where there is a risk of personal injury.

The categories for prioritisation comply with those used for reports where grant aid is sought and are as follows:

- A Work which should be carried out within the next 2 years
- B Work which should be carried out within the next 2-5 years
- C Work which should be carried out over 5 years

Other categories of work which may be identified in the report are as follows:

- PCC Works of maintenance which may be safely carried out from ground level by members of the PCC
- FIR Areas of work where further investigation is required to identify potentially defective parts of the building which could not be satisfactorily examined during the course of the inspection
- MON Areas of work that should be monitored

In considering any programme of work however, it may be appropriate to group certain related areas of work, which may not fall into the same category in order to form a viable building contract.

2.0 DESCRIPTION OF BUILDING

2.1 Location and site

St Mary's Church is located in the centre of the small, rather straggling village of Cowley Gloucestershire. The nearest town is Cheltenham which lies about 5 miles north west of the village.

The church stands next to Cowley Manor, a large stone built dwelling dating from the C17th but substantially rebuilt and enlarged during the 19th and now run as an exclusive hotel and spa.

The church stands at the west end of a rectangular shaped churchyard which is enclosed by tall yew hedges and is visible from the car park only by its tower at the west end of the church.

2.2 General Description of the building

The foundations of the church were laid in 1200 and the earliest surviving part of the church is now the nave and the barrel vaulted roof which is of C14th date. The porch and tower were added in the C15th though the upper of its three stages was rebuilt at the date of Victorian restoration of the building which was completed by the architect Albert Hartshorne in 1872. Hartshorne also rebuilt the chancel at this date replacing the roof in a style similar to the barrel vault of the nave and completing a scheme of decoration which has been mostly overpainted leaving only the stencilled decoration of the chancel roof as an indication of the original design.

The church has considerable charm which is enhanced by its churchyard setting enclosed as it is by tall hedges and entered into almost like a secret garden.

2.3 Planning Status

The church is Grade 2* listed.

It lies within the Cowley Conservation Area.

The local planning authority is Cotswold District Council.

The county authority is Gloucestershire County Council.

2.4 Seating capacity and parking provision

There is unlimited parking shared with the Cowley Manor Hotel.

The normal congregation size is 10.

Seating capacity is 80.

2.5 Quinquennial Inspection Dates

The last inspection was carried out in June 2010.

The next inspection is due in March 2020.

3.0 WORKS COMPLETED SINCE THE LAST QUINQUENNIAL INSPECTION

Re-roofing of the church, overhaul of rainwater goods and masonry repair.

4.0 CONDITION

4.1 General condition

The general condition of the church is excellent. The warden, PCC members and others should be congratulated on the care they have given this church over the last five years.

4.2 AREAS OF CONCERN IDENTIFIED BY THE PCC

Condition of electrical installation.

5.0 INSPECTION FINDINGS

5.1 CHURCHYARD

Priority

(i) Boundary Walls, Fences/Gates

The churchyard is enclosed on all boundaries by yew hedges except at the south side of the west boundary at which point it is bounded by the east wall of Cowley Manor.

Access to the churchyard is from the car-park which is sited on the north side of Cowley Manor, and is via an opening in the hedge at the north west corner of the churchyard.

Condition

Good.

(ii) Paths

There is a loose gravelled path from the car-park which leads around the west end of the church where it splits at the south west corner of the church, one path closely hugging the church with three steps leading down to the south porch and the other contouring around the south west end of the churchyard as a continuous slope also ending at the south porch.

There is a tubular handrail held by oak posts to the steps.

Condition

Bottom post to handrail now suffering from wet rot.

Recommendations

Renew bottom post and lead cap this and remaining posts.

B

(iii) Standing features

The church has good collection of mostly C18th and C19th headstones with several chest tombs. Within the churchyard are three mature scots pines.

Condition

Good.

5.2 CHURCH EXTERNALLY

(i) Roof coverings

Tower

The tower has a pitched roof with the ridge aligned east west with north and south slopes covered with natural slates, with blue clay ridge tiles. There are lead lined north and south parapet gutters falling to outlets at the west end and discharging via lead spouts.

There are side opening rooflights to each slope giving access onto the parapets.

Condition

Good.

Main roofs and south porch

The roof coverings generally are of diminishing courses of Cotswold stone tiles with stone ridge tiles

There are lead soakers and cover flashings at the abutment of the nave roof with the tower, roof upstand at the east gable end of the chancel and a mortar fillet to the porch with the south wall of the church

Where the chancel roof meets the slightly differing pitch of the nave there is a lead upstand with secret gutter.

There is a concrete capping to the roof over the old boiler room.

Condition

One tile noted as delaminating to east slope of porch. There is a small amount of delamination noted to tiles on the north slopes of the nave and chancel. This damage is caused by frost and cannot be avoided.

The concrete to the roof over the boiler room is spalling.

Recommendations

Replace one tile to the east slope of the south porch.

Carry out mortar repairs to the roof over the boiler room.

Monitor condition of tiles over next quinquennium.

**A
B
MON**

(ii) Rainwater Goods

There are cast iron gutters and a downpipe to the north slope of the nave, with an interceptor which discharges into a water butt.

Elsewhere there are no gutters.

Condition

Good.

(iii) Walls

The church is constructed from locally quarried limestone which has been laid in random courses of coarsely dressed stone to the nave with dressed ashlar blocks to the chancel, tower and south porch.

The upper stage of the tower was rebuilt at the end of the C19th and is of brickwork with an ashlar stone facing. The pinnacles at each corner of the tower were replaced during the re-roofing works carried out in 2012 and are weathering in nicely.

Condition

The stone plinth block to south wall of nave, by the south porch has fractured.

I also noted one displaced corbelled eaves stone to the west of the south porch with a split in the corbel.

Recommendation

Cut out plinth block and make good to stonework.

Monitor condition of eaves stone and corbel over the next five years.

**A
MON**

(iv) **Glazing/Louvred Openings**

The glazing generally is of leaded panels of clear glass in diamond set quarries, with stained glass panels in the chancel with wire guards.

The following defects were noted:

W2 pointing around leaded panel breaking down.

Recommendation

Rake out pointing to reveal of W2 and repoint.

A

(v) **External joinery**

The external doors generally are oak boarded with strap hinges.

The door to the former boiler house is a painted softwood boarded door.

Condition

The metalwork to doors ED1 and 3 is rusty.

Recommendations

Rub down, rust treat and re-paint.

B

5.3 CHURCH INTERNALLY

(i) **Roof Structure**

The roof over the nave is an early C14th vaulted roof structure, exposed to view from within the church with oak boarding fixed over the backs of the rafters. There are three inserted tie beams set at equal distances.

The roof over the chancel dates from the C19th reconstruction of this end but follows the pattern of the medieval nave roof. It is subdivided into 3 bays by arch braced trusses which are supported off stone corbels.

The rafters have stencilled decoration and have horizontal oak boarding laid over the backs of the rafters.

Tower Roof

19th Century pine roof structure with 3 trusses, and single purlin to each roof slope. Exposed rafters with slating underlay.

Condition

Good.

(ii) **Walls**

The walls of the nave and chancel are plastered. The walls of the south porch and tower to the second stage are of fair faced stonework, limewashed in the lower sound chamber. The second stage of the tower is in fair faced brick.

It is recorded that there is a C19th scheme of decoration beneath the present plain paintwork of the chancel and nave but this has been overpainted.

At the east end of the chancel, the wall has been faced with marble to window sill level and there is a marble and mosaic reredos.

Condition

There is a small amount of plaster damage in scattered areas and the decorative condition of the plasterwork now lets the church down slightly.

Recommendations

Consider redecoration of the interior of the church at which date plaster repairs can be carried out. If restoring the 19th Century decorative paint scheme is being considered, I recommend you obtain a report from a wall paintings specialist, and suggest a local conservator Perry Lithgow, Chipping Norton, 01608 658067.

(iv) Floors/steps/stairs

The floor of the south porch is laid with stone flags.

The nave floor is of diamond set encaustic tiles over which a carpet has been laid.

There are boarded platforms below the choir stalls pews with boarded floors in the base of the tower and sound chambers.

In the chancel the floor has been laid with ledger stones and in the sanctuary the floor is laid with encaustic tiles overlaid with carpet.

There are stone steps up to the pulpit and a short flight of stone treads up to the lower sound chamber.

Condition

There are several cracked or damaged plain floor tiles.

The area beneath the high altar is concreted and would be improved if tiled to match.

Recommendations

Replace damaged floor tiles.

Consider tiling beneath high altar.

B

(v) Doors

There is an oak boarded door to the vestry which is in good condition.

5.4 Church Internally – non-structural elements

(i) Bellframe

C18th oak bell frame

4 bells cast late C17th, hanging in line to ring in north south direction

1 bell cast by Rudhall Gloucester

1 bell recast 1837

Condition

Clappers due to be replaced October 2015 at which date the bearings will also be greased.

(ii) Font

The font comprises transitional Norman round bowl partly inscribed with chevron decoration and this is set on C19th octagonal stone shaft and base.

(iii) Pulpit

The pulpit is of limestone carved in the perpendicular style, and is accessible from the nave via a short flight of steps with oak and wrought iron handrail.

(iv) **Furnishings**

There are oak choirstalls and pews with oak altar table and altar rail.

(v) **Organ**

The organ was made by Berrington and Son 1887 and restored in 2004

5.5 SERVICES

(i) **Electrical Installation**

Incoming supply from below ground enters into vestry on the south side with the switches for lighting generally located in the vestry.

Lighting is by pendant lights in the nave with spotlights at wall plate level.

Plans for new lighting scheme should include for architectural lighting of font, roof and reredos.

(ii) **Heating**

Heating is by under pew heaters.

(iii) **Water**

There is no water supply to the church.

(iv) **Security**

There is a fire detection and alarm system.

The fire extinguishers are located as follows:

Vestry 2kg CO²

Nave 2 no 3 litre water extinguishers

None of the extinguishers were fixed to the wall.

It is recommended that they are fixed where visible and close to means of escape. Signs indicating which extinguishers are appropriate should be placed next to extinguishers.

(v) **First Aid**

There is a first aid kit in the vestry which is made accessible during services.

(vi) **Theft**

There is no burglar alarm system.

(vii) **Maintenance**

No ladders are kept on site.

5.6 DISABLED PROVISION

Access

There is a ramped access along a gravelled path from the entrance into the churchyard to the south porch and level access from here into the church. Within the church there are steps up into the vestry and sanctuary area and there is a step up onto the boarded platforms below the pews.

Services

There are no WCS.

The lighting levels are relatively low.

6.0 SUMMARY OF RECOMMENDATIONS

Priority A Items (within the next two years)

Replace one tile to the east slope of the south porch.	A
Rake out pointing to reveal of W2 and repoint.	A

Priority B Items (2-5 years)

Renew bottom post and lead cap this and remaining posts.	B
Rub down, rust treat and re-paint.	B
Replace damaged floor tiles.	B

Priority C Items (over 5 years)

Monitor condition of eaves stone and corbel over the next five years.	MON
Monitor condition of tiles over next quinquennium.	MON

Signed

Nock Joyn

Date

2 April 2015 .

st mary 's church
cowley
external views



View of church from south.



View of church from north east.



View over churchyard from east.

st mary 's church
cowley
internal views



Interior view looking east.



Interior view looking west.



Detail of organ and font.



Detail of high altar.

st mary 's church
cowley
internal views



Detail of bell frame.

st mary 's church
cowley
roof coverings



Detail showing delaminated tile to south porch.



Spalled capping to old boiler room.

st mary 's church
cowley
external walls



Fractured plinth block to tower.



Detail of dislodged eaves stone and fractured corbel.



Detail showing defective pointing to west window of nave.

st mary 's church
cowley
doors



Poor decorative condition of metal work to door to tower.

APPENDIX A
List description

List Description

Description: Church of St Mary

Grade: II*

Date Listed: 4 July 1960

English Heritage Building ID: 135030

Location: Cowley, Gloucestershire GL53 9NL

Locality: Cowley

Local Authority: Cotswold District Council

County: Gloucestershire

Country: England

Postcode: GL53 9NL

Details:

COWLEY COWLEY VILLAGE

SO 9614

10/79 Church of St Mary

4.7.60

GV II*

Anglican parish church, c1200, C13, C15, restored 1872 by Albert Hartshorne. Nave: limestone rubble, part of south wall and porch, coursed squared and dressed limestone. Tower and chancel ashlar. Stone slate roof. Plan: nave with south porch, chancel and west tower. Nave south wall: three C19 lancet windows probably replacing earlier similar windows; small trefoil-headed lancet far right to the left of a buttress with offsets. The porch conceals a plank doorway with decorative C19 hinges within a roll-moulded pointed surround with a roll-moulded hood with C19 stops in the form of knights' heads. Large cinquefoil-headed light to the left-hand return. Three probably C19 lancets and one early lancet to the north wall; large buttress-like projection towards the east containing a spiral staircase to the former rood loft, see later. Chancel with single buttresses with offsets on the north and south sides and buttressed east end with a single lancet window, single smaller lancet to the apex of the gable. Two lancets, one with a restored head, to the south wall. C13 corbel table with double roll mouldings to the nave and chancel. Three stage tower with Early English lower stages and a Perpendicular upper stage; projecting stair turret on the north side with a plank door within an angular shouldered surround and a single slit light. C19 plank door within a pointed roll-moulded surround on the west side of the tower; single lancet window to the south side of the tower;

square stone slab sundial to the stage above; 3-light belfry windows with crocketed decoration, and blocked central light, the outer lights have stone slate louvres; panelled pilasters at the corners of the tower which rise up to a string course below the battlemented parapet with panelled corner merlons. Chancel gable coped; cross finials to nave and chancel. Stepped coping and a roll-cross finial to the porch.

Church interior: plastered. Nave is continuous with the chancel, their junction being marked by a step. C14 unpanelled wagon roof to the nave with moulded tie-beams with diamond stops. C19 faceted roof trusses to the chancel with stencilled flowers and fleur de lys to the soffits of the beams and to the wallplate; the principal rafters are supported by wall posts rising from Early English style stone wall posts with moulded capitals and bases; stone string with dog tooth decoration below the wallplate. C19 plank door at the west end of the nave within a roll-moulded surround; further opening towards the apex of the gable now with its head obscured, but with a roll-moulded and casement-moulded surround. Base of former steps to rood loft towards the east end of the nave; small triangular-headed piscina in the south wall opposite. C14 recumbent stone effigy of a priest with ogee-curved recess with a crocketed finial in the north wall of the chancel; a projecting corbel with a hole for a light upper left suggests the recess may once have been used as an Easter sepulchre;- large C19 trefoil-headed niche in the south wall; the windows of the chancel except those lighting the westernmost bay have roll-moulded rere-arches. Red and black tile flooring to the nave. Ledgers and encaustic tiling to the chancel. C12 circular limestone font with a decorative band with zig-zag motif around its outer margin and traces of an incised triangular decoration to its base which has now been cut away and replaced by a C19 octagonal stone base. C19 pews, choir stalls and reading desk. C15 stone pulpit carved from a single stone block with crudely carved blind tracery with C19 limestone base and steps with a wrought iron railing. C19 communion rail with wrought iron uprights and a wooden railing. Simple C19 wooden communion table. C19 marble reredos incorporating a mosaic of the last supper. Organ at the west end of the nave. Monuments: 3 simple white on black marble monuments over the south door. Four C17 and two C18 ledgers within the chancel, one to Margaret Brett, wife of Henry Brett, died 1645 another to Dame Henrietta Brownlowe, daughter of Henry Brett (q.v. Cowley Manor). Three circular hanging candelabra, now upturned and fitted with light bulbs. C19 stained glass to the windows of the chancel.
(David Verrey, *The Buildings of England: The Cotswolds*; and V.C.H. Glos. Vol VII)

Listing NGR: SO9650514647

APPENDIX B
Service reports

ELECTRICAL INSTALLATION CERTIFICATE

Issued in accordance with *British Standard 7671 - Requirements for Electrical Installations* by an Approved Contractor or Conforming Body enrolled with NICEIC, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX

Original (To the person ordering the work)

DETAILS OF THE CLIENT			
Client / Address: MR E HOLLINGWORTH, MANOR FARM, COWLEY, GLOS, GL53 9NN			
DETAILS OF THE INSTALLATION			The installation is:
Address:	ST MARYS CHURCH, COWLEY, GLOS, GL53 9NL		New <input type="checkbox"/>
Extent of the installation covered by this certificate:	THIS CERTIFICATE COVERS THE INSTALLATION OF THE NEW DISTRIBUTION BOARDS. AND OTHER REPAIRS FOLLOWING PERIODICAL INSPECTION.		An addition <input checked="" type="checkbox"/>
			An alteration <input checked="" type="checkbox"/>
DESIGN			
I/We, being the person(s) responsible for the design of the electrical installation (as indicated by my/our signature(s) below), particulars of which are described above, having exercised reasonable skill and care when carrying out the design, hereby CERTIFY that the design work for which I/we have been responsible is, to the best of my/our knowledge and belief, in accordance with BS 7671 amended to January 2008 (date) except for the departures, if any, detailed as follows:			
Details of departures from BS 7671, as amended (Regulations 120.3, 120.4): NONE			
The extent of liability of the signatory/signatories is limited to the work described above as the subject of this certificate. For the DESIGN of the installation: <small>** (Where there is divided responsibility for the design)</small>			
Signature	Date	Name (CAPITALS)	Designer 1
	20/06/2011	ANTHONY J SMITH	
Signature	Date	Name (CAPITALS)	** Designer 2
CONSTRUCTION			
I/We, being the person(s) responsible for the construction of the electrical installation (as indicated by my/our signature below), particulars of which are described above, having exercised reasonable skill and care when carrying out the construction, hereby CERTIFY that the construction work for which I/we have been responsible is, to the best of my/our knowledge and belief, in accordance with BS 7671 amended to January 2008 (date) except for the departures, if any, detailed as follows:			
Details of departures from BS 7671, as amended (Regulations 120.3, 120.4): NONE			
The extent of liability of the signatory is limited to the work described above as the subject of this certificate. For the CONSTRUCTION of the installation:			
Signature	Date	Name (CAPITALS)	Constructor
	18/10/2011	ADAM KING	
INSPECTION AND TESTING			
I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby CERTIFY that the work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with BS 7671, amended to January 2008 (date) except for the departures, if any, detailed as follows:			
Details of departures from BS 7671, as amended (Regulations 120.3, 120.4): NONE			
The extent of liability of the signatory/signatories is limited to the work described above as the subject of this certificate. For the INSPECTION AND TESTING of the installation:			
Signature	Date	Signature	Reviewed by
	25/10/2011		01/11/2011
Name (CAPITALS)	Inspector	Name (CAPITALS)	Qualified Supervisor †
ADAM KING		NEIL BLAKE	
DESIGN, CONSTRUCTION, INSPECTION AND TESTING *			
* This box to be completed only where the design, construction, inspection and testing have been the responsibility of one person.			
I, being the person responsible for the design, construction, inspection and testing of the electrical installation (as indicated by my signature below), particulars of which are described above, having exercised reasonable skill and care when carrying out the design, construction, inspection and testing, hereby CERTIFY that the said work for which I have been responsible is to the best of my knowledge and belief in accordance with BS 7671, amended to (date) except for the departures, if any, detailed as follows:			
Details of departures from BS 7671, as amended (Regulations 120.3, 120.4):			
The extent of liability of the signatory is limited to the work described above as the subject of this certificate. For the DESIGN , the CONSTRUCTION and the INSPECTION AND TESTING of the installation:			
Signature	Date	Signature	Reviewed by
Name (CAPITALS)		Name (CAPITALS)	Qualified Supervisor ††

† Where the inspection and testing have been carried out by an Approved Contractor, the inspection and testing results are to be reviewed by the registered Qualified Supervisor.
 †† Where the design, the construction, and the inspection and testing have been the responsibility of one person, the inspection and testing results are to be reviewed by the registered Qualified Supervisor.

Please see the 'Notes for Recipients' on the reverse of this page

PARTICULARS OF THE ORGANISATION(S) RESPONSIBLE FOR THE ELECTRICAL INSTALLATION

DESIGN (1)	Organisation †								
Address:						NICEIC Enrolment No (where appropriate)			
						Branch number (if applicable)			
					Postcode				
DESIGN (2)	Organisation †								
Address:						NICEIC Enrolment No (where appropriate)			
						Branch number (if applicable)			
					Postcode				
CONSTRUCTION	Organisation	ANTHONY J SMITH(GLOS)LTD							
Address:	34 UPPER MILLS ESTATE BRISTOL ROAD STONEHOUSE					NICEIC Enrolment No (Essential information)	0	1	0
					Postcode	GL 10 2BJ			6
									2
									1
						Branch number (if applicable)			
INSPECTION AND TESTING	Organisation †								
Address:						NICEIC Enrolment No (where appropriate)			
						Branch number (if applicable)			
					Postcode				

SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

Tick boxes and enter details, as appropriate

System Type(s)	Number and Type of Live Conductors				Nature of Supply Parameters				Characteristics of Primary Supply Overcurrent Protective Device(s)			
TNS	N/A	a.c.	<input checked="" type="checkbox"/>	d.c.		Nominal U ⁽¹⁾ voltage(s)	230	V	U _o ⁽¹⁾	V		
TNCS	N/A	1-phase (2 wire)	<input checked="" type="checkbox"/>	1-phase (3 wire)	N/A	Nominal frequency, f ⁽¹⁾	50	Hz	Notes (1) by enquiry (2) by enquiry or by measurement (3) where more than one supply, record the higher or highest values		BS(EN)	BS 1361
TNC	N/A	2-phase (3 wire)	N/A			Prospective fault current, I _p ⁽²⁾⁽³⁾	2.15	kA	Type	HRC		
TT	<input checked="" type="checkbox"/>	3-phase (3 wire)	N/A	3-phase (4 wire)	N/A	External earth fault loop impedance, Z _e ⁽²⁾⁽³⁾	107.9	Ω	Rated current	100	A	
IT	N/A	Other				Number of supplies	1		Short-circuit capacity		kA	

PARTICULARS OF INSTALLATION AT THE ORIGIN

Tick boxes and enter details, as appropriate

Means of Earthing		Details of Installation Earth Electrode (where applicable)					
Distributor's facility:		Type (eg rod(s), tape etc)	Rod	Location:	LEFT OF ENTRANCE		
Installation earth electrode:	<input checked="" type="checkbox"/>	Electrode resistance, R _A	107.3 (Ω)	Method of measurement:	Earth fault loop impedance test instrument		
Main Switch or Circuit-Breaker		Maximum Demand (Load):		kVA / Amps		Protective measures against electric shock:	
* (Applicable only where an RCD is suitable and is used as a main circuit breaker)				*Delete as appropriate		ADS	
Type BS(EN)	61008	Voltage rating	230	V	Earthing and Protective Bonding Conductors		
No of Poles	2	Rated current, I _n	100	A	Main protective bonding conductors		Bonding of extraneous-conductive-parts (✓)
Supply conductors material	Copper	RCD operating current, I _{Δn} *	100	mA	Conductor material	Copper	Water service
Supply conductors csa	25 mm ²	RCD operating time (at I _{Δn})*	13.6	ms	Conductor csa	10 mm ²	Oil service
					Continuity check	✓ (✓)	Gas service
					Continuity check	✓ (✓)	Structural steel
							Other incoming service(s)

COMMENTS ON EXISTING INSTALLATION

In the case of an alteration or additions see Section 633

NONE

Note: Enter 'NONE' or, where appropriate, the page number(s) of additional page(s) of comments on the existing installation.

NEXT INSPECTION

§ Enter interval in terms of years, months or weeks, as appropriate

5 years

(We, the designer(s), RECOMMEND that this installation is further inspected and tested after an interval of not more than

† Where the Approved Contractor responsible for the construction of the electrical installation has also been responsible for the design and the inspection and testing of that installation, the 'Particulars of the Organisation responsible for the Electrical Installation' may be recorded only in the section entitled 'CONSTRUCTION'.

‡ Where a number of sources are available to supply the installation, and where the data given for the primary source may differ from other sources, a separate sheet must be provided which identifies the relevant information relating to each additional source.

SCHEDULE OF ITEMS INSPECTED

† See note below

PROTECTIVE MEASURES AGAINST ELECTRIC SHOCK

Basic and fault protection

Extra low voltage

N/A SELV N/A PELV

Double or reinforced insulation

N/A Double or Reinforced Insulation

Basic protection

Insulation of live parts Barriers or enclosures

N/A Obstacles ** N/A Placing out of reach **

Fault protection

Automatic disconnection of supply

- Presence of earthing conductor
- Presence of circuit protective conductors
- Presence of main protective bonding conductors
- N/A Presence of earthing arrangements for combined protective and functional purposes
- N/A Presence of adequate arrangements for alternative source(s), where applicable
- N/A FELV
- Choice and setting of protective and monitoring devices (for fault protection and/or overcurrent protection)

Non-conducting location **

N/A Absence of protective conductors

Earth-free equipotential bonding **

N/A Presence of earth-free equipotential bonding

Electrical separation

- N/A For one item of current using equipment
- N/A For more than one item of current using equipment **

Additional protection

- Presence of residual current device(s)
- Presence of supplementary bonding conductors

** For use in controlled supervised/conditions only

Prevention of mutual detrimental influence

- N/A Proximity of non-electrical services and other influences
- N/A Segregation of Band I and Band II circuits or Band II insulation used
- N/A Segregation of Safety Circuits

Identification

- Presence of diagrams, instructions, circuit charts and similar information
- Presence of danger notices and other warning notices
- Labelling of protective devices, switches and terminals
- Identification of conductors

Cables and Conductors

- Selection of conductors for current carrying capacity and voltage drop
- Erection methods
- Routing of cables in prescribed zones
- N/A Cables incorporating earthed armour or sheath or run in an earthed wiring system, or otherwise protected against nails, screws and the like
- N/A Additional protection by 30mA RCD for cables concealed in walls (where required, in premises not under the supervision of skilled or instructed persons)
- Connection of conductors
- N/A Presence of fire barriers, suitable seals and protection against thermal effects

General

- Presence and correct location of appropriate devices for isolation and switching
- Adequacy of access to switchgear and other equipment
- N/A Particular protective measures for special installations and locations
- Connection of single-pole devices for protection or switching in line conductors only
- Correct connection of accessories and equipment
- N/A Presence of undervoltage protective devices
- Selection of equipment and protective measures appropriate to external influences
- Selection of appropriate functional switching devices

SCHEDULE OF ITEMS TESTED

† See note below

- External earth fault loop impedance, Z_e
- Installation earth electrode resistance, R_A
- Continuity of protective conductors
- Continuity of ring final circuit conductors
- Insulation resistance between live conductors
- Insulation resistance between live conductors and Earth
- Protection by separation of circuits

- Basic protection by barrier or enclosure provided during erection
- N/A Insulation of non-conducting floors or walls
- Polarity
- Earth fault loop impedance, Z_s
- N/A Verification of phase sequence
- Operation of residual current devices
- Functional testing of assemblies
- Verification of voltage drop

SCHEDULE OF ADDITIONAL RECORDS* (See attached schedule)

Page No(s)

Note: Additional page(s) must be identified by the Electrical Installation Certificate serial number and page number(s).

† All boxes must be completed. '✓' indicates that an inspection or a test was carried out and that the result was satisfactory. 'N/A' indicates that an inspection or test was not applicable to the particular installation.

* Where the electrical work to which this certificate relates includes the installation of a fire alarm system and/or an emergency lighting system (or a part of such systems), this electrical safety certificate should be accompanied by the particular certificate(s) for the system(s).

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

Original (To the person ordering the work)

TO BE COMPLETED IN EVERY CASE		TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION*			
Location of distribution board: VESTRY	Supply to distribution board is from: ORIGIN	No. of phases: 1	Nominal voltage: 230 V		
Distribution board designation: DB 1	Overcurrent protective device for the distribution circuit:	Associated RCD (if any) BS(EN): 61008			
	Type: BS(EN)	Rating: A	RCD No. of poles: 2	$I_{\Delta n}$: 100 mA	

Circuit number and phase	Circuit designation	Type of wiring (see code in flow)	Reference method	Number of points served	Circuit conductors used			Overcurrent protective devices			RCD		
					Live	cpc	Max. disconnection time permitted by BS 7671 (s)	BS (EN)	Type No	Rating (A)	Short-circuit capacity (kA)	Operating current, $I_{\Delta n}$ (mA)	Maximum Z_s permitted by BS 7671 (Ω)
					(mm ²)	(mm ²)							
1	TOWER & NAVE LIGHTS	B/O	B	6	1.5	1.5	5	60898	C	6	6	100	500
2	NAVE LIGHTS & PIR	B/O	B	5	1.5	1.5	5	60898	C	6	6	100	500
3	CHANCEL LIGHTS	B/O	B	8	1.5	1.5	5	60898	C	6	6	100	500
4	SPARE												
5	SPARE												
6	SPARE												
7	SPARE												
8	SPARE												

* See Table 4A2 of Appendix 4 of BS 7671: 2008

CODES FOR TYPE OF WIRING								
A	B	C	D	E	F	G	H	O (Other - please state)
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral-insulated cables	FP200

* In such cases, details of the distribution (sub-main) circuit(s), together with the test results for the circuit(s), must also be provided on continuation schedules.

SCHEDULE OF TEST RESULTS FOR THE INSTALLATION

TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION				Test instruments (serial numbers) used:			
Characteristics at this distribution board				Earth fault loop impedance		RCD	
Confirmation of supply polarity				0012001146		6111-459/021002/1534	
* See note below				Insulation resistance		Other	
Operating times of associated RCD (if any)				6111-668/050405/1903			
At $I_{\Delta n}$				Continuity		Other	
At $5I_{\Delta n}$ (if applicable)				6111-668/050405/1903			
Z _s 107.9 Ω		At $I_{\Delta n}$ 13.6 ms					
I _{pf} 2.15 kA		At $5I_{\Delta n}$ 17.8 ms					

Circuit number and phase	Circuit impedances (Ω)					Insulation resistance † Record lower or lowest value				Polarity (✓)	Maximum measured earth fault loop impedance, Z _s (Ω) * See note below	RCD operating times	
	Ring final circuits only (measured end to end)			All circuits (At least one column to be completed)		Line/Line †	Line/Neutral †	Line/Earth †	Neutral/Earth			at $I_{\Delta n}$	at $5I_{\Delta n}$ (if applicable)
	r ₁ (Line)	r _n (Neutral)	r ₂ (cpc)	R ₁ / R ₂	R ₂	(MΩ)	(MΩ)	(MΩ)	(MΩ)			(ms)	(ms)
						(MΩ)	(MΩ)	(MΩ)	(MΩ)				
1				✓		LIM	7.18	8.12		✓	48.9	13.6	17.8
2				✓		LIM	7.18	8.12		✓	51.0	13.6	17.8
3				✓		LIM	8.29	8.12		✓	50.2	13.6	17.8
4													
5													
6													
7													
8													

* Note: Where the installation can be supplied by more than one source, such as a primary source (eg public supply) and a secondary source (eg standby generator), the higher or highest values must be recorded.

TESTED BY

Signature:

Position:

approved electrician

Page 5 of

7

Name:
(CAPITALS)

ADAM KING

Date of testing:

25/10/2011

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION - CONTINUATION

Original (To the person ordering the work)

TO BE COMPLETED IN EVERY CASE	TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION*				
Location of distribution board: <i>VESTRY</i>	Supply to distribution board is from: <i>ORIGIN</i>	No of phases: <i>1</i>	Nominal voltage: <i>230 V</i>		
Distribution board designation: <i>DB-2</i>	Overcurrent protective device for the distribution circuit: Type: BS(EN) _____ Rating: _____	Associated RCD (if any): BS(EN) _____	<i>61008</i>		
		RCD No of poles: <i>2</i>	<i>I_{Δn}</i> <i>30 mA</i>		

CIRCUIT DETAILS													
Circuit number and phase	Circuit designation	Type of wiring (see code below)	Reference method	Number of points served	Circuit conductors: csa			Overcurrent protective devices				RCD	
					Live (mm ²)	cpc (mm ²)	Max. disconnection time permitted by BS 7671 (s)	BS (EN)	Type No	Rating (A)	Short-circuit capacity (kA)	Operating current, I _{Δn} (mA)	Maximum Z _s permitted by BS 7671 (Ω)
1	VESTRY SOCKET & FIRE	B	B	2	2.5	1.5	0.4	60898	B	32	6	30	1666
2	BOILER/SOCKETS & FIRE ALARM	B	B	6	2.5	1.5	0.4	60898	B	32	6	30	1666
3	ORGAN	B/O	B	2	2.5	1.5	5	60898	B	16	6	30	1666
4	TOWER SOCKETS	B/O	B	3	2.5	1.5	0.4	60898	B	32	6	30	1666
5													
6													
7													
8													

* See Table A2 of Appendix 4 of BS 7671

CODES FOR TYPE OF WIRING								
A	B	C	D	E	F	G	H	O (Other - please state)
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral-insulated cables	<i>FP200</i>

* In such cases, details of the distribution (sub-main) circuit(s), together with the test results for the circuit(s), must also be provided on continuation schedules.

SCHEDULE OF TEST RESULTS FOR THE INSTALLATION - CONTINUATION

<p>TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION</p> <p style="text-align: center;">Characteristics at this distribution board</p> <p style="text-align: center;">✓ Confirmation of supply polarity</p> <p><small>* See note below</small></p> <p>Z_s * 107.9 Ω Operating times of associated RCD (if any) At $I_{\Delta n}$ 37.3 ms</p> <p>I_{pf} * 2.15 kA At $5I_{\Delta n}$ (if applicable) 16.4 ms</p>	<p style="text-align: center;">Test instruments (serial numbers) used.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Earth fault loop impedance</td> <td style="width: 30%;">0012001146</td> <td style="width: 10%;">RCD</td> <td style="width: 30%;">6111-459/021002/1534</td> </tr> <tr> <td>Insulation resistance</td> <td>6111-668/050405/1903</td> <td>Other</td> <td></td> </tr> <tr> <td>Continuity</td> <td>6111-668/050405/1903</td> <td>Other</td> <td></td> </tr> </table>	Earth fault loop impedance	0012001146	RCD	6111-459/021002/1534	Insulation resistance	6111-668/050405/1903	Other		Continuity	6111-668/050405/1903	Other	
Earth fault loop impedance	0012001146	RCD	6111-459/021002/1534										
Insulation resistance	6111-668/050405/1903	Other											
Continuity	6111-668/050405/1903	Other											

TEST RESULTS													
Circuit number and phase	Circuit impedances (Ω)					Insulation resistance <small>† Record lower or lowest value</small>				Polarity (✓)	Maximum measured earth fault loop impedance, Z_s <small>* See note below</small>	RCD operating times	
	Ring final circuits only (measured end to end)			All circuits <small>(At least one column to be completed)</small>		Line/Line †	Line/Neutral †	Line/Earth †	Neutral/Earth			at $I_{\Delta n}$	at $5I_{\Delta n}$ (if applicable)
	r_1 (Line)	r_n (Neutral)	r_2 (cpc)	$R_1 + R_2$	R_2	(M Ω)	(M Ω)	(M Ω)	(M Ω)			(ms)	(ms)
1					✓		57	200>	60.8	✓	47.7	37.3	16.4
2					✓		200>	3.2	200>	✓	48.0	37.3	16.4
3					✓		200>	200>	200>	✓	49.2	37.3	16.4
4					✓		200>	200>	200>	✓	49.6	37.3	16.4
5													
6													
7													
8													

* Note: Where the installation can be supplied by more than one source, such as a primary source (eg public supply) and a secondary source (eg standby generator), the higher or highest values must be recorded.

TESTED BY

Signature: Position: approved electrician

Name: ADAM KING Date of testing: 25/10/2011

Original (To the person ordering the work)



ELECTRICAL INSTALLATION CERTIFICATE
BS 7671:2008 – single signature

To re-order this, or any form in this series, please either phone, fax or email:

Phone: 0333 321 8225 Fax: 0333 321 8221

Email: shop@eca.co.uk

www.eca.co.uk

ELECTRICAL INSTALLATION CERTIFICATE

BS 7671:2008 – single signature



Certificate number:
 Member number: (optional)

DETAILS OF CLIENT: **EDWARD HOLLINGSWORTH**

INSTALLATION ADDRESS: **ST MARYS CHURCH, COWLEY, GLOS, GL53 9NL**

JOB NUMBER (optional):

Sheet **2** of **7**

DESCRIPTION AND EXTENT OF INSTALLATION COVERED BY THIS CERTIFICATE: **INSTALLATION OF 4 NEW HEATER CIRCUITS AND TWO RING MAINS**

New installation Addition Alteration

FOR DESIGN, CONSTRUCTION, INSPECTION AND TEST

I/We being the person responsible for design, construction, inspection and testing of the electrical installation (as indicated by my signature below), particulars of which are described above, having exercised reasonable skill and care when carrying out the design, construction, inspection and testing, hereby CERTIFY that the said work for which I/we have been responsible is, to the best of my knowledge and belief, in accordance with BS 7671:2008 as amended to NO.1..... except for the departures, if any, detailed as follows:

Departures and comments on existing installations (120.3; 133.5) **NEW HEATER CIRCUITS SUPPLIED BY CONTACTORS**

ONLY

Name **DAN NORBURN**

For **M I Electrical**

Position **Electrician**

Signature **Ian Humphries**

Date **31/01/2014**

Next inspection **31/01/2024**

I/We recommend that the installation be further inspected and tested after an interval of not more than **10** years.

SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

Nominal voltage U_o **240** V Prospective fault current, I_p **3** kA YES 1-phase, 2-wire Type/BS (EN) **1361**

Frequency F **50** Hz External loop impedance, Z_e **79.2** Ohms 3-phase, 3-wire Rated Current **100** A

Alternative source of supply a.c. d.c. 4-phase, 4-wire

Number and type of live conductors

Earthing arrangements

Installation earth electrode Distributor's facility

Type **ROD** TN-S

Location **SIDE WALL** TN-C-S

Resistance **79.2** Ohms TT

PARTICULARS OF INSTALLATION REFERRED TO IN THIS CERTIFICATE

Maximum demand kVA/Amps **6.1009** Current rating **100** A

Main switch or circuit breaker BS **6.1009** No. of poles **2**

Location internal in DB

Voltage **240** Fuse rating **V** or setting **A**

Rating **240** V or setting **A**

RCD trip time **30** ms RCD 1_{Δn} **30** mA

(Applicable only where RCD is suitable and is used as a main circuit breaker)

Earthing conductor Copper Steel Aluminium

Location of main protective bonding connections

Main protective bonding conductor Copper Steel Aluminium

Main protective conductors

CSA **10** mm² Connections verified

CSA **10** mm² Connections verified

Main bonding: Water Gas Other

ELECTRICAL INSTALLATION CERTIFICATE

NOTES:

- 1 The Electrical Installation Certificate is to be used only for the initial certification of a new installation or for an addition or alteration to an existing installation where new circuits have been introduced.
It is not to be used for a Periodic Inspection, for which an Electrical Installation Condition Report form should be used. For an addition or alteration which does not extend to the introduction of new circuits, a Minor Electrical Installation Works Certificate may be used.
The 'original' Certificate is to be given to the person ordering the work (Regulation 632.1). A duplicate should be retained by the contractor.
- 2 This Certificate is only valid if accompanied by the Schedule of Inspections and the Schedule(s) of Test Results.
- 3 The signatures appended are those of the persons authorised by the companies executing the work of design, construction and inspection and testing respectively. A signatory authorised to certify more than one category of work should sign in each of the appropriate places.
- 4 The time interval recommended before the first periodic inspection must be inserted (see IET Guidance Note 3 for guidance).
- 5 The page numbers for each of the Schedules of Test Results should be indicated, together with the total number of sheets involved.
- 6 The maximum prospective value of fault current (I_{pf}) recorded should be the greater of either the prospective value of short-circuit current or the prospective value of earth fault current.
- 7 The proposed date for the next inspection should take into consideration the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life and the period should be agreed between the designer, installer and other relevant parties.

ELECTRICAL INSTALLATION CERTIFICATE

GUIDANCE FOR RECIPIENTS

(to be appended to the Certificate)

This safety Certificate has been issued to confirm that the electrical installation work to which it relates has been designed, constructed, inspected and tested in accordance with British Standard 7671 (the IET Wiring Regulations).

You should have received an 'original' Certificate and the contractor should have retained a duplicate. If you were the person ordering the work, but not the owner of the installation, you should pass this Certificate, or a full copy of it including the schedules, immediately to the owner.

The 'original' Certificate should be retained in a safe place and be shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this Certificate will demonstrate to the new owner that the electrical installation complied with the requirements of British Standard 7671 at the time the Certificate was issued. The Construction (Design and Management) Regulations require that, for a project covered by those Regulations, a copy of this Certificate, together with its schedules, is included in the project health and safety documentation.

For safety reasons the electrical installation will need to be inspected at appropriate intervals by a competent person. The maximum time interval recommended before the next inspection is stated on Page 1 under 'Next Inspection'.

This Certificate is intended to be issued only for a new electrical installation or for new work associated with an addition or alteration to an existing installation. It should not have been issued for the inspection of an existing electrical installation. An 'Electrical Installation Condition Report' should be issued for such an inspection.

SCHEDULE OF INSPECTIONS



NOTES:

✓ to indicate an inspection has been carried out and the result is satisfactory
 N/A to indicate that the inspection is not applicable to a particular item

NOTE – items marked as grey are seldom relevant in a domestic setting

METHODS OF PROTECTION AGAINST ELECTRIC SHOCK		PREVENTION OF MUTUAL DETRIMENTAL INFLUENCE	CABLES AND CONDUCTORS (continued)	ADDITIONAL SCHEDULE OF ITEMS INSPECTED (where applicable)
Basic protection:		Yes (a) Proximity to non-electrical services and other influences	Yes Additional protection provided by 30 mA RCD for cables concealed in walls (where required in premises not under the supervision of a skilled or instructed person)	n/a SELV
Yes (i) Insulation of live parts	n/a (b) Segregation of Band I and Band II circuits or use of Band II insulation	Yes	Yes Connection of conductors	n/a PELV
Yes (ii) Barriers or enclosures		Yes	Yes Presence of fire barriers, suitable seals and protection against thermal effects	Yes Double insulation
Fault protection:		IDENTIFICATION	GENERAL	n/a Reinforced insulation
(i) Automatic disconnection of supply:	Yes (a) Presence of diagrams, instructions, circuit charts and similar information	Yes	Presence of correct location of appropriate devices for isolation and switching	n/a Obstacles
Yes Presence of earthing conductor	Yes (b) Presence of danger notices and other warning notices	Yes	Adequacy of access to switchgear and other equipment	n/a Placing out of reach
Yes Presence of circuit protective conductors	Yes (c) Labelling of protective devices, switches and terminals	Yes	Particular protective measures for special installations and locations	Yes Presence of earthing arrangements for combined protective and functional purposes
Yes Presence of protective bonding conductors	Yes (d) Identification of conductors	Yes	Connection of single-pole devices for protection or switching in line conductors only	n/a Presence of adequate arrangements for alternative source(s), where applicable
Yes Presence of supplementary bonding conductors	CABLES AND CONDUCTORS	Yes	Correct connection of accessories and equipment	n/a FELV
Yes Choice of setting of protective and monitoring devices (for fault and/or overcurrent protection)	Yes Selection of conductors for current-carrying capacity and voltage drop	Yes	Selection of equipment and protective measures appropriate to external influences	n/a Absence of protective conductors
Additional protection:		Yes Erection methods	Selection of appropriate functional switching devices	Presence of earth-free local equipotential bonding
Yes Presence of residual current device(s)	Yes Routing of cables in prescribed zones	Yes		Electrical separation provided for one item of current-using equipment
Yes Presence of supplementary bonding conductors	Yes Cables incorporating earthed armour or sheath, or run within an earthed wiring system, or otherwise adequately protected against nails, screws and the like	Yes		Electrical separation provided for more than one item of current-using equipment
		Yes		Segregation of safety circuits
		Yes		Presence of undervoltage protective devices

SCHEDULE OF TEST RESULTS

Used as primary sheet

Used as continuation sheet

Sheet 5 of 7



DB Reference no. DB2
 Location SIDE WALL
 Zs at DB (Ω) 79.2
 Ipf at DB (kA) 3
 Correct polarity of supply confirmed YES / NO YES
 Phase sequence confirmed (where appropriate)

Details of circuits and/or installed equipment vulnerable to damage when testing
 Continuity KEWTECH KT 64
 Insulation resistance KEWTECH KT 64
 Earth fault loop impedance KEWTECH KT 64
 RCD KEWTECH KT 64
 Earth electrode resistance KEWTECH KT 64

Details of test instruments used (state serial and/or asset numbers)
 Continuity KEWTECH KT 64
 Insulation resistance KEWTECH KT 64
 Earth fault loop impedance KEWTECH KT 64
 RCD KEWTECH KT 64
 Earth electrode resistance KEWTECH KT 64

Test results

Tested by: DAN NORBURN
 Name (CAPITALS) DAN NORBURN
 Signature Ian Humphries
 Date 31/01/2014

Remarks (continue on a separate sheet if necessary)

Circuit details

Circuit number	Circuit description	BS (EN)	Type	Rating (A)	Breaking (kA)	Reference method	Conductor details			R ₁ (line)	R ₂ (neutral)	R ₂ (cpc)	Continuity (Ω) (R ₁ +R ₂) or R ₂	Insulation resistance (MΩ)	Polarity	Z _s (Ω)	RCD (ms)	Remarks (continue on a separate sheet if necessary)
							Live (mm ²)	Reference method	Capacity (kA)									
A 1	REAR RIGHT HEATER	60898	B	32	6	FP	2.5	1.5	1.5					299	✓	79.5	9	
2	REAR LEFT HEATER	60898	B	32	6	FP	2.5	1.5	1.5					299	✓	79.4	9	
3	FRONT LEFT HEATER	60898	B	32	6	FP	2.5	1.5	1.5					299	✓	79.3	9	
4	FRONT RIGHT HEATER	60898	B	32	6	FP	2.5	1.5	1.5					299	✓	79.5	9	
5	LEFT RING	60898	B	32	6	FP	2.5	1.5	1.5					299	✓	81.7	9	
6	RIGHT RING	60898	B	32	6	FP	2.5	1.5	1.5					299	✓	79.8	9	
7	SPARE																	
8	SPARE																	

* Where there are no spurs connected to a ring final circuit this value is also the (R₁ + R₂) of the circuit.

Rated short-circuit capacities

Device type	Device designation	Rated short-circuit capacity (kA)
Semi-enclosed fuse to BS 3036 with category of duty	S1A	1
	S2A	2
	S4A	4
Cartridge fuse to BS 1361	type I	16.5
	type II	33.0
General purpose fuse to BS 88-2	type I	50 at 415v
	type II	16
BS 88-3	type I	31.5
	type II	16.5 at 240v 80 at 415v
General purpose fuse to BS 88-6	type I	16.5 at 240v 80 at 415v
	type II	16.5 at 240v 80 at 415v
Circuit-breakers to BS 3871 (replaced by BS EN 60898)	M1	1
	M1.5	1.5
	M3	3
	M4.5	4.5
	M6	6
	M9	9
Circuit-breakers to BS EN 60898* and RCBOs to BS EN 61009	I_{cn}	I_{cs}
	1.5	(1.5)
	3.0	(3.0)
	6	(6.0)
	10	(7.5)
	15	(7.5)
	20	(10.0)
	25	(12.5)

* Two short-circuit capacities are defined in BS EN 60898 and BS EN 61009:

I_{cn} the rated short-circuit capacity (marked on the device),
 I_{cs} the in-service short-circuit capacity.

The difference between the two is the condition of the circuit-breaker after manufacturer's testing. I_{cn} is the maximum fault current the breaker can interrupt safely, although the breaker may no longer be useable.

I_{cs} is the maximum fault current the breaker can interrupt safely without loss of performance.

The I_{cn} value (in amperes) is normally marked on the device in a rectangle, e.g.: [6000] and for the majority of applications the prospective fault current at the terminals of the circuit-breaker should not exceed this value.

For domestic installations the prospective fault current is unlikely to exceed 6 kA, up to which value the I_{cn} will equal I_{cs} .

The short-circuit capacity of devices to BS EN 60947-2 is as specified by the manufacturer.

Guidance for schedule of test results

Column A	Add circuit number.
Column B	Describe circuit briefly i.e. ring, socket-outlets.
Column C	Add BS (EN) device number i.e. BS 3036 for re-wireable fuses.
Column D	Add type of device i.e. for a BS EN 60898 circuit-breaker B, C or D.
Column E	Add current rating of the protective device.
Column F	Add short-circuit breaking capacity of the protective device.
Column G	Add circuit reference method i.e. clipped direct would be C.
Column H	Add live conductor CSA.
Column I	Add cpc conductor CSA.
Ring continuity only	
Column J	Add open line / line resistance.
Column K	Add open neutral / neutral resistance.
Column L	Add open cpc / cpc resistance.
Column M / N	Add maximum value obtained from continuity of cpc at all points on circuit measured R1 + R2 or R2 only, depending on test method used.
Insulation resistance	
Column O	Test between all line conductors and line to neutral and record the minimum value measured.
Column P	Test line conductor(s) to earth and neutral to earth either together or separately and record the minimum measured value.
Column Q	Add tick when polarity at all points has been checked.
Column R	Earth fault loop impedance. Insert the highest measured or calculated value.
Column S	Measure and record RCD tripping time at 1 x I Δ n.
Column T	Measure and record RCD tripping time at 5 x I Δ n.
Column U	Tick this box once the functionality of the RCD has been verified.
Column V	Add any relevant remarks to each circuit.

Limiting values of measured earth fault loop impedances for common overcurrent protective devices, for indirect contact, operating at 230v based on 80% (approx.) of the values given in BS 7671:2008

Nominal rating (A)	Fuses										Circuit breakers to BS 3871 or BS EN 60898 or RCBOs to BS EN 61009				
	General purpose (gG) & motor application (gM) fuses to BS 88-2			BS 88-3 fuse system C			BS 3036 re-wireable				Type 1	Type 2	Type B	Type 3 & C	Type D
							0.4 s		5 s		0.4 & 5 seconds				
	0.4 s	5 s		0.4 s	5 s		0.4 s	5 s	5 s						
5	N/A	N/A	8.36	12.26		7.66	14.16			9.20	5.26	N/A	N/A	N/A	
6	6.57	10.24	N/A	N/A		N/A	N/A			7.68	4.38	6.13	3.06	1.53	
10	3.91	5.75	N/A	N/A		N/A	N/A			4.60	2.63	3.68	1.84	0.92	
15	N/A	N/A	2.62*	4*		2.04	4.28			3.07	1.75	N/A	N/A	N/A	
16	2.05	3.34	1.94	3.29		N/A	N/A			2.88	1.64	2.29	1.15	0.57	
20	1.42	2.36	1.63	2.70		1.42	3.06			2.30	1.30	1.84	0.92	0.45	
25	1.08	1.84	N/A	N/A		N/A	N/A			1.84	1.04	1.47	0.73	0.36	
30	N/A	N/A	0.92*	1.47*		0.87	2.11			1.53	0.87	N/A	N/A	N/A	
32	0.83	1.47	0.77	1.31		N/A	N/A			1.44	0.82	1.15	0.57	0.28	
40	N/A	1.08	N/A	N/A		N/A	N/A			1.15	0.66	0.92	0.45	0.23	
45	N/A	N/A	N/A	0.83		N/A	1.27			1.02	0.58	N/A	N/A	N/A	
50	N/A	0.83	N/A	N/A		N/A	N/A			0.92	0.52	0.73	0.36	0.18	
60	N/A	N/A	N/A	0.56*		N/A	N/A			N/A	N/A	N/A	N/A	N/A	
63	N/A	0.66	N/A	0.58*		N/A	N/A			0.72	0.41	0.58	0.28	0.14	
80	N/A	0.46	N/A	0.42		N/A	N/A			0.57	0.32	0.45	0.23	0.11	
100	N/A	0.37	N/A	0.32		N/A	N/A			0.46	0.25	0.36	0.18	0.08	
125	N/A	0.27	N/A	N/A		N/A	N/A			N/A	N/A	0.29	0.14	0.07	
160	N/A	0.22	N/A	N/A		N/A	N/A			N/A	N/A	N/A	N/A	N/A	
200	N/A	0.15	N/A	N/A		N/A	N/A			N/A	N/A	N/A	N/A	N/A	

APPENDIX C
Glossary of Terms

GLOSSARY OF TERMS

Abutment - this word can be used in two senses. It is the point at which a roof meets a wall head and also a massive structure supporting the ends of a bridge.

Ashlar - masonry that has been shaped into regular squared blocks and given a smooth face. It is laid in level courses and tends to have very fine mortar joints.

Bargeboard - bargeboards are fixed to the gable ends of the roof to conceal and protect the ends of the roof timbers or thatch. They often project over the wall face and are frequently decorative.

Buttress - a masonry support that gives additional strength to a wall and resists outward thrust.

Came - a strip of lead with an H-shaped profile used to join pieces of glass together in a leaded window.

Clerestory - the section of the main wall below the eaves and about the top of the aisle roof which is pierced with windows giving light into the interior.

Conservation - action necessary to preserve anything of acknowledged value.

Coping - a protective covering of brick or stone on the top of a wall. The coping will usually project to help throw rainwater away from the wall.

Corbel - a block of masonry that projects from the wall and carries the end of a roof truss or beam. Corbels are often carved with grotesque human or animal figures.

Cornice - a continuous horizontal feature running around the top of a wall or the top of a room.

Crypt- an underground chamber or vault often used for burials.

Curtilage- it is difficult to define curtilage exactly but it is generally taken to be a piece of ground ancillary to a building and necessary to the function and/or enjoyment of that building. The important factors are the physical relationship between the ground and the building; past and present ownership; and the past and present use.

Eaves - the underside of a sloping roof where it overhangs the wall below.

Efflorescence - this is a white powdery deposit found on the surface of stone, brick or plaster. It occurs when excessive moisture causes the soluble salts present in the masonry to dissolve. They are then drawn towards the internal surface of the wall, as this is usually warmer than the external surface. Once they reach the inside face of the wall the water evaporates and the salts re-crystallise on the surface. Efflorescence is unsightly but relatively harmless and can be brushed off when dry, although it is often a sign that there may be too much moisture in the fabric. The underlying causes must therefore be investigated and addressed.

Fabric - the materials from which a building is constructed.

Faculty - a faculty is a licence authorising an agreed package of work granted by an ecclesiastical body.

Fascia - a strip of timber boarding fixed to the ends of the rafters or fitted below a wallhead on a building with a flat or low-pitched roof. It is sometimes decorative but often supports the gutter fixings.

Ferramenta - the metal framework of internal saddle-bars and external stanchions used to support the glazing in large windows. Ferramenta were originally made from wrought iron but are now more likely to be manufactured from mild steel or sometimes stainless steel.

Fillet - a fillet is a thin flat band, running between mouldings, the purpose of which is to separate and define them. It is also a wedge shaped strip of mortar used to protect a junction such as that between a roof and a wall from the weather.

Flashing - a protective strip of lead, copper or zinc covering a joint that is exposed to the weather. Where a horizontal surface meets a vertical surface, flashings are often in two parts- an upstand, which turns up the vertical surface and a cover (counter) flashing, which turns down over it. Soakers are small individual flashings laid with each course of slate or tile.

Gargoyle - a projecting water spout, usually grotesquely carved in the form of an animal or human figure.

Hood mouldings - a projecting stone moulding over an arch, door or window, which is designed to throw rainwater clear of the building.

Ironmongery - a general name for door and window fittings including hinges, locks and catches, handles and knobs.

Jamb - blocks of masonry forming the side of a door or window.

Lime - quicklime (calcium oxide) is made by heating limestone or chalk (calcium carbonate) to drive off the carbon dioxide. When water is added to the quicklime (slaking) heat is given off. If slacked lime is mixed with sharp sand in the right proportions, it can be used as a mortar or to be accurately specified, mixed and applied in the right conditions. Slacked lime can also be mixed with water and used as a coating for masonry or render. It is known as limewash.

Maintenance - the process of slowing down the rate of decay by keeping the fabric of a building in good condition.

Mullion - a vertical timber or stone bar dividing a window into 'lights'

Parapet- a low wall built around a roof to prevent people from falling over the edge.

Pier - a solid vertical mass or masonry supporting a vertical load.

Pinnacle - a tall pointed decorative feature, usually at a corner of a building or above the top of a buttress.

Putty - glazier's putty is a mixture of whiting (crushed chalk) and linseed oil and is used to fix glass paned into a window frame. Lime putty is the product of slaking quicklime with water.

Quoin - a large, dressed stone used to form the corner of a building.

Rafter - the sloping beam in a timber roof structure that connects the ridge beam to the wall plate. A roof may have principle rafters and/or common rafters. A purlin is

a horizontal timber member that transfers the load from the common rafters to the principle rafter.

Repair - work that is carried out to put right defects, significant decay or damage.

Sill (or cill) - the horizontal bottom member of a window or screen.

Soffit - the flat ceiling under a lintel, gallery, beam, stair or overhanging roof etc.

Tracery- slender moulded stone bars which intersect to form patterns at the head of a window. Tracery is usually a feature of the Gothic style of architecture.

Transom- in any large window with mullions, the transom is a horizontal bar of wood or stone running across the whole window. It will usually have a similar profile to the mullions.

Vestment - any of the various garments worn ceremonially by members of the clergy and church choirs.

Wallhead - the top of a masonry wall sometimes visible from the roof space.

Wall plate- horizontal timber member placed on top of the wall to support the load imposed upon it by the roof structure.

APPENDIX D
Maintenance Checklist

MAINTENANCE CHECKLIST

Rainwater Goods and Drains

Gutters and Downpipes	<p>Do the gutters slope correctly? Is the water carried away effectively? Are there any stains on the wall suggesting blocked or damaged goods? Are the fixings secure? Do the gutters and downpipes need to be repainted?</p>	<ul style="list-style-type: none"> • Clear away leaves and debris regularly • Consider fitting bird/leaf guards
Gulleys	<p>Does the gully catch all the water from the downpipe? Are the gulleys free from leaves and other debris? Does the water flow away effectively after rainfall?</p>	<ul style="list-style-type: none"> • Clean gulleys regularly and remove any silt and debris • Clean any blockages using drain rods • Empty an silt traps every three months
Ground gutters	<p>Is the pointing between the bricks or flags in good condition or does it need to be repaired?</p>	
Surface water drains	<p>Is water satisfactorily carried away from the structure?</p>	<ul style="list-style-type: none"> • Consider installing a water butt to collect rainwater
Foul and combined drains	<p>Are accessible drains, manholes inspection chambers and outlets clear and in good condition?</p>	
Soakaways	<p>Does the water drain away and quickly after rainfall?</p>	<ul style="list-style-type: none"> • Check for silting or contamination every few months or so • Remove any silt deposits when the soakaway chamber is empty

Roofs

Clay tiles, natural slate and stone	<p>Is there any sign of frost, snow or wind damage?</p> <p>Is there debris from the broken slates and tiles on the ground?</p> <p>Are there any loose, slipped or missing slates or tiles?</p> <p>Are there any large areas of moss on the roof covering?</p>	<ul style="list-style-type: none"> Record this location of slipped slates and tiles before having them replaced
Ridges and hips	<p>Are there any missing ridge or hip tiles?</p> <p>Are there any areas where the pointing is missing?</p>	<ul style="list-style-type: none"> Use mastic or repair tapes as an emergency measure until a proper repair can be carried out Consider having heating tapes fitted in inaccessible gutters
Sheet metal roofing	<p>Are there any splits or cracks in areas of flat or sloping sheet roofing?</p>	
Thatch	<p>Does the thatch appear to be in good condition or are some areas starting to look thin or worn?</p> <p>Is there any evidence of water ingress?</p>	<ul style="list-style-type: none"> Think about fire prevention measures Ensure that any electrical wiring in roof spaces is checked regularly by a qualified electrician
Asphalt	<p>Are there any splits, cracks, blisters or bumps that are allowing water to penetrate the roof covering?</p>	<ul style="list-style-type: none"> Use mastic or repair tapes as an emergency measure until a proper repair can be carried out
Roof valleys and parapet gutters	<p>Are plants, birds' nests or other materials blocking the passage of water in valley and parapet gutters?</p>	<ul style="list-style-type: none"> Clear debris from roof valleys and parapet gutters at least twice a year Clear away snow from parapet and valley gutters in the winter
Flashings	<p>Are any flashings in good condition, without holes or splits?</p> <p>Are flashings securely fixed?</p> <p>Is the mortar pointing in good condition?</p>	<ul style="list-style-type: none"> Remove leaves and other debris that has become trapped underneath duckboards
Flagpole	<p>Is the flagpole secure?</p> <p>Are the fixings in good condition and free from</p>	

	rust?	
Access	Is the covering flashing in good condition? Are duckboards, access platforms and handrails safe and in good condition?	
Towers and steeples	Can you see any dislodges blocks of masonry or other damage to louvers, weathervanes or lighting conductors?	<ul style="list-style-type: none"> Consider commissioning a steeplejack to inspect the tower or spire once every five years

Walls

Structural issues	Have you noticed any unusual or progressive cracks, bumps or bulges? Have you observed any spalling of the edges and corners of the blocks of masonry?	<ul style="list-style-type: none"> Note down the position of any existing cracks, bulges or any other such defects in your logbook. Take advice from your architect or surveyor about whether monitoring is required Report significant changes in any cracks to your architect or surveyor
Masonry	Are there any signs of damage, particularly to key features such as string courses, cornices and hood moulds? Are there any areas of masonry that have become deeply eroded? Is the pointing in good condition or are there areas where it is deeply recessed, crumbly, loose or missing?	<ul style="list-style-type: none"> Clean gulleys regularly and remove and silt and debris Clear any blockages using drain rods Empty any silt traps every three months
Render	Are there any areas where the lime render has worn away exposing the stone underneath? Are there any cracks in the cement render that could be allowing water to penetrate into the core of the wall?	
Timber	Are there any signs of timber decay or possible	<ul style="list-style-type: none"> Ensure that the integrity of paint finishes is maintained

	insect infestation?	by repainting external timberwork every few years
Plants	Are there any plants or shrubs growing close to the wall and blocking air bricks or ventilators? Are there any plants growing on the walls that may cause damage?	<ul style="list-style-type: none"> • Clear away plant growth from around the building • Consider removing ivy and other climbing plants
Ground levels	Does the water drain quickly after rainfall?	<ul style="list-style-type: none"> • Clean air bricks or ventilators if necessary • Consider fitting fine mesh behind the ventilator to exclude rodents and insects
Air bricks and ventilators	Are air bricks or ventilation grilles in good condition and free of obstruction?	<ul style="list-style-type: none"> • Clean air bricks or ventilators if necessary • Consider fitting fine mesh behind the ventilator to exclude rodents and insects

Doors and Windows

Doors	Is it possible to open and close doors easily, without using any force? Are there any metal coverings and flashings intact?	<ul style="list-style-type: none"> • Lubricate door ironmongery • Check the security of any locks
Timber windows	Do timber windows 'stick' or are they difficult to open? Is the timber in good condition and free from decay? Are any paint finishes in good condition?	<ul style="list-style-type: none"> • Ensure that the integrity of paint finishes is maintained by repainting timber windows every few years • Make sure that windows can be opened easily so that the building can be ventilated • Lubricate window ironmongery • Check the security of any locks
Metal windows	Do metal windows 'stick' or are they difficult to open? Is the metal in good condition and free from corrosion? Are any paint finishes in good condition?	<ul style="list-style-type: none"> • Ensure that the integrity of paint finishes is maintained by repainting metal windows every few years • Make sure that windows can be opened easily so that the building can be ventilated • Lubricate window ironmongery • Check the security of any

		locks
Leaded windows	Is the lead matrix in good condition? Are any opening lights easy to operate?	<ul style="list-style-type: none"> • Make sure that windows can be opened easily so that the building can be ventilated • Clear away any dirt condensation drainage channels
Glass	Are there any broken, cracked or missing panes of glass?	
Ferramenta	Are the metal supports in good condition and free from corrosion? Are any paint finishes in good condition?	<ul style="list-style-type: none"> • Check for silting or contamination • Remove any silt deposits when the soakaway chamber is empty
External joinery	Are there any areas of cracked or rotten wood? Are there any paint finishes in good condition?	<ul style="list-style-type: none"> • Ensure that the integrity of paint finishes is maintained by repairing external joinery every few years

Inside the Building

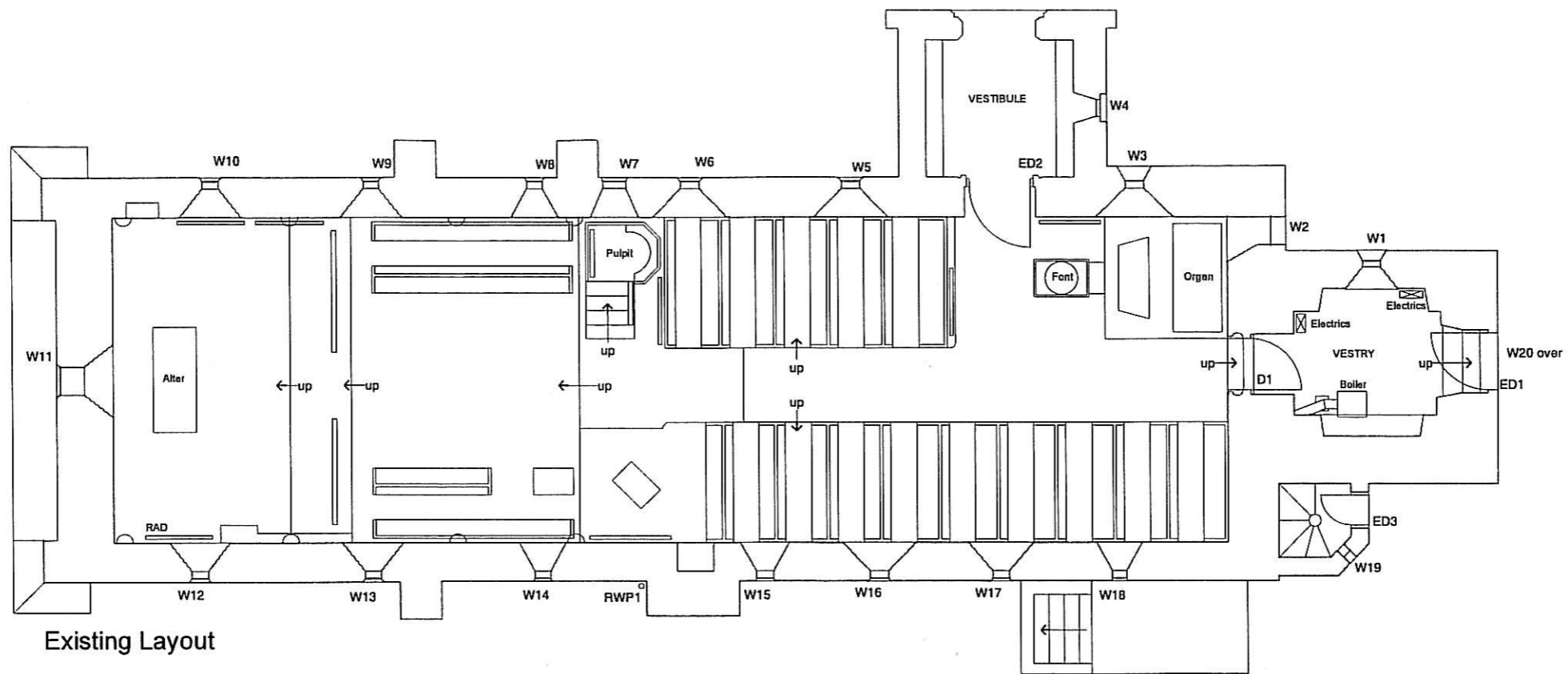
Tower and spire	Are there any improvements that could be made to allow easier and/or safer access to the tower or spire?	<ul style="list-style-type: none"> • Check the condition of any ladders in the tower • Make sure that handrails and lighting are in working order • Clear away any debris and droppings left by birds • Make sure that roofs and other high areas, including windows and louvers, are bird-proof
Bells and bell frames	Are the bell frames and bells in good condition and well maintained?	<ul style="list-style-type: none"> • Ask your tower captain to check that the bell chamber, bell frame and bells are working satisfactorily • Consider preparing and implementing a maintenance plan for the bells and bell frame
Clocks	Are the necessary safety checks carried out? Are the moving parts lubricated and dirt and surplus oil removed?	<ul style="list-style-type: none"> • Confirm that the appropriate safety checks for the clock, weight lines and pulleys have been carried out • Consider preparing and implementing a maintenance plan for the clock
Roof spaces	Is there any evidence of roof leaks or damage to	<ul style="list-style-type: none"> • Consider installing a water butt to collect rainwater

	the roof covering during heavy rain? Does the roof insulation restrict ventilation?	
Ceilings	Can you see any patches of staining on the underside of the roof or ceiling?	<ul style="list-style-type: none"> Consider carrying out an inspection of the roof covering if you observe any new stains
Internal walls	Are there any patches of staining on the walls or other signs of excessive dampness?	<ul style="list-style-type: none"> Identify and address the cause of any dampness indication by patches of staining or peeling paint Open windows and doors on dry days during the summer months to allow water vapour to escape
Internal joinery	Are there any signs of timber decay or insect attack? Have you checked less accessible areas such as floor and roof voids, under stairs and in cupboards?	
Organs	Have you talked to the organist to find out whether the organ is in good state of repair?	<ul style="list-style-type: none"> Consider keeping a tuners logbook

Services

Plumbing	Have you checked that all toilets, cisterns, urinals, washbasins and sinks are functioning properly? Are they securely fixed and not broken? Are there any leaks or drips?	<ul style="list-style-type: none"> Fix dripping taps and leaks immediately to prevent moisture seeping into nearby timber or masonry and causing decay
Electrical systems	Are there any faulty appliances that should be taken out of use and replaced? Are there any extension cables running under carpet?	<ul style="list-style-type: none"> Commission an electrical inspection by a qualified person at least once every five years
Heating systems	Is the heating system operation correctly? Have you checked that all exposed water tanks and heating pipes are	<ul style="list-style-type: none"> Shut down the heating system once a year and have the boiler serviced

	protected against severe frost?	
Fire safety	Have you carried out a fire risk assessment and placed a copy in your log book?	<ul style="list-style-type: none"> • Test and clean smoke alarms regularly • Arrange for fire extinguishers to receive an annual maintenance check and service • Consider having your lighting conductor system tested at least once every five years



NOTES -

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St. Mary's Church, Cowley
 Ground floor plan as existing

SCALE - 1:100 approx
 @ A3

DRAWN - C.A

DRG No -

DATE - June 2010

CHECKED -

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