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architects and historic building consultants

st giles church,
coberley

quinquennial inspection report number 1

3rd November 2017

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st giles church, coberley

diocese:	Gloucester
report no:	1
dates of inspection:	3rd November 2017
weather conditions:	Dry & Bright
inspecting architect:	John Middleton Nick Joyce Architects Ltd 5 Barbourne Road Worcester WR1 1RS Tel: 01905 726307
present:	David Carlton Anne Jones

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 unless otherwise specified by your insurer 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. The insurers of the church building will stipulate regularity of testing.

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 CO^2 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

Location	***Type of Extinguisher***
General area	Water
Organ	CO^2
Boilerhouse:	
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 by Historic England is available from:

Historic England, Customer Services Department, The Engine House, Fire Fly Avenue, Swindon SN2 2EH Tel: 01793 445050.

Faculties

As from the 1st of January 2016 new faculty jurisdiction rules apply.

Please refer to Faculty Rules 2015 on the Church Care website www.churchcare.co.uk/churches/faculty-rules-2015 for more information. We suggest that you prepare a statement of significance in any event and this can be included within the Quinquennial Inspection Report.

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

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 THE BUILDING

2.1 Location and site location

St Giles is located east of the village centre of Coberley in Gloucestershire, GL53 9RA. The Church and churchyard are located within the grounds of Coberley Court.

The church is accessed through a small door (within a large barn door) and through the grounds of the court and via a timber gate in the northeast corner of the churchyard. A tarmac path runs around the east of the Church to the South Porch. There is an unused access in the south west corner on of the church. The churchyard is bounded on three sides by a stone boundary wall, the southern and eastern boundaries are high and contain historic openings. The western boundary has a stone retaining wall and is lined with trees and the northern boundary is the rear wall of an outbuilding to Coberley court.

2.2 General Description of the Building

St Giles dates from the 12th Century, it was rebuilt and enlarged in the mid 14th century. The Nave and Chancel were rebuilt in Early English style by John Middleton 1869-72. The Church comprises a Nave and South Chapel, Chancel and West Tower with a south Porch at the west end of the south Chapel.

It is constructed in rubble and coursed squared and dressed limestone with areas of random ashlar. The Nave north wall and south Aisle and Chancel were refaced in rock-faced limestone in the 19th Century. Roof coverings are red clay tiles with stepped copings to the gable ends. There are upright cross finials at the gable end of the nave and south chapel and a stump of similar finial at the gable end of the chancel.

The tower is a two-stage Perpendicular tower in ashlar limestone with diagonal buttresses bearing the Berkeley arms and moulded plinth. There is a projecting stair turret on the south side with a large incised sundial with a metal gnomon, dated and initialled 'P.C. 1693' (Paul Castleman) at the top of the stair turret. There is a Perpendicular 3-light window with a casement-moulded surround at the west end. There is a two-light belfry window with stone louvres and a moulded string between the two stages. The top of the tower has a crenellated parapet with a moulded string with grotesques at each corner, concealing a flat roof covered in lead.

The interior is plastered. There is a 19th Century early english style Chancel arch with engaged columns with ornate foliate capitals with a hood with carved head stops and hoods. There is a Perpendicular casement-moulded tower arch. The nave is divided from the south chapel by two 19th Century early english style arches, there is a single similar archway from the chancel to the chapel.

The roof structure is exposed with facetted roof trusses to the nave; 2 bay chancel with 19th century arch-braced principals rising from angel corbels; There are two quarter bays at either end. The South chapel has a 19th Century wagon roof rising from foliate corbels with a moulded ridge purlin.

The Nave has a stone flagged floor to the nave. Elsewhere there are small square 19th Century flags with green glazed encaustic tiles at the edges. There is an ornate 19th Century stone reredos decorated with blind Perpendicular style tracery. The nave has six wrought iron hanging paraffin lamps to the nave now converted to electricity.

Furniture includes an early 18th Century communion table. Two C19 seats made from reused pews with linenfold panelling. 19th Century wooden communion rails with

pierced tracery. Late 18th Century pulpit with blind arcading and lozenge decoration in relief; barley twist railing up steps to pulpit. A 19th century reading desk with blind tracery and a 19th Century octagonal limestone font inside the south door.

South chapel has trefoil-headed piscina in the south wall towards the west. There is a cusped tomb recess lower right containing the recumbent figure of a young man in civilian dress; low side window, formerly with a hinged door inside which was a bell which was rung during mass; remains of the casting of a 16th Century brass now retaining only one heraldic shield associated with the Brydges family. Single piece of 12th century chevroned stonework reused on the north wall.

There are three recumbent carved stone figures: the tomb of Lady Joan Berkeley, wife of Sir Thomas Berkeley, later wife of Sir Richard Whittington, thrice Lord Mayor of London; tomb of Sir Thomas Berkeley, who rebuilt the church, in knight's armour with legs crossed. Both these tombs lie on a C19 raised limestone plinth. Recumbent effigy of a small girl, probably a daughter of the Berkeleys to one side.

2.3 Listed Building Status

The Church is Grade II* listed and located within a conservation area and lies within the Cotswold Area of outstanding Natural Beauty.

Within the churchyard the stump of cross shaft and base and the group of 8 tombs immediately south of the porch are separately listed grade II.

The church is situated in the Diocese of Gloucester and in the Churn Valley Benefice.

Planning authority	Local: Cotswold District Council
	Regional: Gloucester County Council

2.4 Seating capacity and parking provision

Congregation size	10
Seating capacity	120 -150
Parking provision	n/a

2.5 Date of Previous and Next Inspections

The last inspection was completed by David Newton of David Newton Associates in October 2012. The next inspection is due 3rd November 2022.

3.0 MAJOR WORKS CARRIED OUT SINCE THE LAST QUINQUENNIAL REPORT

Tower Roof repairs and re-leading, and masonry repairs to the parapet.

General electrical remedial works

New blower to the organ and electrical repair

3.1 Outstanding works

The Parish identified that work to the rainwater drainage and clearance of gutters was outstanding.

4.0 CONDITION OF CHURCHYARD AND BUILDINGS

4.1 General condition

The Church is well cared for and in good condition. The work carried out to the tower since the last inspection has improved the overall condition. Some maintenance works will be required during the quinquennium, particularly the rainwater drainage where more regular clearance of gutters and gulleys and below ground drains is required.

Internally the church is in generally good condition. There is however penetrating damp to the west wall of the South Aisle which is likely to be connected to a blocked downpipe above the porch. There are also signs of condensation and damp which would be improved by the overhaul of opening lights to the windows to increase natural ventilation.

Some maintenance in the churchyard with pruning of trees and clearance of undergrowth to the western boundary would improve that part of the churchyard and the trees. Repair is required to several tombs which have settled due to ground movement. The condition of boundary walls should be monitored and repairs advised to the owner.

The current plan for toilet facilities in the south west would also be a significant improvement for those who use the church regularly and allow the church to host more activities and events.

4.2 Areas of concern identified by the PCC

It was also noted that there appeared to be active beetle in the end of the pew on the south wall of the nave. It was also noted that works were required to the sunken tombs on the north side of the church.

5.0 INSPECTION FINDINGS

Priority

5.1 CHURCHYARD

i) Boundary Walls, Fences/Gates

The western boundary is a stone retaining wall with the ground level significantly lower on the western side. There are trees which are growing close to the wall and it is overgrown with ivy at the southern end. The south and eastern boundary walls are stone, this boundary is understood to be in separate ownership. Some decay was noted to the head of the wall on the southern boundary. The north-east section of the wall is lower and has had ivy removed, this has revealed some instability and repairs required. The condition of these walls should be monitored and if necessary any repairs agreed with the neighbouring owner.

ii) Churchyard incl paths and steps

The tarmac path from the north gate to the south porch is in fair condition, but with some weed growth.

iii) Churchyard Generally

The churchyard is generally well kept. The churchyard to the north is undulating and several tombs have settled and graves stones are leaning.

Priority

iv) **Standing features**

To the south of the porch there is the stump of a cross shaft and base. It is leaning but appears to be stable. The side of a tomb directly opposite the south porch has fallen in leaving a visible void there is also evidence of frost damage.

v) **Trees**

There are trees along the western boundary as well as individual Yew trees to the north and south of the Church. The trees would benefit from pruning to ensure they are clear of the Church. Extensive leaf debris was noted on the day of inspection along the western boundary and should be removed.

There is a storage shed in the south-western corner, in good condition. The area adjacent contains some graves but is in need of removal of undergrowth. It is understood that this is the preferred site of the proposed toilet block.

Recommendations

Arrange for Tree Survey report and carry out recommended tree works.	**FIN**
Monitor condition of stone boundary wall.	**MON**
Remove undergrowth and leaf debris build up from west end of the churchyard and kill off ivy growing over boundary wall.	**A**
Carry out repair to sunken tombs and stabilise.	**B**
Repair stone to side of tomb to south of porch.	**B**
Monitor leaning gravestones and settlement in churchyard.	**MON**

5.2 CHURCH EXTERNALLY

i) **Roof coverings including leadwork**

Tiled roofs were repaired in early 2000's and are generally in good condition with flashings intact. There is one slipped tile on the chancel. Some moss growth near the tower on the north side of the Nave. There is a minor open joint on the coping to eastern parapet of Chancel. The cross to apex is weathered but appears sound, but close inspection was not possible.

Lead Valley gutter between the Nave/Chancel and South Aisle. It was not possible to inspect closely on the day of inspection but from the tower no obvious defects were visible but there was a build-up of leaf debris which should be cleared.

On the Porch, there was one broken tile above the gutter and the flashing on west slope is detaching from wall at eaves level. Valley gutter abutting the South Aisle has been renewed in zinc and is in good condition but prone to blocking with leaf debris.

The Tower Roof has been re-leaded, with new flashing and repairs to the parapets and is all in good condition. Gutters to north and south sides discharging to chutes, all were clear and working well.

		Priority
	Recommendations	
	Replace slipped tile on the Chancel and Porch and re-fix flashing.	**A**
	Remove leaf debris from Valley gutters.	**A**

ii) **Rainwater Goods**

Cast Iron gutters and downpipes seem to be functioning reasonably well, there was some build-up of leaf debris noted on day of inspection. The Gutter is blocked on south west corner of nave. Overall the decoration is deteriorating and parts of the system are beginning to corrode. The downpipe from west wall of south aisle that discharges on to -the porch valley gutter is blocked solid and is likely to overflow and cause damp to wall. The RWP has no shoe.

Below ground drainage: Externally the ground levels are high and the church is largely surrounded by concrete channels. It is likely that the concrete channels will be contributing to internal damp penetration; the concrete is impervious and inflexible and is liable to cracking and movement allowing water beneath which can lead to trapped moisture and damp in walls, particularly where there are high external ground levels. Ideally the concrete should be removed and replaced with a more permeable material and sub soil drainage, where possible ground levels should be reduced.

To the south side of the north aisle, a gulley grid is missing. To the east side a gulley grid is mortared in so cannot be easily removed to rod the drain. The location of soakaway and drains is unknown so it is not possible to report on the effectiveness of the drains and whether faults in the drainage may be contributing to the dampness in the church.

If the channels are to be retained then the outlets need to be maintained clear and any cracks pointed or made good regularly. Outlets need to be inspected regularly and rodded to ensure they are running clear.

	Recommendations	
	Clear blocked gutters and downpipes replace missing gulley grids.	**A**
	Take off gutters and downpipes overhaul/replace defective sections and redecorate.	**B**
	Clear gulley rod outlets. Re-point any cracks in the concrete channels.	**A**
	Monitor effectiveness of the channels and consider removal of concrete.	**MON**

iii) **Walls**

Generally, the walls are in good condition with only minor defects noted. Cracking as noted in the previous inspection above W3 seems largely unchanged. There is also a crack above arch to nave door [D1]. Some open joints to masonry were noted above the chancel roof. There was also a fractured plinth stone on north east buttress to chancel. There was some minor loss of pointing to buttress on north side of nave and other isolated open joints around the church.

	Recommendations	
	Carry out minor masonry repairs external walls and window surrounds.	**B**
	Monitor cracking.	**MON**

Priority

iv) **Glazing ferramenta and protection**

Window to Vestry [Base of Tower W14]

A three light window with tracery with diamond pattern leaded glazing with green coloured border. The ventilator in central light has been replaced with modern plain glass. The ventilator itself is closed and looks to be inoperable and the pull cord to opening vent is lost. The window is dirty and black staining suggests poor airflow. Overhaul of the opening vent will allow improved ventilation to the vestry. Clean off glazing. Replace plain glass with leaded glazing to match.

Belfry

The windows to the belfry have rigid metal bird mesh fitted to the inside of louvred openings. The mesh is generally in good order but birds have forced nesting debris beneath the mesh on North Side and consequently there is an amount of nesting debris on the cill of the window and the floor beneath.

Window openings to the tower stairs and upper chamber are glazed directly to the stone and the glass has cracked.

Nave Windows

Four 2 Light Windows [W11, W12, W13 & W15] with diamond leaded glazing all in good order. Three have ventilators none of which are in working order. There is some mould on inner face of glass which suggests poor ventilation in general.

Chancel Windows

[W8,W9 & W10] All have stained glass. Glass generally in good condition. However, the ferramenta bars are beginning to rust and it time may cause fracturing to the stonework. The north windows [W8 & W9] have ventilators which are not working.

South Aisle/Chapel

As nave, with plain diamond leaded glazing some slight bulging to the windows W5 and W6. The ventilators were not working,

Protection

Windows to the Nave, Chancel and South Aisle have metal mesh protection, all of which are corroding and the ferrous fixings are staining the stone work. These should be replaced with new powder coated panels fixed with non-ferrous fixings, or removed entirely.

Recommendations

Remove nesting debris and secure base of mesh to belfry windows.	**A**
Replace cracked glass to tower windows.	**C**
Nave Windows: Overhaul and restore ventilators to working order clean glass.	**A**
Chancel Windows: Overhaul and restore ventilators to working order repaint corroding ferramenta bars.	**A**

	Priority
South Aisle/Chapel: Arrange for inspection to bulging to glazing and overhaul of ventilators.	A/FIN
Window to Vestry: Overhaul of the opening vent, provide pull cord.	A
Window to Vestry: Clean off glazing.	B
Window to Vestry: Replace plain glass with leaded glazing to match.	C
Replace corroding protective grilles to Nave, Chancel and South Aisle Windows or remove entirely.	C

v) **External joinery**

Rafter ends are exposed and unpainted and in good condition.

Oak boarded door D1 from Porch to the Nave is in satisfactory condition. The Door to the Chapel is weathered but in adequate condition and understood be unlocked for services and used as a potential additional means of escape.

The screen door to the Porch is timber framed with mesh protection. In adequate condition but the mesh is damaged and corroding.

Recommendations

Overhaul outer screen to the Porch and replace damaged mesh.	C

5.3 CHURCH INTERNALLY

i) **Roof Structure**

Tower Roof structure

The tower roof has been re-leaded since the last inspection. The roof structure has been repaired and all appears to be in good condition. There is an old iron strap on the south end of the beam that is corroding that should be painted.

Tower Floor/Ceiling Structure

Oak wall plate and principal beams on stone corbels, some minor decay but otherwise in sound condition.

Nave

Scissor trusses bracing to common rafters, dark stained with crenelated wall plate. Close inspection was not possible but appeared to be in good condition. The previous report noted minor isolated decay to rafter ends on the south side. There is modern painted fibre board between the rafters. The joints between the panels appear to have been taped and some towards the west and have become detached.

Chancel

Roof structure has three arched braced trusses with crenellated and pierced wallplate/frieze. There are paired purlins with pierced quatrefoil panelling between and sarking boarding above. There is evidence of historic decay to the rafter feet on the south side which has been repaired with steel plates some of the sarking boards appear to be missing. There is a decayed bearing to the middle truss. All looks stable and in reasonable condition. The previous report noted

death watch beetle flight holes in the central truss. This may be as a result of water ingress which has since been repaired but should be monitored to determine if it remains active.

South Aisle/Chapel

The south aisle/chapel is an arch braced common rafter roof with fibre board between rafters. Generally, all appears to be in good condition but as with the previous report some decay was noted to the east of the wallplate on the northern side. This may be historic and connected with previous defects in the valley but should be monitored.

Porch

The porch is an arch braced common rafter roof with fibreboard between the rafters. All in good condition.

Recommendations

Paint iron strap to principal beam to tower roof.	**B**
Monitor timber decay and beetle holes in chancel and chapel roof structure.	**MON**

ii) **Walls**

Tower

The belfry has fair faced stone walls and is in reasonable condition. The upper chamber of the tower has fair faced stone walls and have been recently repointed at lower level and are in good condition. The tower stairs are fair faced stone and in reasonable condition. The Vestry walls [Base of Tower] are painted at ground level and fair faced stone above. There is some blistering of surface at low level behind items of furniture but otherwise in fair condition.

Chancel

The chancel walls are fine jointed ashlar limestone with carved limestone dressings. There is evidence of historic water ingress on the south wall and damp at lower levels causing staining and blistering of the surface of stone to the east end of the choir stalls. The carved stone dressings around the chancel and sanctuary are in good condition.

Nave

Painted plastered walls with carved limestone dressings. Paint looks to be a modern emulsion paint and consequently is peeling in places but otherwise is generally in good condition.

South Aisle/Chapel

The south aisle/chapel is painted plaster similar to the Nave. There is damage to paint and plaster on the west wall, resulting from penetrating damp from blocked gutter and down pipe over the porch. This was noted in the previous report. The downpipe was found to be blocked on the day of inspection and may still be saturating the wall in times of heavy rain.

Porch Walls

Plain painted plaster and limestone dressings, there is moisture damage to the plaster at low level and green algae growth around the stone seating and around the cill of windows. There is a crack above the door and lost pointing to the righthand side of the door D1.

Recommendations

Monitor west wall of chapel and when the fabric has sufficiently dried out repair plaster and re-decorate. **C**

Consider cleaning of damp stained walls following remedial works to drainage. **C**

iii) Floors/stairs/galleries, balustrading

Vestry

Floor is limestone partly covered by carpet which is not breathable and trapping moisture beneath.

Nave

Limestone floor with inlaid tiles to central aisle and to the south door. The floor is covered with a carpet runner to the central aisle and to the south door. The carpet to the central aisle has a rubber backing and limited breathability and consequently there is moisture trapped beneath. The carpet to the south door is a natural sisal type covering and is more suitable as it is breathable. The stone to the central aisle is worn and the surface is uneven in places but the unevenness is somewhat reduced by the carpet.

Chancel

Stone tiles set in diamond pattern some with inscriptions, border is green encaustic tiles. Carpet runner to central part of Chancel while the Sanctuary is fully carpeted. Sandstone steps to the sanctuary and from the Chancel to the Nave. Evidence of damp in floor causing some surface decay near the outer walls otherwise in satisfactory condition.

South Aisle/Chapel

Stone tiles similar to the nave and part re-laid with square tiles at the east end. Some evidence of damp to south west side and some loss of pointing but in satisfactory condition.

Porch

Limestone flagged floor with step and threshold drain across opening and a further step down into the Nave. The flags are worn with some cracks to flags on east side but in adequate condition.

Tower Stairs

Steps are worn, the bottom four treads are particularly worn and unsafe when descending the stair. There is no lighting or handrail.

Belfry

Floor to belfry, pine boards and only partial inspection possible but generally in sound condition.

Tower Upper Chamber

Pine boards with hatch, some minor decay on the west side.

Recommendations

Replace central aisle carpet to nave with sisal or similar matting.	B
Replace carpet to Vestry replacement with carpet with a breathable backing.	B
Repair damaged and worn treads to tower stair.	C
Consider lighting to tower stairs and rope handrail.	B

iv) **Internal doors and screens**

5.4 **Church Internally – non-structural elements**

i) **Bell & Bell frames**

Oak bell frame and headstocks and elm bell wheels. The bells are not currently rung and the bell ropes have been removed. The bells are hung static with a clapper and adapted for chiming. The bell frame has some beetle attack to the sapwood and woodworm. The bell wheels are worn and in poor condition. Ironwork and fittings are all corroded.

Recommendations

If the bells are to be rung again then a survey and report from bell specialist should be commissioned and repair and refurbishment undertaken.	FIN

ii) **Church Organ**

It is understood the organ is in working order and a new organ blower has been fitted and electrical repair work carried out since the last inspection.

iii) **Interior Fixtures and fittings**

Pews to the nave are on raised softwood pew platforms and are in sound condition; the voids beneath are vented with nicely detailed trefoil ventilation holes. The pews are generally in good condition. Three pews ends at the south west corner have been replaced previously and suggest historic issues with damp and timber decay in this area. It was noted that there is some active beetle in the pew end to the east of the south door and this may be connected to damp in the wall in that area. It is possible there is further decay concealed form view where pew ends are in contact with outer walls.

The tower arch has a carved oak screen with a door to the vestry, there are organ pipes above and all is in good condition.

Priority

The font is carved limestone with an octagonal bowl with oak cover and ironwork, there is some minor damage and wear and tear but generally in satisfactory condition.

The reredos is carved limestone on sandstone plinth, as noted in the previous report there is a general accumulation of atmospheric dirt, surface staining and blistering at low level and some fracturing to the ribs.

The choir stalls and platform are in good condition. Chancel rail and central gate also in good condition.

Communion rail to the chancel, carved panels and oak rails are in good condition.

The altar rail is in good condition.

Recommendations

Monitor condition of pews where they abut damp walls. **MON**

iv) Furniture of note

Includes a 19th century reading desk with blind tracery, an early 18th Century communion table. Two 19th century seats made from reused pews with linenfold panelling. All in good condition.

v) Internal Finishes

See 5.3 ii walls.

vi) Monuments

There are various monuments throughout the Nave, Chancel and Chapel generally in satisfactory condition. The inspection noted the following:

Berkeley Tomb: Carved limestone effigies located in the chapel. The condition is as noted in the previous report with general atmospheric soiling and some minor damage to the edges of the plinth.

Castlemain memorial; located on the west wall of the Chapel, as noted in the previous report. There has been considerable penetrating damp to the area of wall around the memorial, it is possible that this will affect ferrous metal cramps and its condition should continue to be monitored.

Hicks Monument on Chancel north wall. Marble with engraved and painted lettering. The marble face is detaching from the wall and cracks evident in the side possibly due to rusting iron cramps.

Recommendations

Arrange for inspection of Hicks memorial by conservator and carry out repairs. **FIN**

Monitor condition of Castlemain Memorial. **MON**

Priority

5.5 SERVICES

i) Electrical – see electrical report

Electrical Installation

The lighting, power and heating installations were inspected on 4th October 2017 a copy of the report is included in the appendix of this report. The system was found to be satisfactory. The inspection did recommend some improvements and identified the following:

- Gate entrance light was not switching on and required replacement of the sensor.
- Spotlights were not working, requiring replacement of lamps/fittings.
- The cables to the light fittings in the nave were found to be brittle and heating circuit 7 had no neutral.

In addition, it was noted on the day of inspection the following:

- The portable electrical appliances should be PAT tested and record included within the log book.
- The electric radiant heaters in the vestry are understood to be redundant and should be disconnected and removed.
- A power socket in the tower upper chamber is corroded and should be checked and replaced if necessary.

Lighting

The lighting in the Nave is via six wrought iron pendant lamps that have been converted from oil. All in working order. In the Chancel, there are a two wrought iron pendant lights plus four modern spotlights, one light was noted as not working.

Recommendations

Disconnect and remove redundant electrical heaters.	B
Carry out remedial items identified during electrical inspection.	A
Arrange for PAT testing of appliances.	A
Fix light fitting/bulb in chancel.	A

ii) Heating

Under pew heaters have been fitted beneath the pews and are understood the in good working order.

iii) Water

There is no mains water connected to the church.

Priority

iv) **Security/Fire/Theft**

Security

There is no security alarm fitted. The church is open during the day and night. The vestry and door to the tower is locked. Valuable items are kept locked in the vestry.

Fire

There is no fire alarm in the church or emergency lighting. New fire extinguishers have been recently installed, these should be tested annually. No fire risk assessment has been undertaken.

Recommendations

Arrange for a fire risk assessment to be undertaken. **FIN**

v) **Lightning Conductor**

There is no lightning conductor fitted to the church.

Recommendations

The church should take advice from their insurers as to whether a conductor is required. **FIN**

5.6 DISABLED FACILITIES

i) **WC**

There are no toilet facilities but the feasibility of providing facilities in a separate building in the south west corner of the churchyard is currently being considered.

ii) **Hearing Loop**

PA system and hearing loop is understood to be in working order.

iii) **Access**

There are steps to the porch and into the nave from the porch. It is understood that there are portable wooden ramps which are used to ease access during services. Considering the church is open a more permanent ramp or adjustments to the paving in the porch should be considered and would ensure level access at all times.

Recommendations

Consider adjustments to floor in porch and Nave to allow level/ramped access. **C/FIN**

5.7 Maintenance Issues

Access to the Tower

Access is via a timber ladder and access boarding from the tower stair. All is securely fixed and in good condition. The hatch to the tower roof has been reformed as part of the recent repairs. It is in good condition, but a little small.

The hatch lid is covered in lead and very heavy to open and makes access for maintenance difficult.

Recommendations

Consider re-covering lid in a lighter metal such as zinc or copper. **B**

Asbestos

No asbestos register has been prepared for this Church. Bearing in mind the age of this building the majority of the structure would not have incorporated any asbestos when first built. Although subsequent alterations may have incorporated asbestos.

Recommendations

Arrange for an asbestos inspection and register to be prepared. **FIN**

5.8 Ecological Issues

The church and churchyard are a habitat for bats. The PCC should be aware that any future works that affect roofs and walling will require a bat/protected species survey.

6.0 SUMMARY OF RECOMMENDATIONS

Priority A Items (within the next two years)

1.	Remove undergrowth and leaf debris build up from west end of the churchyard and kill off ivy growing over boundary wall.	A
2.	Carry out remedial items identified during electrical inspection.	A
3.	Replace slipped tile on the Chancel and Porch and re-fix flashing.	A
4.	Remove leaf debris from Valley gutters.	A
5.	Clear blocked gutters and downpipes replace missing gulley grids.	A
6.	Clear gulley rod outlets. Re-point any cracks in the concrete channels.	A
7.	Remove nesting debris and secure base of mesh to belfry windows.	A
8.	Nave Windows: Overhaul and restore ventilators to working order clean glass.	A
9.	Chancel Windows: Overhaul and restore ventilators to working order repaint corroding ferramenta bars.	A
10.	South Aisle/Chapel: Arrange for inspection to bulging to glazing and overhaul of ventilators.	A/FIN
11.	Window to Vestry: Overhaul of the opening vent, provide pull cord.	A
12.	Arrange for PAT testing of appliances.	A
13.	Fix light fitting/bulb in chancel.	A

Priority B Items (2-5 years)

1.	Carry out repair to sunken tombs and stabilise.	B
2.	Carry out minor masonry repairs external walls and window surrounds.	B
3.	Window to Vestry: Clean off glazing.	B
4.	Paint iron strap to principal beam to tower roof.	B
5.	Replace central aisle carpet to nave with sisal or similar matting.	B
6.	Replace carpet to Vestry replacement with carpet with a breathable backing.	B
7.	Consider lighting to tower stairs and rope handrail.	B
8.	Take off gutters and downpipes overhaul/replace defective sections and redecorate.	B
9.	Disconnect and remove redundant electrical heaters.	B
10.	Repair stone to side of tomb to south of porch.	B
11.	Consider re-covering lid in a lighter metal such as zinc or copper.	B

Priority C Items (over 5 years)

Works which may be carried out by the PCC

1.	Arrange for Tree Survey report and carry out recommended tree works.	FIN
2.	Monitor condition of stone boundary wall.	MON
3.	Monitor leaning gravestones and settlement in churchyard.	MON
5.	Monitor effectiveness of the channels and consider removal of concrete.	MON
6.	Monitor cracking to walls.	MON
7.	Replace cracked glass to tower windows.	C
8.	Window to Vestry: Replace plain glass with leaded glazing to match.	C

9.	Replace corroding protective grilles to Nave, Chancel and South Aisle Windows or remove entirely.	C
10.	Overhaul outer screen to the Porch and replace damaged mesh.	C
11.	Monitor timber decay and beetle holes in chancel and chapel roof structure.	MON
12.	Monitor west wall of chapel and when the fabric has sufficiently dried out repair plaster and re-decorate.	C
13.	Consider cleaning of damp stained walls following remedial works to drainage.	C
14.	Repair damaged and worn treads to tower stair.	C
15.	If the bells are to be rung again then a survey and report from bell specialist should be commissioned and repair and refurbishment undertaken.	FIN
16.	Monitor condition of pews where they abut damp walls.	MON
17.	Arrange for inspection of Hicks memorial by conservator and carry out repairs.	FIN
18.	Monitor condition of Castlemain Memorial.	MON
19.	Arrange for a fire risk assessment to be undertaken.	FIN
20.	The church should take advice from their insurers as to whether a conductor is required.	FIN
21.	Consider adjustments to floor in porch and Nave to allow level/ramped access.	C/FIN
22.	Arrange for an asbestos inspection and register to be prepared.	FIN

Signed John Middleton

Date 15th December 2017.

North elevation.

South side of tower.

South elevation south aisle.

Aerial view of nave, chancel and south aisle roofs.

View from chancel to nave.

Internal view, nave looking east.

Belfry.

Tower roof new lead covering.

View of churchyard to north.

South side of churchyard.

Concrete drainage gulleys.

High ground level, damaged plinth stones.

North end of churchyard.

Settlement in ground affecting tombs.

Settlement of tomb to north side.

Side to grave slab has fallen in.

Rising damp to chancel.

Penetrating damp to west wall south aisle.

Fracture and damage to monument in chancel.

APPENDIX A
List Description

List Description

Entry Name: Church of St Giles
Listing Date: 4 July 1960
Grade: II*
Source: Historic England
Source ID: 1091770
English Heritage Legacy ID: 135004
Location: Coberley, Cotswold, Gloucestershire, GL53
County: Gloucestershire
District: Cotswold
Civil Parish: Coberley
Traditional County: Gloucestershire
Lieutenancy Area (Ceremonial County): Gloucestershire
Church of England Parish: Coberley St Giles
Church of England Diocese: Gloucester

Listing Text
COBERLEY -
SO 91 NE
5/52 Church of St Giles
4.7.60
GV II*
Anglican parish church. C12 origins, rebuilt and enlarged mid C14, Perpendicular nave and chancel rebuilt in Early English style by John Middleton 1869-72. Nave south wall: rubble and coursed squared and dressed limestone, random ashlar towards the top of the wall suggests partial rebuilding of this wall. Nave north wall and south chapel refaced in rock-faced limestone C19. Chancel rock-faced limestone. Tower ashlar. Red tile roof. Nave, chancel; west tower; south chapel; porch butts west end of the south chapel. Nave south wall: 2-light window with a hollow-chamfered mullion, cinquefoil-headed lights and Perpendicular tracery to the left of the porch which conceals a C19 double door with decorative hinges with surface decoration within a 4-centred arched surround with a cusped outer arch and a casement-moulded surround above waist height; angel corbel probably not in situ above. Nave north wall: four C19 buttresses with offsets; 3 tall C19 two-light windows with Perpendicular style tracery and hoods with carved head stops. C19 chancel: two C19 three-light windows with tracery and hoods with carved head stops on the north; diagonal buttresses and 3-light C19 window with tracery at the east end. South chapel, built c1340 by Sir Thomas Berkeley: pointed 2-light east window with reticulated tracery moulded hood and carved head stops. South wall, from right to left: window matching that at the east end; small low-side window comprising a quatrefoil with ball flower decoration on its chamfered outer margin, a deep moulded hood with carved head stops; 2-light window with quatrefoil upper left with

moulded hood and carved head stops, one badly eroded; plank door with decorative hinges within a flat-chamfered 4-centred arched surround; 3-light window with Perpendicular tracery and hood with plain stops; short length of dripmould, probably reused with reused plain corbel below at the west end. Probably contemporary gabled porch a single diagonal buttress double doorway comprising a network of fillets imitating Perpendicular style tracery within a double-chamfered pointed-arched surround; lion's head gargoyle to the right; 3 large quatrefoils to the left-hand return. Two-stage Perpendicular tower with diagonal buttresses bearing the Berkeley arms and moulded plinth; projecting stair turret on the south side with large incised sundial with a metal gnomon, dated and initialled 'P.C. 1693' (Paul Castleman) at the top of the stair - turret; Perpendicular 3-light window with a casement-moulded surround at the west end. Two-light belfry window with stone louvres; moulded string between the two stages; battlemented parapet with moulded string with grotesques at each corner. Stepped coping to the gable ends. Upright cross finials at the gable end of the nave and south chapel; stump of similar finial at the gable end of the chancel.

Plastered interior: facetted roof trusses to the nave; 2 bay chancel with C19 arch-braced principals rising from angel corbels; 2 quarter bays at either end. South aisle/chantry chapel: C19 wagon roof rising from C19 foliate corbels with a moulded ridge purlin. Flagged floor to the nave. Small square C19 flags elsewhere with green glazed encaustic tiles at the edges. C19 Early English style chancel arch with engaged columns with ornate foliate capitals with a hood with carved head stops and hoods; matching rere arches to the windows lighting the nave and chancel. Perpendicular casement-moulded tower arch. The nave is divided from the south aisle/chantry chapel by two C19 Early English style arches, there is a single similar archway from the chancel to the chapel. Ornate C19 stone reredos decorated with blind Perpendicular style tracery with a vine scroll frieze continued over the heart burial of Sir Giles Berkeley in the south wall, comprising a trefoil-headed niche with a gable supported on small engaged columns within which is a mandorla of a knight partially blocking a further niche. The frieze is continued over a square niche in the north wall into the back of which is built a C15 carved stone crucifixion, probably originally in the porch. Early C18 communion table. Two C19 seats made from reused pews with linenfold panelling. C19 wooden communion rails with pierced tracery. Late C18 pulpit with blind arcading and lozenge decoration in relief; barley twist railing up steps to pulpit. C19 reading desk with blind tracery. C19 octagonal limestone font inside the south door. Six wrought iron hanging paraffin lamps to the nave. South chapel: trefoil-headed piscina in the south wall towards the west. Cusped tomb recess lower right containing the recumbent figure of a young man in civilian dress; low side window, formerly with a hinged door inside which was a bell which was rung during mass; remains of the casting of a C16 brass now retaining only one heraldic shield associated with the Brydges family. Single piece of C12 chevroned stonework reused on the

north wall. Three recumbent carved stone figures: the tomb of Lady Joan Berkeley, wife of Sir Thomas Berkeley, later wife of Sir Richard Whittington, thrice Lord Mayor of London; tomb of Sir Thomas Berkeley, who rebuilt the church, in knight's armour with legs crossed. Both these tombs lie on a C19 raised limestone plinth. Recumbent effigy of a small girl, probably a daughter of the Berkeleys to one side. Monument at the west end of the chapel, to Mary daughter of Jonathan Burford, by Alice his wife relict of Paul Castlemain of Coberly, died 1717; Charles Castelmain died 1682 and Jane Castelmain died 1712, with a broken segmental pediment containing an herald shield; freestanding columns with Corinthian capitals either side of the inscription panel; heraldic shield at the base flanked by cherubs' heads. C19 stained glass in chancel.
(David Verey, The Buildings of England: The Cotswolds; and V.C.H. Glos, Vol VII, p181)

Listing NGR: SO9656115829

APPENDIX B
Service Reports

ELECTRICAL INSTALLATION CONDITION REPORT

Certificate No. 0041017

knowledgement: this certificate is based on the model in appendix 6 of BS 7671: 2008

CLIENT DETAILS		INSTALLATION ADDRESS	
Coberley Church Parish Council		Coberley Church	
c/o 2 Southern Road.		Coberley	
Cheltenham		Cheltenham.	
Glos.	Postcode GL53 9AN	Glos.	Postcode GL53 9QZ

PURPOSE FOR WHICH THIS REPORT IS REQUIRED

Periodic Inspection Report.

DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT

Occupier Coberley Parish.

Address Coberley Cheltenham Glos

DESCRIPTION OF PREMISES

Domestic ☐ Commercial ☐ Industrial ☐ Other (include description) ☑ Church

Estimated age of the wiring system: Years 25+

Evidence of Alterations / Additions: Yes ☑ No ☐ Not apparent ☐ If 'Yes' estimate age 10

Date of last inspection: November 2012. Records available: Yes ☑ No ☐

Extent of electrical installation covered by this report	Agreed Limitations (See Reg 634.2)
Lighting	
Power	
Heating	Agreed with
	Operational limitations

It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and the inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment. This inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671 : 2008 (IET Wiring Regulations), as amended to: 2015

SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety) Satisfactory.

Overall assessment of the installation in terms of its suitability for continued use: Satisfactory ☑ Unsatisfactory* ☐

*An unsatisfactory assessment indicates that dangerous (code C1) and/or potentially dangerous (code C2) conditions have been identified

RECOMMENDATIONS & NEXT INSPECTION

Where the overall assessment of the suitability of the installation for continued use above is stated as UNSATISFACTORY, I/we recommend that any observations classified as **'Danger present'** (code C1) or **'Potentially dangerous'** (code C2) are acted upon as a matter of urgency. Investigation without delay is recommended for observations identified as **'further investigation required'** (Code F1).Observations classified as **'improvement recommended'** (code C3) should be given due consideration.

Subject to the necessary remedial action being taken, I/We recommend that this installation is further inspected and tested by 4/10/22 (Date)

DECLARATION

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 declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations of this report.

Inspected and tested by:		Report authorised for issue by:	
Name (Capitals) P. Thirkell	Date 4-10-17	Name (Capitals) P. Thirkell	Date 4-10-17
Signature P. Thirkell.		Signature P. Thirkell	
For/on behalf of Phil Thirkell.		For/on behalf of Phil Thirkell	
Position Electrician		Position Electrician	
Address 39 Princes Road.		Address 39 Princes Road	
Tivoli		Tivoli Cheltenham.	
Cheltenham. Glos GL50 2TX		Glos GL50 2TX	

CP Scheme: NICEIC. N/A ☐ Membership No: 00010486.

TC4/a AMD3

ELECTRICAL INSTALLATION CONDITION REPORT cont.

knowledgement: this certificate is based on the model in appendix 6 of BS 7671: 2008

Certificate No. 0041017

SUPPLY CHARACTERISTICS & EARTHING ARRANGEMENTS

Earthing Arrangements		Number of Live Conductors	Nature of Supply Parameters
TN-C	TN-S	Phase 3 Wire 4	Normal Voltage U/U₀* 415 V
TN-C-S	TT ✓	Other	Nominal Frequency f* 50 Hz
		Confirmation of supply polarity ✓	Prospective fault current Ipf 1 kA
Supply Protective Device Characteristics			External loop impedance Ze* 215 Ω
Type		Nominal current rating 200 A	*by enquiry †by enquiry or by measurement

PARTICULARS OF INSTALLATION REFERRED TO IN THE CERTIFICATE

Means of Earthing	Details of Installation Earth Electrode (where applicable)
Distributor's facility	Type (eg. rod(s) tape etc) ROD
Installation earth electrode ✓ A 3	Electrode resistance to Earth 215/121 Ω
	Location FUSE RHS MAINS CUPBOARD

Main Protective Conductors

Earthing conductor: CU	Material CU	csa 10 mm²	Continuity and connection verified ✓
Main protective bonding conductors: to extraneous conductors parts)	Material	csa mm²	Continuity and connection verified ☐
To water installation pipes ☐	To gas installation pipes ☐	To oil installation pipes ☐	To structural steel ☐
To lightning protection ☐	To other ☐ Specify		

Main Switch / Switch - Fuse / Circuit-Breaker / RCD

BS, Type EACH CONS UNIT	No. of poles	Voltage rating V
Location MAINS CUPBOARD	Current rating A	Fuse rating or setting A

If RCD main switch: Rated residual operating current IΔn = ☐ mA Rated time delay ☐ ms Measured operating time ☐ ms (at IΔn)

OBSERVATIONS

Referring to the attached schedules of inspection and test results, and subject to the limitations specified at the **Extent and limitations of inspection and testing** section. No remedial action is required ☐ The following observations are made ✓ *See below*

OBSERVATIONS (include schedule reference as appropriate)	CLASSIFICATION CODE
SEE PAGE 10.	

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action. **C1** - Danger present. Risk of injury. Immediate remedial action required. **C2** - Potentially dangerous - urgent remedial action required **C3** - Improvement recommended **FI** - Further investigation required without delay

Schedules

The attached Schedules are part of this document and this Certificate is valid only when they are attached to it.

No. of Inspection Schedules attached: 10 PAGES IN TOTAL | No. of Test Result Schedules attached: 3

ELECTRICAL INSTALLATION CONDITION REPORT cont.

Certificate No. 0041017

Acknowledgement: this certificate is based on the model in appendix 6 of BS 7671: 2008

OUTCOMES	Acceptable condition	√	Unacceptable condition	State C1 or C2	Improvement recommended	State C3	Not verified	N/V	Limitation	LIM	Not applicable	N/A

Item	Description	Outcome (Use codes above. Provide additional comment where appropriate. C1, C2, C3 & FI coded items to be recorded under observations in the Condition Report)
1.0	ADEQUACY OF ELECTRICAL INTAKE EQUIPMENT	
1.1	Service cable	✓
1.2	Service head	✓
1.3	Distributor's earthing arrangements	N/A
1.4	Meter tails – Distributor / Consumer	✓
1.5	Metering equipment	✓
1.6	Isolator	
2.0	PRESENCE OF ADEQUATE ARRANGEMENTS FOR PARALLEL OR SWITCHED ALTERNATIVE SOURCES (551.6, 551.7)	
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)	N/A
2.2	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)	N/A
3.0	AUTOMATIC DISCONNECTION OF SUPPLY	
3.1	Main earthing / bonding arrangements (411.3; Chap 54)	✓
	Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2), or Presence of installation earth electrode arrangement (542.1.2.3)	✓ x 3
	Adequacy of earthing conductor size (542.3; 543.1.1)	✓
	Adequacy of earthing conductor connections (542.3.2)	✓
	Accessibility of earthing conductor connections (543.3.2)	✓
	Adequacy of main protective bonding conductor sizes (544.1)	N/A
	Adequacy and location of main protective bonding conductor connections (543.3.2; 544.1.2)	N/A
	Accessibility of all protective bonding connections (543.3.2)	N/A
	Provision of earthing / bonding labels at all appropriate locations (514.13)	N/A
3.2	FELV - requirements satisfied (411.7; 411.7.1)	N/A
4.0	OTHER METHODS OF PROTECTION (Where any of the methods listed below are employed details should be provided on separate sheets)	
	Non-conducting location (418.1)	N/A
4.2	Earth-free local equipotential bonding (418.2)	N/A
4.3	Electrical separation (Section 413; 418.3)	N/A
4.4	Double insulation (Section 412)	✓
4.5	Reinforced insulation (Section 412)	✓
5.0	DISTRIBUTION EQUIPMENT	
5.1	Adequacy of working space / accessibility to equipment (132.12, 513.1)	✓
5.2	Security of fixing (134.1.1)	✓
5.3	Condition of insulation of live parts (416.1)	✓
5.4	Adequacy / security of barriers (416.2)	✓
5.5	Condition of enclosure(s) in terms of IP rating etc (416.2)	✓
5.6	Condition of enclosure(s) in terms of fire rating etc (421.1.6; 421.1.201; 526.5)	✓
5.7	Enclosure not damaged / deteriorated so as to impair safety (621.2(iii))	✓
5.8	Presence and effectiveness of obstacles (417.2)	✓
5.9	Placing out of reach (417.3)	✓
5.10	Presence of main switch(es), linked where required (537.1.2; 537.1.4)	3 x Main Switch.
5.11	Operation of main switch(es) (functional check) (612.13.2)	✓
5.12	Manual operation of circuit-breakers and RCDs to prove disconnection (612.13.2)	✓
5.13	Confirmation that integral test button / switch causes RCD(s) to trip when operated (functional check) (612.13.1)	✓
5.14	RCD(s) provided for fault protection – includes RCBOs (411.4.9; 411.5.2; 531.2)	✓
5.15	RCD(s) provided for additional protection, where required - includes RCBOs (411.3.3; 415.1)	✓
5.16	Presence of RCD quarterly test notice at or near equipment, where required (514.12.2)	✓

ELECTRICAL INSTALLATION CONDITION REPORT cont.

Certificate No. 0041017

knowledgement: this certificate is based on the model in appendix 6 of BS 7671: 2008

OUTCOMES	Acceptable condition	√	Unacceptable condition	State C1 or C2	Improvement recommended	State C3	Not verified	N/V	Limitation	LIM	Not applicable	N/A

Item	Description	Outcome (Use codes above. Provide additional comment where appropriate. C1, C2, C3 & FI coded items to be recorded under observations in the Condition Report)
6.0	DISTRIBUTION EQUIPMENT - continued	
6.17	Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1)	N/A
6.18	Presence of non-standard (mixed) cable colour warning notice at or near equipment, where required (514.14)	✓
6.19	Presence of alternative supply warning notice at or near equipment, where required (514.15)	N/A
6.20	Presence of next inspection recommendation label (514.12.1)	✓
6.21	Presence of other required labelling (please specify) (Section 514)	✓
6.22	Examination of protective device(s) and base(s); correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (421.1.3; 411.3.2; 411.4, .5 .6; sections 432, 433)	✓
6.23	Single-pole switching or protective devices in line conductor only (132.14.1; 530 3.2)	✓
6.24	Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.11)	✓
6.25	Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)	✓
6.0	DISTRIBUTION CIRCUITS	
6.1	Identification of conductors (514.3.1)	✓
6.2	Cables correctly supported throughout their run (522.8.5)	LIM
6.3	Condition of insulation of live parts (416.1)	✓
6.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	✓
6.5	Suitability of containment systems for continued use (including flexible conduit) (Section 522)	✓
6.6	Cables correctly terminated in enclosures (526)	✓
6.7	Confirmation that all conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1)	✓
6.8	Examination of cables for signs of unacceptable thermal or mechanical damage / deterioration (421.1; 522.6)	LIM
6.9	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523)	✓
6.10	Adequacy of protective devices: type and rated current for fault protection (411.3)	✓
6.11	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	✓
6.12	Coordination between conductors and overload protective devices (433.1; 533.2.1)	✓
6.13	Cable installation methods / practices with regard to the type and nature of installation and external influences (Section 522)	✓
6.14	Where exposed to direct sunlight, cable of a suitable type (522.11.1)	✓
6.15	Cables concealed under floors, above ceilings, in walls / partitions less than 50 mm from a surface and in partitions containing metal parts	N/A
	1. installed in prescribed zones (see Extent and limitations) (522.6.202) or	LIM
	2. incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Extent and Limitations) (522.6.204)	✓
6.16	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	N/A
6.17	Band II cables segregated / separated from Band I cables (528.1)	N/A
6.18	Cables segregated / separated from non-electrical services (528.3)	✓
6.19	Condition of circuit accessories (621.2(iii))	✓
6.20	Suitability of circuit accessories for external influences (512.2)	✓
6.21	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.2)	✓
6.22	Adequacy of connections, including cpc's, within accessories and to fixed and stationary equipment – identify / record numbers and locations of items inspected (Section 526)	✓
6.23	Presence, operation and correct location of appropriate devices for isolation and switching (537.2)	✓
6.24	General condition of wiring systems (621.2(ii))	✓
6.25	Temperature rating of cable insulation (522.1.1; Table 52.1)	✓
7.0	FINAL CIRCUITS	
7.1	Identification of conductors (514.3.1)	✓
7.2	Cables correctly supported throughout their run (522.8.5)	LIM
7.3	Condition of insulation of live parts (416.1)	✓

ELECTRICAL INSTALLATION CONDITION REPORT cont.

Acknowledgement: this certificate is based on the model in appendix 6 of BS 7671: 2008

Certificate No. 0041017

OUTCOMES	Acceptable condition	√	Unacceptable condition	State C1 or C2	Improvement recommended	State C3	Not verified	N/V	Limitation	LIM	Not applicable	N/A

Item	Description	Outcome (Use codes above. Provide additional comment where appropriate. C1, C2, C3 & FI coded items to be recorded under observations in the Condition Report)
.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	✓
.5	Suitability of containment systems for continued use (including flexible conduit) (Section 522)	✓
.6	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Sec. 523)	✓
.7	Adequacy of protective devices: type and rated current for fault protection (411.3)	✓
.8	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	✓
.9	Co-ordination between conductors and overload protective devices (433.1; 533.2.1)	✓
.10	Wiring system(s) appropriate for the type and nature of the installation and external influences (Section 522)	✓
.11	Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.204)	N/A
	1. installed in prescribed zones (see Extent and limitations) (522.6.202)	N/A
	2. incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Extent and Limitations) (522.6.201; /203)	N/A
.12	Provision of additional protection by 30 mA RCD	✓
	1. * for circuits used to supply mobile equipment not exceeding 32 A rating for use outdoors (411.3.3)	✓
	2. * for all socket-outlets of rating 20 A or less, unless exempt (411.3.3)	✓
	3. * for cables concealed in walls at a depth of less than 50mm (522.6.202, .203)	✓
	4. * for cables concealed in walls / partitions containing metal parts regardless of depth (522.6.203)	✓
.13	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	✓
.14	Band II cables segregated / separated from Band I cables (528.1)	N/A
.15	Cables segregated / separated from non-electrical services (528.3)	✓
.16	Termination of cables at enclosures – identify / record numbers and locations of items inspected (Section 526)	✓
	1. Connections under no undue strain (526.6)	✓
	2. No basic insulation of a conductor visible outside enclosure (526.8)	✓
	3. Connections of live conductors adequately enclosed (526.5)	✓
	4. Adequately connected at point of entry to enclosure (glands, bushes etc.) (522.8.5)	✓
.17	Condition of accessories including socket-outlets, switches and joint boxes (621.2 (iii))	✓
.18	Suitability of accessories for external influences (512.2)	✓
.19	Single-pole switching or protective devices in line conductors only (132.14.1, 530.3.2)	✓
3.0	ISOLATION AND SWITCHING	
3.1	Isolators (537.2)	
	1. Presence and condition of appropriate devices (537.2.2)	✓
	2. Acceptable location – state if local or remote from equipment in question (537.2.1.5)	✓
	3. Capable of being secured in the OFF position (537.2.1.2)	N/A
	4. Correct operation verified (612.13.2)	✓
	5. Clearly identified by position and /or durable marking (537.2.2.6)	✓
	6. Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.2.1.3)	N/A
3.2	Switching off for mechanical maintenance (537.3)	
	1. Presence and condition of appropriate devices (537.3.1.1)	✓
	2. Acceptable location – state if local or remote from equipment in question (537.3.2.4)	✓
	3. Capable of being secured in the OFF position (537.3.2.3)	N/A
	4. Correct operation verified (612.13.2)	✓
	5. Clearly identified by position and /or durable marking (537.3.2.4)	✓

Older installations designed prior to BS 7671:2008 may not have been provided with RCDs for additional protection

ELECTRICAL INSTALLATION CONDITION REPORT cont.

Acknowledgement: this certificate is based on the model in appendix 6 of BS 7671: 2008

Certificate No. 0041017

OUTCOMES	Acceptable condition	√	Unacceptable condition	State C1 or C2	Improvement recommended	State C3	Not verified	N/V	Limitation	LIM	Not applicable	N/A

Item	Description	Outcome (Use codes above. Provide additional comment where appropriate. C1, C2, C3 & FI coded items to be recorded under observations in the Condition Report)
8.0	ISOLATION AND SWITCHING - continued	
8.3	Emergency switching / stopping (537.4)	
	1. Presence and condition of appropriate devices (537.4.1.1)	N/A
	2. Readily accessible for operation where danger might occur (537.4.2.5)	N/A
	3. Correct operation verified (537.4.2.6)	N/A
	4. Clearly identified by position and /or durable marking (537.4.2.7)	N/A
8.4	Functional switching (537.5)	N/A
	1. Presence and condition of appropriate devices (537.5.1.1)	✓
	2. Correct operation verified (537.5.1.3; 537.5.2.2)	✓
9.0	CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED)	
9.1	Condition of equipment in terms of IP rating etc. (416.2)	✓
9.2	Equipment does not constitute a fire hazard (Section 421)	✓
9.3	Enclosure not damaged/deteriorated so as to impair safety (621.2(iii))	✓
9.4	Suitability for the environment and external influences (512.2)	✓
9.5	Security of fixing (134.1.1)	✓
9.6	Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: List number and location of luminaires inspected (separate page)	✓
9.7	Recessed luminaires (downlighters)	N/A
	1. Correct type of lamps fitted	N/A
	2. Installed to minimise build-up of heat by use of "fire rated" fittings, insulation displacement box or similar (421.1.2)	N/A
	3. No signs of overheating to surrounding building fabric (559.4.1)	N/A
	4. No signs of overheating to conductors / terminations (526.1)	N/A
10.0	SPECIAL INSTALLATIONS OR LOCATIONS	
	If any special installations or locations are present, list the particular inspections applied.	N/A

GUIDANCE FOR RECIPIENTS (to be appended to the Report)

This Report is an important and valuable document which should be retained for future reference.

1. The purpose of this Condition Report is to confirm, so far as reasonably practicable, whether or not the electrical installation is in a satisfactory condition for continued service (see SUMMARY OF THE CONDITION OF THE INSTALLATION). The Report should identify any damage, deterioration, defects and/or conditions which may give rise to danger (see OBSERVATIONS).
2. The person ordering the Report should have received the "original" Report and the inspector should have retained a duplicate.
3. The "original" Report should be retained in a safe place and be made available to any person inspecting or undertaking work on the electrical installation in the future. If the property is vacated, this Report will provide the new owner/occupier with details of the condition of the electrical installation at the time the Report was issued.
4. Where the installation incorporates a residual current device (RCD) there should be a notice at or near the device stating that it should be tested quarterly. For safety reasons it is important that this instruction is followed.
5. The section titled EXTENT AND LIMITATIONS should identify fully the extent of the installation covered by this Report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the Report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.
6. Some operational limitations such as inability to gain access to parts of the installation or an item of equipment may have been encountered during the inspection. The inspector should have noted these in EXTENT AND LIMITATIONS.
7. For items classified in OBSERVATIONS as C1 ("Danger present"), the safety of those using the installation is at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the necessary remedial work immediately.
8. For items classified in OBSERVATIONS as C2 ("Potentially dangerous"), the safety of those using the installation may be at risk and it is recommended that a skilled person competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.
9. Where it has been stated in OBSERVATIONS that an observation requires further investigation (code FI) the inspection has revealed an apparent deficiency which may result in a code C1 or C2, and could not, due to the extent or limitations of the inspection, be fully identified. Such observations should be investigated without delay. A further examination of the installation will be necessary, to determine the nature and extent of the apparent deficiency (see RECOMMENDATIONS).
10. For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. The recommended date by which the next inspection is due is stated in the Report under RECOMMENDATIONS and on a label at or near to the consumer unit/distribution board.

Inspected by. Name (Capitals)	P THICKETT	Signature		Date	4/10/17

SCHEDULE OF TEST RESULTS

Acknowledgement: this certificate is based on the model in appendix 6 of BS 7671: 2008

Certificate No. 0041017

DB reference no. DB 1	Details of circuits and/or installed equipment vulnerable to damage when testing	Details of test instruments used (state serial and/or asset numbers)
Location MAINS CUPBOARD.	MAIN SWITCH / RCD 2 POLE 30mA 61008 63A	Multifunction 8646032
Zs at DB (Ω) 198 Ipf at DB (kA) 1	37.7ms @ 1Δn	Insulation / continuity "
Correct supply polarity confirmed ✓		Earth fault loop impedance "
Phase sequence confirmed (where appropriate) N/A		RCD " Earth electrode res. "

Tested by: Name (Capitals) P THIRKELL Date 4-10-17

Signature P. Thirkell.

Circuit Details									Test Results													
		Overcurrent Device				Conductor Details			Ring Final Circuit Continuity (Ω)			Continuity (Ω) (R1+R2) or R2		Insulation Resistance (MΩ)		Polarity	Zs (Ω)	RCD (ms)			Remarks (continue on a separate sheet if necessary)
Circuit number	Circuit Description	BS (EN)	Type	Rating (A)	Breaking Capacity (kA)	Reference Method	Live (mm²)	cpc (mm²)	r1 (line)	rn (neutral)	r2 (cpc)	(R1+R2)	R2	Live - Live	Live - Earth	✓ or ✗		@ IΔn	@ 5 IΔn	Test Button Operation	
1.	SPARE																				
2.	EXTERNAL LIGHTING	60898	B	6	6	B/D	1.5	1.5	N/A	N/A	N/A			500	500	✓	206	35	13	✓	F. OUTSIDE LIGHT NOT FUNCTIONAL.
3	LIGHTS, VESTRY, PLAT. DOOR, NAVE, ORGAN LOBBY	60898	B	6	6	B	1.0	1.0	N/A	N/A	N/A			5	5	✓	199	37	N/A	✓	
4.	LIGHTS AISLE L/R	60898	B	6	6	B	1.0	1.0	N/A	N/A	N/A			500	500	✓	201	38	N/A	✓	LANE +
5	LIGHTS CHANCEL LANTERNS	60898	B	6	6	B	1.0	1.0	N/A	N/A	N/A			500	500	✓				✓	FLEX = BATTLE
6	LIGHTS. CHAPEL.	60898	B	6	6	B	1.0	1.0	N/A	N/A	N/A.			285	212	✓	202	40	N/A	✓	1.5ms
7.	SOCKET - SINGLE MAINS CU	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A	N/A	0.07	500	500	✓	202	25	12	✓	
8	SOCKET - 3rd PEW ON LEFT 10TH	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A			500	500	✓	219	25	12	✓	* LOCATED
9.	SOCKETS - VESTRY	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A			500	500	✓	210	25	12	✓	
10	SOCKET - ZONE 8 (FAR CORNER)	60898	B	20	6	B	2.5	1.5	N/A	N/A	N/A			500	500	✓	213	25	13	✓	
11.	SOCKETS ZONE 6.	60898	B	20	6	B	2.5	1.5	N/A	N/A	N/A			500	500	✓	211	25	11	✓	
12.	SOCKET H.L VESTRY + TKLOCK	60898	B	20	6	B	2.5	1.5	N/A	N/A	N/A			500	500	✓	210	25	12	✓	

EDULE OF TEST RESULTS

wledgement: this certificate is based on the model in appendix 6 of BS 7671:2008

Certificate No. 0041017

DB reference no. DB2 ORGAN BLOWER	Details of circuits and/or installed equipment vulnerable to damage when testing	Details of test instruments used (state serial and/or asset numbers)
Location MAINS CUPBOARD.	61008-1 RCD. 63A 30mA 2 POLE 240V	Multifunction 8646032
Zs at DB (Ω) 197 / Ipf at DB (kA) 1	44ms@1Δn	Insulation / continuity "
Correct supply polarity confirmed ✓		Earth fault loop impedance "
Phase sequence confirmed (where appropriate) N/A		RCD " / Earth electrode res. "

Tested by: Name (Capitals) P THIRKELL Date 4/10/17

Signature P. Thirkell

Circuit Details

Circuit number	Circuit Description	Overcurrent Device: BS (EN)	Type	Rating (A)	Breaking Capacity (kA)	Conductor Details: Reference Method	Live (mm²)	cpc (mm²)
1.	ORGAN BLOWER	60898	B	6	6		2.5	1.5
	2WAY CONT UNIT DB4.							
	63A M.SWITCH FROM LEFT							
1.	ZONE 7 BACK	60898	B	16	6	B	2.5	1.5
2.	ZONE 7 FRONT	60898	B	16	6	B	2.5	1.5

Test Results

Circuit number	Ring Final Circuit Continuity (Ω): r1 (line)	rn (neutral)	r2 (cpc)	Continuity (Ω) (R1+R2) or R2: (R1+R2)	R2	Insulation Resistance (MΩ): Live - Live	Live - Earth	Polarity ✓ or ✗	Zs (Ω)	RCD (ms): @ 1Δn	@ 5 1Δn	Test Button Operation	Remarks (continue on a separate sheet if necessary)
1.	N/A	N/A	N/A	0.84	N/A	500	500	✓	213	43	12	✓	
1.	N/A	N/A	N/A			500	500	✓					FAULT ON CONTACTOR
2.	N/A	N/A	N/A	0.75	N/A	500	500	✓	219	118	28	✓	

SCHEDULE OF TEST RESULTS

Acknowledgement: this certificate is based on the model in appendix 6 of BS 7671: 2008

Certificate No. 0041017

DB reference no. DB 3	Details of circuits and/or installed equipment vulnerable to damage when testing	Details of test instruments used (state serial and/or asset numbers)	
Location MAINS CUPBOARD	3Ph. N RCD 100B-1 100A 30mA 4 POLE	Multifunction	8646032
Zs at DB (Ω) 236 / Ipf at DB (kA) 1		Insulation / continuity	"
Correct supply polarity confirmed ✓		Earth fault loop impedance	"
Phase sequence confirmed (where appropriate) ✓		RCD " / Earth electrode res.	"
Tested by: Name (Capitals) P. THIRKELL	Date 4-10-17		
Signature P Thirkell.			

Circuit Details									Ring Final Circuit Continuity (Ω)			Continuity (Ω) (R1+R2) or R2		Insulation Resistance (MΩ)		Polarity	Zs (Ω)	RCD (ms)			Remarks (continue on a separate sheet if necessary)
		Overcurrent Device				Conductor Details															
Circuit number	Circuit Description	BS (EN)	Type	Rating (A)	Breaking Capacity (kA)	Reference Method	Live (mm²)	cpc (mm²)	r1 (line)	rn (neutral)	r2 (cpc)	(R1+R2)	R2	Live - Live	Live - Earth	✓ or ✗		@ IΔn	@ 5 IΔn	Test Button Operation	
1.	ZONE 8 3	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A	0.84	N/A	500	501	✓	217	108	28	✓	
2.	ZONE 2A 2	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A	0.45	N/A	500	500	✓	220	124	27	✓	
3.	ZONE 4A 1	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A	0.88	N/A	500	500	✓	219	116	27	✓	
4.	ZONE 6 1	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A	0.56	N/A	500	380	✓	206	118	27	✓	
5.	ZONE 1A 3	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A	0.50	N/A	500	500	✓	217	106	27	✓	
6.	ZONE 4B 3	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A	0.72	N/A	500	500	✓	217	108	27	✓	
7.	ZONE 3 3	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A	0.37	N/A	500	500	✓	217	110	27	✓	
8.	ZONE 2 4	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A	0.38	N/A	500	500	✓	219	115	27	✓	
9.	ZONE 5 3	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A	0.32	N/A	500	500	✓	212	108	28		
10.	ZONE 7 - 2 WAY CONSUMER UNIT	60898	B	40	6	B	6.0	2.5	N/A	N/A	N/A	0.05	N/A	500	500	✓					
11.	ZONE 1 4	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A	0.67	N/A	500	500	✓	218	106	27	✓	
12.	ZONE 4 4	60898	B	16	6	B	2.5	1.5	N/A	N/A	N/A	0.66	N/A	500	500	✓	219	118	28	✓	

OBSERVATION RECORD SHEET

Acknowledgement: this certificate is based on the model in appendix 6 of BS 7671: 2008

Certificate No. 0041017

OBSERVATIONS

Referring to the attached schedules of inspection and test results, and subject to the limitations specified at the **Extent and limitations of inspection and testing** section. No remedial action is required ☐ The following observations are made ☑ *See below*

OBSERVATIONS (Include schedule reference as appropriate)	CLASSIFICATION CODE
Gate Entrance Light Not Switching On - Replace Sensor	C3.
Spotlight Zone 8 Not Working. - Replace Lamp	C3.
Exterior Light Non Functional - Drill Cover To Remove	C3
3 x Spotlights Zone 6 Non Functional. 2x Lamp - Replace Fitting	C3.
9no Single Sockets On Heating Supply	C3.
Brittle Cables At Various Light Fittings. Nave.	C3
Heating Circuit 7 Back No Neutral - Contactor	C3.

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action. **C1** - Danger present. Risk of injury. Immediate remedial action required.
C2 - Potentially dangerous - urgent remedial action required **C3** - Improvement recommended **FI** - Further investigation required without delay.

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	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?	• Clear away leaves and debris regularly • Consider fitting bird/leaf guards
Gulleys	Does the gulley catch all the water from the downpipe? Are the gulleys free from leaves and other debris? Does the water flow away effectively after rainfall?	• Clean gulleys regularly and remove any silt and debris • Clean any blockages using drain rods • Empty an silt traps every three months
Ground gutters	Is the pointing between the bricks or flags in good condition or does it need to be repaired?	
Surface water drains	Is water satisfactorily carried away from the structure?	• Consider installing a water butt to collect rainwater
Foul and combined drains	Are accessible drains, manholes inspection chambers and outlets clear and in good condition?	
Soakaways	Does the water drain away and quickly after rainfall?	• 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	Is there any sign of frost, snow or wind damage? Is there debris from the broken slates and tiles on the ground? Are there any loose,	• Record this location of slipped slates and tiles before having them replaced

	slipped or missing slates or tiles? Are there any large areas of moss on the roof covering?	
Ridges and hips	Are there any missing ride or hip tiles? Are there any areas where the pointing is missing?	• 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	Are there any splits or cracks in areas of flat or sloping sheet roofing?	
Thatch	Does the thatch appear to be in good condition or are some areas starting to look thin or worn? Is there any evidence of water ingress?	• Think about fire prevention measures • Ensure that any electrical wiring in roof spaces is checked regularly by a qualified electrician
Asphalt	Are there any splits, cracks, blisters or bumps that are allowing water to penetrate the roof covering?	• Use mastic or repair tapes as an emergency measure until a proper repair can be carried out
Roof valleys and parapet gutters	Are plants, birds' nests or other materials blocking the passage of water in valley and parapet gutters?	• 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	Are any flashings in good condition, without holes or splits? Are flashings securely fixed? Is the mortar pointing in good condition?	• Remove leaves and other debris that has become trapped underneath duckboards
Flagpole	Is the flagpole secure? Are the fixings in good condition and free from 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	• Consider commissioning a steeplejack to inspect the

	other damage to louvers, weathervanes or lighting conductors?	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?	• 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?	• 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 insect infestation?	• Ensure that the integrity of paint finishes is maintained 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?	• Clear away plant growth from around the building • Consider removing ivy and other climbing plants
Ground levels	Does the water drain quickly after rainfall?	• 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?	• 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?	• Lubricate door ironmongery • Check the security of any locks
Timer 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?	• 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 finished in good condition?	• 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?	• 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	• Check for silting or contamination • Remove any silt deposits when the soakaway

	good condition?	chamber is empty
External joinery	Are there any areas of cracked or rotten wood? Are there any paint finishes in good condition?	• 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?	• 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?	• 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?	• 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 the roof covering during heavy rain? Does the roof insulation restrict ventilation?	• Consider installing a water butt to collect rainwater
Ceilings	Can you see any patches of staining on the underside of the roof or ceiling?	• 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?	• 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?	• 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?	• 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?	• 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 protected against severe frost?	• Shut down the heating system once a year and have the boiler serviced
Fire safety	Have you carried out a fire risk assessment and placed a copy in your log book?	• 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