**CHECKLIST FOR CHURCHES – what you need to have available**

**before your Quinquennial Inspection**

|  |  |  |
| --- | --- | --- |
|  | **Seen** | **Unavailable** |
| * The Church Log Book
 |  |  |
| * Copy of the previous Quinquennial Inspection report (to be sent to a newly appointed architect in advance of the inspection)
 |  |  |
| * Schedule of **all** works / installations / repairs (including insurance claims) undertaken since the last Quinquennial Inspection (this will be included in Section 1 of the Report)
 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Copies of Test Reports etc.: -** | **Seen** | **Unavailable** | **Not applicable** |
| * Electrical Installation Test Report
 |  |  |  |
| * + Lightning Conductor Test Report
 |  |  |  |
| * + Portable Appliance Test Report
 |  |  |  |
| * + Asbestos Inspection Report
 |  |  |  |
| * + Access and Disability Audit Report
 |  |  |  |
| * + Fire Risk Assessment
 |  |  |  |
| * + Health & Safety Risk Assessment
 |  |  |  |
| * + Gas Safety / Boiler Service Report
 |  |  |  |
| * + Fire Appliances (extinguishers) Test Report
 |  |  |  |
| * + Fire Alarm & Emergency Lighting Test Report
 |  |  |  |
| * + Security Alarm Test Report
 |  |  |  |
| * + Any recommendations from insurers regarding security
 |  |  |  |
| * + Inventory of fixtures, fittings and furniture
 |  |  |  |

* Please make copies of these reports available to your Quinquennial Inspector before the date of inspection
* The Quinquennial Inspector should incorporate this record sheet as the last item in the Quinquennial Report.