

# Baseline Survey Completion Guide

The Baseline Survey form is a template to help you to consider and record each aspect of your building and its condition. Re-visiting it each year will give an indication of the ongoing condition of your building and provide the basis for your annual Maintenance Plan.

Gutters & Downpipes, Gullies, Drains & Ground Levels										
On the roof or floor plan give each external wall a letter to which the columns below refer and answer the questions in relation to the gutters and downpipes along that wall.										
Gutter / downpipe wall	A	B	C	D	E	F	G	H	Notes	
Type of gutter and downpipe if known roof/flat/terrace/lean-to/other	C L O	C L O	C L O	C L O	C L O	C L O	C L O	C L O	C L O	
1) Are any of the gutters blocked?	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	
2) Is there staining below gutters & behind downpipes suggesting blocked or damaged sections?	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	
3) Are the gullies blocked by leaves or debris?	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	
4) Does water drain away slowly from gutters after rainfall suggesting blocked or damaged drain runs?	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	
5) Are there any loose fixings?	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	
6) Are paint finishes peeling or flaking or signs of corrosion?	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	
7) Is there evidence of overflow from the downpipes and after rainfall?	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	
8) Is there excessive moss or plant growth at the base of the wall or to the joints of ground gutters?	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	
9) Are there signs that high ground levels are contributing to damp in the building?	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	
10) Are any air bricks or vent grilles obstructed by vegetation or raised ground levels?	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	Yes No N/A N/V	
<b>SUMMARY OF CONDITION</b> (2=good/3=fair/4=poor/5=very poor)	G F P VP	G F P VP	G F P VP	G F P VP	G F P VP	G F P VP	G F P VP	G F P VP	G F P VP	
If you have answered YES, Action/Priority as follows RED=B (within 12 months) / Any ORANGE=C (18 to 24 months) / YELLOW=D (3 to 5 yrs)										
<b>ACTION / PRIORITY</b>	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	B C D M	

As you may want to edit the baseline form to suit the layout of your Place of Worship (PoW) it has been designed as an Excel spreadsheet to enable you to add or remove a page or row / line to suit. For instance if you have a larger PoW you may need an extra page as you may have more than 8 roofslopes which will mean adding a second page for this element; or you may have a PoW without a tower or spire or your church yard is managed by your local authority, so these pages may not be relevant. To help you with this and to avoid upsetting the row formatting for the rest of the document there are some 'how to' step by step instructions below. We have also included a few tips if you are filling out the form digitally.

A digital copy for the Survey can be downloaded from [www.SPABMCP.org.uk](http://www.SPABMCP.org.uk), a printed sample is given on the pages following this completion guide.

## 1. How to add in a new page or line

To avoid upsetting the row formatting for the rest of document follow the following steps:

1. Highlight the full row for each line of the page you wish to copy, not just the cells.
2. Once these are all highlighted right click and then left click 'copy' on the drop down list.
3. Left click on the row below where you wish to insert the new page, right click and left click on 'insert copied cells' on the drop down list.
4. You may then need to change to page break to make sure your changes still fit on the page. This is the solid or dotted line marking the page break if you are going to print the document. A solid blue line indicates the end of the page, a dotted blue line indicates the position of the break when it is not at the end of the page. Both can be moved up or down to suit the page set up.
5. If you are not seeing these or page numbers at the centre of each, your page break preview may be turned off. Click on 'View' and left click on 'page break preview' on the drop down list.

## 2. How to remove a page or line

Removing a line or a page can be carried out in the same way as adding a line or page:

1. Highlight the full rows you wish to remove
2. Once these are all highlighted right click and then left click 'delete' on the drop down list rather than 'cut'.
3. You may then need to adjust the page breaks as above.

## 3. Tips for filling out the form on your computer

When filling out the answer in each cell, as it automatically tries to predict what you are writing, if you choose the first option e.g 'Yes' it will try and fill the cell with all the choices. To stop this once you have typed in 'Y' or 'Yes' then immediately press the delete or space button and this will leave you with just a 'Y' or 'Yes' depending on your preference.

You might also find it helpful to highlight the 'Action/Priority cell/box for each column in the colour that matches the letter, e.g Red for 'B', Orange for 'C' and Yellow for 'D'. This can be done as follows:

1. Highlight the 'Action/Priority' box you want to colour.
2. Go to the 'Fill' icon (tipping tin of paint) on the formatting tool bar, probably top right on your screen.
3. Click on the arrow to the immediate right and left click on the colour you wish to use.