

Introduction and Guidance Notes

The survey should be carried out from the ground either with the naked eye, **do not** climb on the building, use ladders or place yourself at risk whilst undertaking the survey. The survey **should not** be carried out alone and ideally let others know where are you and what you are doing. If you have any doubts as to whether you can carry out the task safely – **don't do it**. Please ensure that you have undertaken a full **Health and Safety Risk Assessment** of the building before undertaking the survey.

The survey is designed to be simple to use and complete without the need for specialist knowledge, with simple YES, NO, N/A (not applicable) or N/V (not visible) questions. The survey takes you through each element of the fabric of your PoW starting from the roof and working down to the ground and around the outside, before moving inside. There are also questions (with a blue background) at the start of a number of sections that look to identify materials used for information/record purpose, e.g. roof coverings, wall finishes etc. To help you with the survey and the technical language used in a number of the questions an illustrated glossary of parts of the building is provided on the Maintenance Co-operative toolkit on our website at <http://www.spabmcp.org.uk/>

In addition to the survey form, there is space below for floor and roof plans of your Place of Worship. Your Quinquennial Inspection report or equivalent should contain a floor plan, which can also be used as a base to create a roof plan (see pdf on 'creating a floor and roof plan'). On the plans give each element of the PoW a number or letter which corresponds with the number or letter at the head of each column for that element on the form. For instance the west wall of the tower marked 'B' on the plan will correspond with column 'B' under the 'External Walls' section. Along with a photograph, the plans are also useful to mark on where there might be particular areas of concern for future reference. In addition you might find it useful to take along the following kit:

- **a camera** – to create a visual record of your building and any problems that you discover.
- **binoculars** – invaluable for examining your roof, chimney and other items above ground level
- **a pen and a notebook** – for additional observations on the condition of your building,
- **a torch** – so maintenance problems don't go unnoticed in dark nooks and crannies
- **a penknife** – useful for probing wood when checking for damp and decay
- **a pair of strong gloves and a trowel** – for removal of soil, vegetation and debris, particularly from drains and gutters.

At the end of each section the **'Summary of Condition'** is provided for you to record your subjective view of the condition of that element of the fabric. Some maintenance issues however can present a greater risk to the fabric than others and to help you with the **'Action/Priority'**, certain questions have been given greater weight than others using colour/tone and letter coding. If you are unable to answer any of the questions for reasons of safety or access mark them as N/V, not visible. Once the survey is complete you should be able to use your answers to identify where problems are and to help you create an action as part of your ongoing Maintenance Plan

Name at Place of Worship and Location				Date of last professional (Quinquennial) survey and Contact details of Surveyor for Fabric			
Date of inspection and weather conditions				Inspection carried out by			
Listing grade of the church and any separately listed buildings							
Grade I		Grade II*		Grade II		Unlisted	

If a copy is not already on record, the listed description can be found on the National Heritage List, available on line at <http://www.historicengland.org.uk/list> and could usefully be incorporated in this report.

A brief description of the building may also appear in the copy of 'Pevsner Architectural Guide: Buildings of England' for the county.

Floor Plan of Place of Worship

Ⓒ. FLOORS
Ⓓ. WALL EXT
Ⓔ. WALL INT.

Roof Plan of Place of Worship

Ⓛ WALL
ⓐ ROOFSLOPE-