

The Baseline Survey Form includes room for a roof plan and floor plan of your place of worship. These we suggest are marked up to give each element of the building a number or letter that corresponds with number or letter at the head of the column for the questions related to that element on the form.

Roof and floor plans are also very useful to mark on the exact location of any problems or issues you find when carrying out your annual survey or check up of your place of worship. The plans do not need to be deadly accurate, but need to show the correct layout of the spaces inside your place of worship, the location of windows and doors and perhaps the trickiest part, the often complicated connections between the roofslopes above. Below are a few guidance notes to help you prepare these plans. We have also included examples of a number of roof and floor plans to give you an idea of how they might look.

## The Floor Plan

If you are lucky your Quinquennial Inspection Report or equivalent property report prepared by your professional advisor will include a floor plan of your place of worship. If not your church records may include an older plan that can be used as a base to create an up to date plan of the church. If you have neither of these you will need to draw your own floor plan. You can either estimate the dimensions of the spaces in relation to one another or if you are feeling adventurous carry out a full or partial measured survey. You could also use the aerial view of the church as a base template, available through google or bing maps (see below). Remember when drawing the plan that the walls have a thickness rather than just being a line. In addition if you can mark on the location of any significant fittings such as pews, pulpit organ etc. and changes in floor level and finish.

## The Roof Plan

Roof plans are not usually provided as part of a Quinquennial or property report, so will involve a bit more work. They can though be created by using the outline of your floor plan in conjunction with one of the online mapping programmes available through a number of search engines:

(google maps—<https://www.google.co.uk/maps/> or bing maps—<https://www.bing.com/mapspreview> )

If you know your postcode you should be able to find your PoW fairly easily giving you a view from above showing the layout of the various roof slopes and how they interconnect. (use the 'earth' tag in the bottom left for google maps and the 'aerial' tag in the top right drop down for bing maps)

Unfortunately it is not always possible to get a clear view of the whole of the roof as it is quite often shadowed or the image is of low resolution. This is where you need to visit the church in person to work out the missing bits. If you have a tower or high point that will allow you to look down on the roof, this will help a lot. On most places of worship the roof forms will be a pitched roof either side of a central ridge, or a single, mono pitch or flat over a lean-to or side aisle. The roof will probably either finish with a gable end or where all sides slope down to the walls, form a hip.

As a general rule when two roofs interconnect at right angles to one another, either at a valley gutter or at a hip, if they are of the same pitch and their eaves are at the same level they will meet at 45 degrees on plan. If they are not the same pitch it is more complicated, but generally where a steeper pitch meets a shallower pitch they will meet at less than 45 degrees and visa versa. Where roofs of differing eaves height the higher eaves line extends over the lower until the point where the two roofs meet, again at 45 degrees. Where the roof edge or eaves is hidden by a wall parapet, the width of the parapet is less than the full width of the wall below with enough room for the lead valley gutter behind. (see example on page 2)



Roof Forms (left to right)

- Mono pitch
- double pitch with gable end
- double pitch with hipped end

## Marking up your plans

Once your plans are complete you now need to mark them up to correspond with the columns on the survey form. For each element you will need to work your way around the building and count up the number of roofslopes or walls or windows as appropriate to ensure you have enough pages for that element (see 'Editing and filling out the Baseline Survey form'. Give each rooflope / wall / window and corresponding column a number or letter as follows:

**Roofslopes :** Number

**Gutters and downpipes:** Capital letter, as the walls

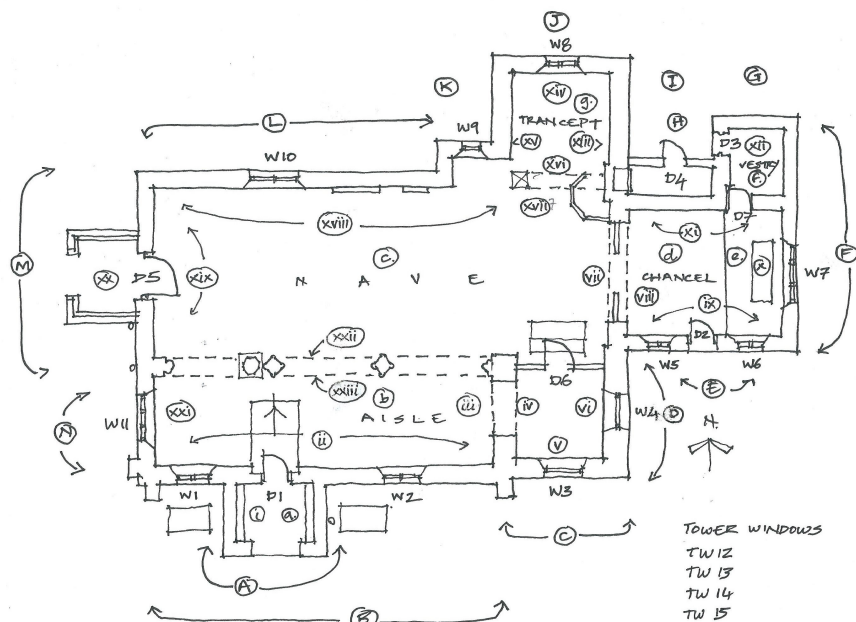
**Walls:** Capital letters

**Windows and Doors:** 'W' with number of 'D' with number ('TW' tower window with number)

**Internal walls:** roman numerals

**Floors:** lower case letters

**Ceilings:** Same numbering as roof slopes above



Google aerial view of church

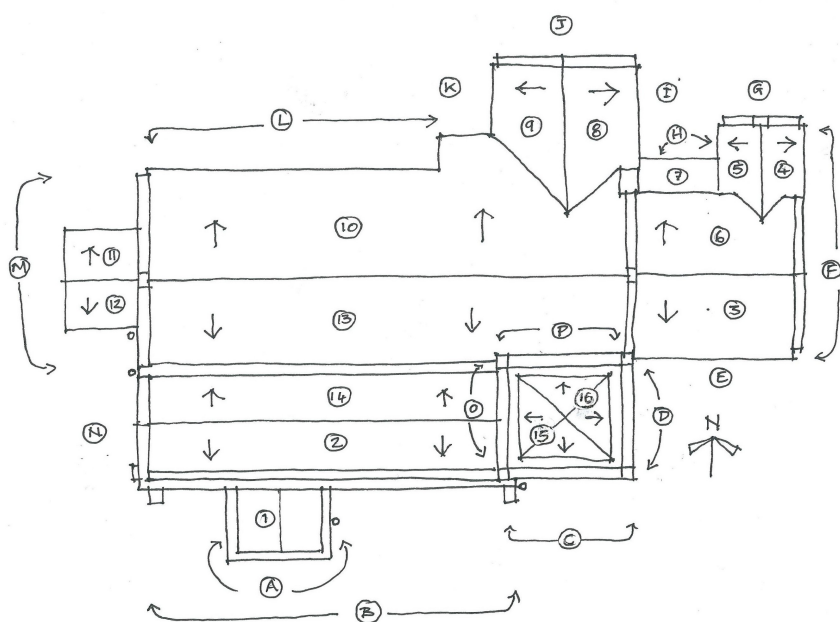


Southwest corner showing nave and transept roof abutment at 45 °



West end showing valley between nave and south aisle

Marked up floor plans based on plan in Q1 (if available)



Marked up roof plan based on floor plan and Google aerial view