

What to do now you've received your

Quinquennial Inspection Report

What to do now



1. **READ IT!**

2. **Set up a Fabric Committee to the PCC (if you do not already have one)**

- The Fabric Committee review the required repairs and their priority:
- Commission the architect to attend a meeting of the PCC/Fabric Committee to discuss the report and give guidance on what to do first/next. It would be helpful to provide advance notice of specific questions. (The visit by the architect will probably involve a fee.)
- Prioritise the work, firstly ascertain what work, if any, can be done by parishioners.
- Consult the architect to ascertain if any of the repairs can be administered by the PCC.

3. **Discuss finance and budgeting with the PCC.**

- Guidance and advice on funding may also be sought from the Diocesan Resources Officer based in Church House.

4. **Inform insurers of any building work going ahead, and any health and safety implications arising from the work. Ensure insurance renewals are kept up to date.**

5. **Ensure that any work organised directly is done in accordance with DAC guidance notes where available.**

6. **Following the review process prepare an action plan to deal with the repairs.** (This will also assist the parish to prepare for the Archdeacon's visitation).

Remember

A faculty is required for all work (including maintenance repairs) to a Church or proposed within the curtilage of the Church (eg the Churchyard, entrances, boundary walls, etc) unless otherwise stated in the 'Chancellors Directions'.

If in doubt please check with the DAC Secretary