**Central England Area Quaker Meeting**

**Trustees’ Property Committee**

**Annual Inspection of Premises Questionnaire for 2023**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting House/bungalows/flats**

**To be completed and returned by 31st October 2023 to the CEQ office.  Please send to** [**admin@ceaqm.org.uk**](mailto:admin@ceaqm.org.uk) **or 40, Bull Street, Birmingham, B4 6AF**

**For the attention of the Convenor of Local Meeting (or other Branch) Premises Committee. An Annual Inspection is required for all CEQ Properties: Meeting Houses/ warden accommodation/ bungalows and flats (1 per building).**

The questionnaire is divided into eleven sections:

1. Regular EXTERNAL building maintenance

2. Regular INTERNAL building maintenance

3. Building structural condition

4. Building security

5. Safety certificates and records and First Aid.

6. Fire and emergency exit safety

7. Electrical and gas safety

8. Accessibility / safety for less mobile users

9. Sustainability and low carbon commitment

10. Risk Assessments/Insurance Matters

11. Quinquennial Inspection

Convenors of Premises Committees are asked to arrange for an inspection of the buildings in their charge each year, and to complete and file this questionnaire as a record.  Items requiring action should be highlighted and/or listed separately and actioned at the next Premises Committee meeting.

Please answer questions with yes, no, not applicable or don’t know.  Give a date where relevant.  If your answer is ‘no’ or ‘don’t know’, please indicate the action being taken.

The questionnaire is designed so that it can be filled in electronically with the answer box expanding to accommodate additional text.  Please contact the CEQ office, if you require a paper copy.

Where there are safety issues involved in making the inspections you may require professional help.

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| EM | **Regular EXTERNAL building maintenance** | **Yes, No, N/A, D/K, action in hand** |
| EM1 | Have the gutters and down pipes been cleaned out regularly? |  |
| EM2 | If there are any valleys in the roof, are they clear of leaves and debris? |  |
| EM3 | Are the drains and gullies at ground level clear? |  |
| EM4 | Are all the toilets, sinks and basins draining properly? |  |
| EM5 | Can you see evidence of loose or missing slates or tiles? |  |
| EM6 | Is there any rubbish piled up against the building anywhere?  *(Note: The damp course should be visible and at least 6” above the soil, gravel or paving level everywhere.)* |  |
| EM7 | Are there any airbricks or grids providing ventilation under a timber floor, and are they kept clear? |  |
| EM8 | Are there any overflowing or dripping waste pipes or drains? |  |
| EM9 | Is there any woodwork that looks rotten? *(Look at windows, especially sills, doors and door frames – especially lower parts – external panels fascias and barge boards.)* |  |
| EM10 | Is there a lightning conductor? |  |
| EM11 | If there is a lightning conductor, is it operative and subject to regular testing? |  |
| EM12 | Are any trees near the Meeting House causing any obvious damage or hazard? *(Consider a regular, professional tree condition survey.)* |  |
| EM13 | Is there any external painting that is showing signs of needing attention? |  |

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| IM | **Regular INTERNAL building maintenance** | **Yes, No, N/A, D/K, action in hand** |
| IM1 | Is the interior decoration up to an acceptable standard? |  |
| IM2 | Do all the doors open & shut freely and fit well in their frames? |  |
| IM3 | Is loft access in good working order? |  |
| IM4 | Do opening/closing mechanisms including doorknobs, locks, catches and springs, particularly on fire & external doors, operate correctly? |  |
| IM5 | If there is a doorbell is it in working order? |  |
| IM6 | Do windows that open operate freely and shut securely? |  |
| IM7 | Are all the window locks, latches, catches, and stays operative? *(Keys for window security locks should be easily accessible near each window, for emergency opening.)* |  |
| IM8 | Do all plumbing appliances work satisfactorily? *(Taps, flushing cisterns, wastes, toilet seats.)* |  |
| IM9 | Are there any visible leaks or signs of water staining? *(Look behind sinks and washbasins, behind WC pans & cisterns, and below any water heaters.)* |  |
| IM10 | Is there any hot water storage, air conditioning or showers*?* |  |
| IM11 | Does the heating system function properly? Are there any visible leaks? |  |
| IM12 | Are all controls on boilers working properly? |  |
| IM13 | Are kitchen appliances functioning properly? |  |
| IM14 | Is any food, or other materials, attractive to vermin, suitably stored? |  |
| IM15 | Has the Legionella Risk Assessment been reviewed? *(Needs to be done every 2 years.)* |  |

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| BB | **Building structural condition** | **Yes, No, N/A, D/K, action in hand** |
| BB1 | Does the roof leak? |  |
| BB2 | If you have a flat roof, is it checked regularly and cleared of any debris? |  |
| BB3 | Are the parapets and flashings sound? |  |
| BB4 | If you have chimneys or other roof features, do you see any signs of: Damage or excessive weathering?   Dangerous leaning?  Mortar in a poor condition? |  |
| BB5 | Are all aerials or other features fitted to the roof secure? |  |
| BB6 | Are there any significant cracks either external or internal? |  |
| BB7 | Does any brick or stonework appear to be crumbling? |  |
| BB8 | Are the walls damp? *(Look particularly in the corners at low level, under windows and just above the damp proof course. Also check around gutter ends, hopper heads and downpipes.)* |  |
| BB9 | Are there any bad smells or signs of pest infestation? |  |
| BB10 | If there is wood panelling, do you see any signs of dampness, rot or woodworm? |  |
| BB11 | Are any wooden floors soft or spongy? |  |
| BB12 | Is there any mould on the walls, particularly in the kitchen or toilets? |  |
| BB13 | If you have an external notice board, is it safely fixed, accurate and legible? |  |
| BB14 | Do you have a copy of your meeting house's asbestos survey available for use when needed by builders or others? |  |
| BB15 | Does the Meeting have a fund, or reserves policy, to finance short-term and long-term repairs? |  |
| BB16 | Add any further comments if appropriate including any significant problems during the year or if you have any major works in mind. |  |

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| BS | **Building Security** | **Yes, No, N/A, D/K, action in hand** |
| BS1 | Is there any broken or cracked glass? |  |
| BS2 | Are all external lights fully operative, including ones controlled by time switch or photocell? |  |
| BS3 | Are all locks, bolts & padlocks on outside doors & gates etc. operative? |  |
| BS4 | Are boundary walls, fences and gates in sound condition? |  |
| BS5 | Is the responsibility for border fences and walls clearly defined? |  |
| BS6 | Are valuables suitably secured? *(e.g. laptops, blended meeting equipment.)* |  |
| BS7 | Are all the keys for the locks and bolts accounted for? *Keys issued to, or used by, members, hirers or other groups, must be numbered and recorded in a register.)* |  |
| BS8 | Do you have a hirer’s agreement? |  |
| BS9 | Do you have a record of signed hirers’ agreements? |  |

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| SC | **Safety certificates and records.  First Aid.** | **Yes, No, N/A, D/K, action in hand** |
| SC1 | Is the up to date Employer’s Liability notice displayed in the Meeting House? (*This certificate is issued annually to the treasurer by our Insurance Broker.)* |  |
| SC2 | Where are current test certificates and related building records kept?  *(These should include, as appropriate, Quinquenial Survey report, Asbestos survey, Legionella Risk Assessment, Boiler and gas appliance tests, PAT tests, Electrical Installation Condition Report, Smoke Detectors, Fire extinguishers, Hearing Loop.)* |  |
| SC3 | Is there a First Aid Box? *(This must be checked annually.)* |  |
| SC4 | Is there an Accident book and where is this kept? |  |

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| FE | **Fire and emergency exit safety** | **Yes, No, N/A, D/K, action in hand** |
| FE1 | Is a plan of the property displayed, ideally near the entrance(s)? *(Emergency exits should be marked, together with locations within the building of the isolating mains electricity switches, gas and water stopcocks etc.and Fire Assembly Point.)* |  |
| FE2 | Is the building’s postcode and ‘What Three Words’ prominently displayed? |  |
| FE3 | Are all emergency exits clearly marked? |  |
| FE4 | Are the appropriate FIRE NOTICES conspicuously posted? |  |
| FE5 | Are copies of the Fire Notices, and any other Fire Instructions, given to all Hirers? |  |
| FE6 | Do emergency exit doors have an appropriate locking mechanism, which is tested regularly. *(It is not essential to have a push bar; other types of lock may be acceptable. It is normally a requirement that lockable emergency doors are unlocked when the public are in the building.)* |  |
| FE7 | Are illuminated emergency lights and exit signs tested quarterly and the results noted?  *(This is to ensure the back-up battery is functioning correctly.)* |  |
| FE8 | Are all the fire extinguishers in place and of the appropriate type?  *(The company who supply/test the extinguishers should advise you.)* |  |
| FE9 | Has the annual fire extinguisher service been undertaken and recorded in the past year? |  |
| FE10 | Do you test any smoke alarms regularly, and replace the batteries every year?  *(Mains operated units are preferable.)* |  |
| FE11 | Have you considered undertaking an annual fire drill during Meeting for Worship? *(Recommended as good practice.)* |  |
| FE12 | Do users know where to turn off internal services *(see FE1-* *It may be helpful to provide a contact list of member(s) who can help in case of a problem in the building.)* |  |
| FE13 | Do you know the position of the external water supply stop cock and can it be turned off easily?  *(It is recommended that this is checked annually.)* |  |
| FE14 | Are all paint, fuel supplies and other flammable materials safely and securely stored? *(Including any oil, gas cylinders etc.)* |  |
| FE15 | When purchasing new soft furnishings and curtains do you ensure that they comply with current fire regulations? |  |

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| EG | **Electrical and gas safety** | **Yes, No, N/A, D/K, action in hand** |
| EG1 | Were the gas boilers and other gas appliances tested in the last year and the flues cleaned? |  |
| EG2 | Is all non-gas heating equipment checked regularly? *(eg air source heat pumps, storage heaters.)* |  |
| EG3 | Has the electrical installation been inspected in the last five years and an Electrical Inspection Condition Report (EICR) obtained?  *(From April 2021 an EICR has been a legal requirement for tenanted property.)* |  |
| EG4 | Are all fuse box/consumer unit covers in place? |  |
| EG5 | Are all the various circuits clearly labelled? |  |
| EG6 | Are all flexible leads in good condition and have all Portable Appliances been 'PAT' tested & certificated in the past year? |  |
| EG7 | Are all switches and sockets in a safe condition? |  |
| EG8 | Are circuits for mowers and/or other portable tools protected by a power breaker (RCD)? |  |
| EG9 | If there is gas onsite, do you have a Carbon Monoxide monitor? *(This is a legal requirement for landlords and good practice for public buildings.)* |  |

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| AS | **Accessibility / safety for less mobile users** | **Yes, No, N/A, D/K, action in hand** |
| AS1 | Is your Meeting House fully usable by people with mobility impairments? |  |
| AS2 | Is your Meeting House fully usable by people with vision and/or hearing impairments? |  |
| AS3 | Have you considered how you could make your Meeting House more welcoming for people who are neurodivergent (for example people with Autism Spectrum Condition or ADHD)? *(can lights be dimmed, are there any unnecessary loud or buzzing noises?)* |  |
| AS4 | Are your accessible toilet(s) fitted with emergency lighting and an alarm? |  |
| AS5 | Do you have a loop or other amplification system and has it been serviced in the last year? |  |
| AS6 | Is there a dedicated parking space clearly signed for blue badge holders? |  |
| AS7 | Are all steps & floor surfaces free from hazards?  (*Edges of steps can be marked in yellow or white.*) |  |
| AS8 | Are there any broken or uneven slabs, flagstones or steps? |  |
| AS9 | Are all the pathways, paved areas, ramps and handrails in good order, and not slippery in damp weather? *(If you have flagstones, consider pressure washing them annually.)* |  |
| AS10 | Unless obvious, are accessible entrances clearly signed? |  |

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| SU | **Sustainability** | **Yes, No, N/A, D/K , action in hand** |
| SU1 | Are you giving thought to how to make your buildings more sustainable? *(eg insulation, LED lighting, having your lights on a PIR sensor. Consider a professional energy and thermographic survey. If you would like guidance on this, please contact Property Committee via the office.)* |  |
| SU2 | Is your heating system optimised for minimising energy consumption? |  |
| SU3 | Do you use a “Green Energy” supplier? |  |
| SU4 | What is your Annual Energy Consumption in kWh for electricity and units used for gas? *(You may need to consult your treasurer for this information.)* |  |
| SU5 | Have you got an Energy Performance Certificate? |  |
| SU6 | Has your local meeting registered yet to become an ‘Eco Church’ as part of the area meeting’s agreement to become an Eco Area Meeting as part of the A Rocha Eco Church scheme? *(The A Rocha questionnaire was circulated with the APQ.)* |  |

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| RA | **Risk Assessments/Insurance Matters** | **Yes, No, N/A, D/K, action in hand** |
| RA1 | Do you have an up-to-date Risk Assessment for your building? |  |
| RA2 | Do you have an up-to-date Fire Risk Assessment? |  |
| RA3 | Do you have an up-to-date Events Risk Assessment for your building? |  |
| RA4 | Have you read the material facts document from Edwards Insurance Brokers circulated with the APQ? |  |

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| QI | **Quinquennial Inspection** | **Yes, No, N/A, D/K, action in hand** |
| QI1 | Have you taken or are you taking appropriate action following the most recent Quinquennial Inspection? |  |

Signed             Print Name:

Convener, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Premises Committee

Date:

**Please return this form** **by 31st October 2023 to** [**admin@ceaqm.org.uk**](mailto:admin@ceaqm.org.uk) **or 40, Bull Street, Birmingham, B4 6AF.**