

ANNEXURE C

QUINQUENNIAL INSPECTIONS

The following commentary is based on observations regarding the UK's Quinquennial Inspection regime which has proved highly effective in ensuring the sustainability of many of the UK's historic churches, a significant number of which are World Heritage Sites.

These notes are provided as one tried and tested basis for developing or adjusting systems for monitoring and maintaining the Early Cape Farmstead sites currently being prepared for nomination to the World Heritage Register.

1. THE QUINQUENNIAL INSPECTION REGIME: GENERAL DESCRIPTION

- i) Quinquennial inspections are inspection regimes applied to all consecrated conformist (i.e. Anglican) churches within the UK based on a 5-year cycle to ensure the sustainability of historic fabric. It is underpinned by legislation that goes back to 1955 and requires all applicable buildings (and other articles including trees and ruins, where directed) to be inspected every 5 years for fabric deterioration and requires the implementation of appropriate remedial work where required.
- ii) These inspections are visual only. Fabric that is inaccessible, enclosed or covered is not opened unless specifically requested and approved. Inspections include as far as is practicable all features of the building and cover all aspects of conservation and repair.
- iii) Notes are taken by the inspector (i.e. the 'Surveyor of the Fabric') who must prepare a report on the status of the fabric by listing maintenance issues that will need to be addressed within a coming 5-year cycle, as well as 'over-the horizon' matters that are likely to become maintenance issues in the following 5-year cycle.
- iv) Inspectors are expected to be independent practitioners and therefore close connections with the properties they are appointed to inspect are discouraged. Interestingly, appointments are made to individuals and not automatically transferred to another member of, say, the same practice.
- v) Within 2 months of completing an inspection, and preferably after discussion with the property owner or other party responsible for the upkeep of the site, the inspector must produce and distribute the final copy of the report to the property owner and other relevant bodies.
- vi) The inspection is paid for by the property owner, i.e. the Church of England in the case of the UK. The work is remunerated in accordance with a specified fee scale set down by legislation and updated periodically.
- vii) The inspection regime requires that a database of all applicable buildings and sites be held and updated accordingly. (In the case of the UK, this is the responsibility of a specially constituted body known as the Diocesan Advisory

Committee. The DAC is also the approval body for the listing of all professionals deemed competent to act as inspectors).

2. QUINQUENNIAL INSPECTIONS: SAMPLE CHECKLIST

The following items are normally required before each inspection report can be completed – and preferably before an inspection is commenced:

- i) The previous inspection report (where existing).
- ii) A schedule of all works/installations and repairs (including any insurance claims) since the last inspection;
- iii) The last electrical installation test report.
- iv) The last tree condition report with an updated tree survey.
- v) Lightning conductor test report.
- vi) Access & disability audit report.
- vii) The last fire risk assessment report.
- viii) The last health & safety risk assessment report.
- ix) The last fire extinguisher test report.
- x) The last fire alarm & emergency lighting report.
- xi) The last security alarm test report.
- xii) The building's insurance policy with latest revisions and any insurer's latest conditions around security.
- xiii) Any licenses/rental agreements/leases permitting uses by others of parts of the premises, including licenses for fixed installations together with electrical or other test certificates for such installations.
- xiv) Any other available reports by the local fire chief or police crime prevention officer.

3. QUINQUENNIAL INSPECTIONS: STRUCTURE & APPLICATION

3.1. Outline of General Contents

- i) Name of property & building subject to the inspection.
- ii) Name and particulars of the inspector.
- iii) Limitations of the report i.e. including:

- Whether it is made from the ground only or from other accessible floor levels, ladders and readily accessible locations.
 - That inspections are visual and that opening up of enclosed spaces/materials is excluded, even if further inspection in such areas is recommended.
 - List items not inspected where applicable.
 - That the report is restricted to general condition of the building and its defects.
- iv) Date of inspection and the current report, as well as dates of previous inspections and reports. Record weather conditions.
- v) Brief historical background of the subject site (if not already existing) including architectural history, materials used in construction, site access, provision for disabled people, and parking facilities available.
- vi) A key plan preferably drawn to scale keyed to photographs of problem areas identified in the report.
- vii) Brief description of the relevant building including orientation and visitor capacity, where applicable.
- viii) Completed checklist as per checklist sample (see 2).
- ix) Details of parties other than the public that use the building.
- x) List works completed since the previous inspection report including:
- Listing repairs carried out since the last inspection.
 - Listing works recommended in the last report.
 - Identifying any items of emergency repair.
 - Any alterations, additions and demolitions carried out since the last report.

3.2. Overview of General Condition

- i) Provide a general overview of the condition of the subject building including:
- Any particular movements.
 - Identifying any subsidence and settlement.
 - Areas of rising damp and/or damp penetration.
 - General areas of damage and decay.
 - Any particular work undertaken beyond the site that might have an impact on the subject structure and its setting.

3.3. Exterior of the Structure

- i) *Roof Coverings*: Systematically record materials, construction, general condition including ridges, hips, valleys, parapet walls (where applicable), gutters,

flashings & any special features. Note in particular the general condition of thatch roofs, where applicable.

- ii) *Lightning Conductor*: Check the condition of lightning conductors where existing, and comment on the desirability of installing such a system where not existing. This is particularly relevant when the subject structure has a thatch roof, including in the Western Cape.
- iii) *Rainwater Goods & Disposal Systems*: Record materials, condition and cleanliness including presence of plant matter and weeds. Assess whether the system is adequate.
- iv) *Below Ground Drainage*: Comment on storm drains, soakaways, sewers, inspection chambers & rodding eyes, and their condition.
- v) *Parapets and upstand walls including gable ends*: Record the construction and condition of parapets, copings and cappings.
- vi) *Walls*: Record materials and condition of all walling including freestanding wall walls, decorative mouldings, sills, string courses, arches and lintels.
- vii) *Timber pergolas, fascias, porches, doors & canopies*: Comment on the materials and general condition of all timber elements including doors, door frames fascias, and bargeboards.
- viii) *Fenestration*: Comment on the condition of external windows including timber and metal window frames and glazing. Note in particular the presence of surviving historic glass panes.

3.4. Interior of the Structure

- i) *Lofts and Roof Spaces*: Note general condition and check for routine maintenance. Note the condition of the undersides of roof coverings and look for signs of leaks and water staining. Check the condition of loft floors, brandsolders, side walls, inside faces of gables and dormers, and condition of dormer and gable fenestration. Check louvres and bird mesh.
- ii) *Roof structures & Ceilings*: Comment on materials and general condition of all exposed elements. Check for evidence of structural failure and insect attack including on roof trusses and wall plates. Check for visible signs of deterioration of ceiling/loft rafters, particularly where built into side walls.
- iii) *Upper Floors, Balconies & Access Stairs*: Comment on the construction and condition of upper floors and note requirements for ventilation. Report on general condition of stairways, balustrades and balconies noting areas requiring improvement in terms of health and safety legislation.
- iv) *Ceilings*: Comment on the condition of ceiling materials and finishes.

- v) *Joinery including Partition Screens, Panelling, Fenestration, Doors & Door Furniture*: Comment on materials and general condition. Note in particular carved items, painted panels and other elements of particular merit. Record areas of wood rot and signs of insect attack.
- vi) *Internal wall faces*: Check walls for rising and penetrating damp. Identify hollow plaster areas, Portland cement repairs and areas of flaking and decayed plaster, noting that wall finishes may hide historic wall paintings and wall panelling may hide damp.
- vii) *Timber Ground Floor Structures*: Check underfloor structure for wood rot and insect attack where accessible. Comment on lack of underfloor access and ventilation where applicable. Check skirtings for wood rot and insect attack.
- viii) *Stone & Tiled Floors*: Note areas of eroding joints between stone flags and terracotta tiles, efflorescence on tile faces and other signs of rising damp.
- ix) *Service Installations in General*: Given that inspections are based on a visual examination only, separate recommendations for testing by relevant specialists may be required. This applies particularly with regard to electrical, fire and security systems.
- x) *Electrical Systems in Particular*: Note the location and apparent condition of incoming mains, meters and distribution boards. Look for signs of ad-hoc wiring and note the date of the last electrical services inspection.
- xi) *Fire Precautions*: Note the number, positions and types of fire extinguishers provided and examine records of maintenance of appliances to ensure that they are up to date.
- xii) *Disabled Access*: Comment on provisions for disabled access and make recommendations for improvements in accordance with current legislation.
- xiii) *Safety in General*: Comment in general on the safety of the subject structure for both users and visitors with particular reference to the Health and Safety Act, and fire risk assessment by specialists.

3.5. Curtilage

- i) *Immediately Surrounding Spaces including Gardens and Yard Spaces*: Comment on the general condition of any grassed, paved and planted areas, and cobbled drains around wall bases.
- ii) *Ruins*: Inspect and comment on the condition of any ruins within the subject site in conjunction with an historical archaeologist.
- iii) *Boundary Walls including Werf Walls, Gates & Fencing*: Briefly describe in general terms the material and condition of all elements with additional attention paid to historic masonry walls. See also 3.3vi) and 3.4vi).

- iv) *Trees and Shrubs*: Make a note of any trees or shrubs likely to damage fabric and/or impose a fire risk. Check also for potential hazards to public safety. Attach a tree inspection report by an appropriately qualified specialist where relevant.
- v) *Landscaping*: Comment in general on the condition of paths, paving, steps, carpark surfaces and surface water drainage.

4. STRUCTURING THE RECOMMENDATIONS

List items under the following degrees of priority noting items that might safely be entrusted to unskilled or semi-skilled labour:

- i) Urgent works requiring immediate attention.
- ii) Works recommended to be carried out during the next 12 months.
- iii) Works recommended to be carried out over the following 5 year (quinquennial) period.
- iv) 'Over the horizon' works that will probably need to be carried out beyond the quinquennial period.

5. VARIOUS RELATED PERFORMANCE AND MONITORING STANDARDS

- i) *Electrical Installations*: The UK standard for quinquennial inspections is that any electrical installation should be tested by relevant specialists at least once every quinquennial (5-year) cycle. This must include resistance and earth continuity tests of all circuits. Note that this is over and above the visual inspection outlined in 3.4x). The testing record is to be included in a database accessible on the site.
- ii) *Lightning Conductors*: The UK standard for quinquennial inspections is that any lightning conductor should be tested by a relevant specialist (preferably a suitably qualified engineer) at least once every quinquennial (5-year) cycle. The testing record is to be included in a database accessible on the site.
- iii) *Fire Extinguishers*: The UK standard for quinquennial inspections is that all extinguishers should be inspected annually by a competent specialist to ensure that they remain in good working order. Advice on the nature and types of extinguishers to be used must be provided by an appropriately qualified fire prevention expert.
- iv) *Inspection Intervals*: Although this regime requires subject structures to be inspected every 5 years, it must be noted that serious trouble may develop in between these surveys if minor defects are left unattended. This regime must therefore be seen as complementary to present shorter interval inspection regimes where required in terms of the quinquennial inspection report.