# Checklist of items required by the Inspector to complete the Inspection Report

|  |  |  |
| --- | --- | --- |
|  | **Seen**  **(please tick)** | **Unavailable (please tick)** |
| * The Church Log Book |  |  |
| * Copy of the previous Quinquennial Inspection (to be sent to a newly appointed architect in advance of the inspection) |  |  |
| * Schedule of **all** works / installations / repairs (including insurance claims) undertaken since the last Quinquennial Inspection (to be incorporated in Section 1 of the Report) |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Dated** (please give exact date)  **DD MM YY** | | | **Pass** | **Fail** | **Not available**  (please tick) | **Not applicable** |
| * + Copy of Electrical Installation Test Report | 01 | 01 | 22 |  |  |  |  |
| * + Copy of Quinquennial Tree Report (noting any TPOs) | 01 | 01 | 22 |  | |  |  |

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| * Copies of Test Reports etc.: - | **Dated** (please give exact date)  **DD MM YY** | | | **Pass / Fail** | **Not available**  (please tick) | **Not applicable** |
| * + Lightning Conductor Test Report | 01 | 01 | 22 | Pass / Fail |  |  |
| * + Portable Appliance Test Report | 01 | 01 | 22 |  |  |  |
| * + Asbestos Inspection Report | 01 | 01 | 22 |  |  |  |
| * + Access and Disability Audit Report | 01 | 01 | 22 |  |  |  |
| * + Fire Risk Assessment | 01 | 01 | 22 |  |  |  |
| * + Health & Safety Risk Assessment | 01 | 01 | 22 |  |  |  |
| * + Gas Safety / Boiler Service Report | 01 | 01 | 22 |  |  |  |
| * + Fire Appliances (extinguishers) Test Report | 01 | 01 | 22 |  |  |  |
| * + Fire Alarm & Emergency Lighting Test Report | 01 | 01 | 22 |  |  |  |
| * + Security Alarm Test Report | 01 | 01 | 22 |  |  |  |
| * + Any recommendations from insurers regarding security | 01 | 01 | 22 |  |  |  |
| * + Inventory of fixtures, fittings and furniture | 01 | 01 | 22 |  |  |  |
| * + Energy Audit, Eco Church Survey, or other environmental report | 01 | 01 | 22 |  |  |  |

* For the QI Report to be as thorough as possible, the above information needs must be made available to the Quinquennial Inspector either before or on the day of the inspection, where relevant – The Quinquennial Inspector is unable to complete the QI Report without having seen the up-to-date Church Log Book
* The Quinquennial Inspector is required to incorporate this record sheet as the last item in the QI Report. Copies can be downloaded from [www.leicester.anglican.org/quinquennial-inspections/](http://www.leicester.anglican.org/quinquennial-inspections/)