



Property Checklist for Annual Inspections by the Property Stewards

This form is made available so that the inspection can be carried out during the light summer evenings. When the report has been completed it should be brought, along with any recommendations or proposals, to the autumn meeting of the Church Council where it will be included in the approval of the Church Return.

Name of Church	Name of Circuit	Date Year Ending
Cole Street Methodist Church	Dudley & Netherton 28/13	31/08/2023

The Site and Building Surroundings	1	2	3
Are the boundary walls, fences and gates in good condition?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are paths, steps and ramps in good condition and free from hazards?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are the manhole covers sound and are drains running freely?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are signs/notice boards in good condition and with up to date information?		Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
Are the grounds, surrounding areas and vegetation adequately maintained?	NA <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are any car parking areas safe and in good condition?	NA <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is there adequate provision for wheelchair access?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are there any other external features on which to report?	NA <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

The Exterior of the Building	1	2	3
General Structure: Wall			
Are the external walls satisfactory?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are there any indications of penetrating dampness		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the external ground level at least 150mm below damp course level?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all airbricks clear?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the building free of timber decay?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is there damage due to vandalism?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

The Exterior of the Building	1	2	3
Roof structure and coverings			
Are all roof coverings (pitched and flat) in good condition?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all flashings, edges and junctions satisfactory?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all roof spaces free of water penetration?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Rainwater disposal			
Are all gutters and downpipes clear and working properly?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all gullies clear?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
External doors & windows			
Are all external doors in good condition?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all window frames in sound condition?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are there any defective window panes?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Are any window guards satisfactory?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
External decorations			
Are all the decorations to woodwork, metal work etc., in good condition?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

The interior of the building	1	2	3
Ceilings, walls, partitions & doors			
Are all ceilings satisfactory and in good decorative order?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all walls internally and partitions etc satisfactory?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are there any signs of dampness and or timber decay?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all internal doors satisfactory?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all windows sound and secure?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Floors & balconies etc			
Are all floors sound and the floor coverings clean and in good order?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all stairs and steps in good order?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

The Building Services	1	2	3
Heating System			
Is the heating system satisfactory and in good working order?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Has there been an annual boiler inspection?	NA <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the gas installation satisfactory?	NA <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Electrical Installation & appliances			
Is the electrical installation satisfactory?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Kitchen & sanitary facilities			
Are all the kitchen facilities in good order?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If kitchens are used for food preparation are the requirements of the Local Authority Environmental Health Department being complied with?	NA <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the toilet facilities and all the sanitary fittings clean and in good order?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are there adequate toilet facilities for the disabled?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Security, Access, Health and Safety	1	2	3
Fire Precautions (see Methodist Insurance Guidance notes)			
Are all means of escape maintained and escape routes kept clear?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all exit signs and emergency lighting satisfactory?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Has any emergency lighting system/fire alarm system been tested?	NA <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are fire extinguishers/blankets kept in position?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are fire extinguishers serviced annual by a BAFE company?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all fire notices properly displayed?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Health and Safety			
Has the mandatory Health & Safety Risk Assessment been carried out and reviewed? (see Methodist Insurance Guidance notes)		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are there potential hazards for children, elderly and infirm persons?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is there an approved first aid kit on the premises?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Health and Safety			
Is there an "accident book" for recording accidents?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Security, Access, Health and Safety	1	2	3
Have the managing trustees as “duty holders” carried out there management inspection of the asbestos (as required under the “Control of Asbestos Regulations 2012”)? See updated Technical Guidance Note T12 (available on the Methodist website); also Control of Asbestos 2012	NA <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Environment Audit			
Has an environmental audit been carried out as a recommended contribution to the Connexional Environmental policy? (see the Carbon Reduction page for more information)		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Facilities for the disabled			
Equalities Act (2010) Has full provision been made to comply with the Equalities Act?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you undertaken an access audit of the premises?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Signed: Mr. D. Moss _____	Position Held: Property Secretry & Managing Trustee _____	Date: 06/08/23 _____
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