

# Diocese of Wakefield

**Church:** .....

**Date:** .....

	Yes/No	Dates	Condition/comments
<b>Terrier/Inventory</b>			
<b>Log book</b>			
<b>Valuables and Inventory...</b>  All present?			
<b>Quinquennial survey and action taken/progress</b>			
<b>Current church Architect</b>			
<b>Any problems or issues with the building?</b>  <b>Future plans?</b>			
<b>Managing asbestos?</b>			

<p><b>Disability and access</b></p> <ul style="list-style-type: none"> <li>– into building</li> <li>– within building</li> <li>– provision for hearing impaired</li> <li>– provision for vision impaired</li> </ul>			
<p><b>Insurance Policies:</b></p> <ul style="list-style-type: none"> <li>– all buildings</li> <li>– public liability</li> <li>– employers liability</li> </ul> <p>Date last review?</p> <p>Liability Certificate(s) displayed?</p>			
<p><b>Lightening conductor:</b></p> <p>Last tested?</p>			
<p><b>Electrical Safety Certificate/checks (wiring and PAT test)</b></p>			
<p><b>Fire extinguishers and exits</b></p> <p>Annual maintenance?</p>			
<p><b>Graveyard</b></p> <p>Open/closed?</p> <p>General condition</p> <p>PCC policy on upkeep</p> <p>Safety: headstones, paths etc.</p>			
<p><b>Security of building?</b></p>			
<p><b>Security of valuables/safe?</b></p>			
<p><b>Photographs of valuables?</b></p>			
<p><b>Church locked?</b></p> <p>Keyholders?</p>			

<p><b>Child Protection and vulnerable adults</b></p> <p>Policy documents...</p> <p>Co-ordinator?</p> <p>Annual PCC review?</p> <p>Any issues or comments?</p>			
<p><b>Children and Communion</b></p> <p>Register of admitted?</p> <p>New regulations?</p>			
<p><b>Health and Safety policy</b></p> <p>Annual PCC review?</p> <p>Co-ordinator?</p> <p>Any issues?</p> <p>Accident book?</p>			
<p><b>Fire Safety</b></p> <p>Policy?</p> <p>PCC review?</p> <p>Co-ordinator?</p>			
<p><b>Employment policies</b></p> <p>Any employees?</p> <p>Contracts?</p> <p>Written policies</p>			
<p><b>Electoral Roll</b></p>			
<p><b>PCC Minutes</b></p> <p>All OK?</p>			
<p><b>Annual Report</b></p>			
<p><b>Table of Fees</b></p> <p>Displayed?</p>			
<p><b>Parish Share</b></p> <p>Recent pattern of payment?</p> <p>Any issues, or help needed?</p>			
<p><b>Clergy expenses – reimbursement?</b></p>			

<b>Registers</b>	<b>Yes/No</b>	<b>Dates</b>	<b>Condition/comments</b>
<b>Services</b>			
<b>Banns</b>			
<b>Baptism</b>			
<b>Confirmation</b>			
<b>Marriage</b>			
<b>Burial/funeral/ ashes</b>			
<b>Record of graves</b>			
<b>Details of deposits at Records' Office</b>			
<b>Other records at church or elsewhere?</b>			