

## The Methodist Property Office - Resourcing Mission

# LOG BOOK

FOR CHAPELS, MANSES AND OTHER PROPERTY

*This file is for maintaining a record and up to date information on a Methodist property.*

*The file should be kept safe and updated by the Church Council through an appropriate appointee e.g. a Property Steward or Secretary.*

*Trustees may consider it wise to keep a copy of all information in another location, off-site.*

*A separate file should be maintained for each property.*

Name of Property: \_\_\_\_\_

Full Address: \_\_\_\_\_  
\_\_\_\_\_postcode\_\_\_\_\_

Circuit: \_\_\_\_\_

Methodist District: \_\_\_\_\_

Sponsoring Body:  
(shared buildings) \_\_\_\_\_

Is the property a listed building?      Yes/No      Grade \_\_\_\_\_

In a conservation area?      Yes/No

*Suggested list of items for inclusion in the logbook:*

### **Churches & Chapels:**

- Schedule A and supplement
- Property Points
- Quinquennial inspection reports
- Details of any building work carried out, eg:
  - original enquiry,
  - architects/surveyors letters etc
  - quotations/tenders
  - invoices/certificates etc
  - planning/building regulations consents
  - practical completion certificate & final certificate
- Electrical inspection reports
- Maintenance agreements, eg:
  - annual roof maintenance/clearing of gutters
  - heating
  - gas installation
  - fire alarms
  - fire extinguishers
  - lightning conductors
- Details of quinquennial inspector
- Plans of the church and other drawings,
- Drainage layouts
- Photographs of building
- Risk assessments
- Fire risk assessment (as required by 2005 fire safety regs)
- Asbestos report (nb, 2<sup>nd</sup> copy may need to be kept elsewhere, as this may be required by fire brigade in event of fire)
- Disabled access reports (eg the 'access audit')
- Insurance documents
- Old insurance cover notes (which legally have to be kept for 40 years)
- Legal agreements (eg licences, party wall agreements, easements etc)
- Public Entertainment licences (or letter confirming one is not necessary)

### **Length of time for keeping records**

The Church of England publication “keep or bin – the care of your parish records” gives detailed information ([www.cofe.anglican.org](http://www.cofe.anglican.org), and then type “keep or bin” in the search box).

### **Manses**

*Generally as for churches, except:*

- Disabled access is not a legal requirement for domestic houses (although trustees are recommended to ensure suitable provision wherever possible)
- Risk assessments are not a legal requirement for domestic property, but are recommended good practice
- An asbestos risk assessment is not a legal requirement, although trustees may decide it is good practice to have one carried out
- Schedule C & supplement replaces sch A
- An annual manse stewards' report is required

### **Property rented out**

*Trustees should be aware that there may be additional obligations, required by the Landlord and Tenant Act and other legislation.*

**THE METHODIST CHURCH**

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**LOG BOOK SUMMARY**

List below all work related to the property e.g. maintenance, servicing, repairs, conservation works, alterations and extensions.

1. We suggest that the following list should comprise just a summary, with full details included later in the log book or elsewhere.
2. Please note any related documents and record where they are stored for safekeeping if too bulky to file in this Log Book. Such documents may include formal approvals, drawings, specifications, bills of quantities, tenders, contracts and certificates.

Date:	Description of Works, Approvals, and Other Items	Reference to quinquennial inspections	Firms and Personnel	Total Cost	Documents & Location

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