

## 2017 ANNUAL BUILDING REPORT CHECKLIST

(Due 31/03/2018)

Parish.....

Induction Item		RESPONSE yes/no/NA	COMMENTS ATTACHED yes/no
1.	Have all issues identified in the 2016 Building Reports been attended to? If not, please list what is outstanding and comment.		
2.	Have the Guidelines for Inspection of Parish Buildings for Maintenance Purposes (attached) been effectively managed throughout the year and all checks completed during the past 12 months ?		
3.	How much has the parish spent on Building Maintenance in 2017? \$		
4.	Have all issues identified in WHS checks (Parish Council Safety Delegate Reviews, Incident Reports, Property and Risk Officer Reports, Fire Audit, Hazardous Substances Reports) been addressed?		
5.	Have any significant building works or maintenance been carried out in 2016/2017 which has not previously been submitted to the Diocesan Property Services Unit or Property Committee, e.g. work valued between \$5000 and \$25000?  <b>If "Yes" please provide details</b>		
6.	Are any significant building works or maintenance scheduled for 2017/2018 which has not previously been submitted to the Diocesan Property Services Unit or Property Committee, eg work valued between \$5000 and \$25000?  <b>If "Yes" please provide details</b>		
7.	Are the Churchwardens aware of any outstanding issues or problems regarding parish property which requires investigation or rectification?  <b>If "Yes" please provide details</b>		
8.	Have the annual pest inspections and treatments been carried out?  Note: A copy of the inspection sheet from your pest service company is required to be attached to this return.		
9.	Have the 6 monthly fire certifications been completed ?  Note: A copy of the inspection sheet from your fire service company is required to be attached to this return.		
10.	Is your Emergency Management Plan (EMP) current and are evacuation diagrams on display? (These are required for churches, halls, and parish offices)  Note: if any part of the EMP has been amended since its initial issue a copy is required to be attached to this return.		
11.	Have security arrangements for the Rectory been reviewed by the parish delegates as per 6.1 of the Diocesan Handbook?		
12.	Have security arrangements been reviewed and are they considered adequate for other parish buildings?		
13.	Is external lighting adequate for people using the site for evening functions or programs?		

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14.	Has all external lighting been checked to see if it is in working order on a regular basis?		
15.	Have all timber structural posts that are installed directly into the ground been checked for signs of deterioration to the base or termite damage?		
16.	Are all handrails structurally sound with no signs of deterioration?		
17.	Is there any visible damage to the paint applied to external timber windows, doors and architraves?		
18.	Is there any visible damage to the paint applied to external timber weather boards?		
19.	Are there any uneven or damaged steps or stairs on site?  <b>NOTE:</b> - uneven or damaged steps or stairs are a high risk trip hazard and must be repaired immediately.		
20.	Are there any steps over 1 meter off the ground or floor that do not have a handrail?  <b>If "Yes" please provide details</b>		
21.	Has all stored timber or timber debris been relocated or removed from against, under or around any of the properties on site?		
22.	Are all services in and to your buildings in good working order – i.e no leaking internal or external taps and no damaged or leaking internal or external pipes that can be determined?  <b>NOTE:</b> if your water bill has increased dramatically with no apparent increase in water use, or your water meter ticks over when you are not using any water you may have a broken or leaking pipe or tap.		
23.	Are all vents to subfloor areas and any weep holes in between brickwork exposed and clear of vegetation or other?  <b>NOTE:</b> it is vital to keep all ventilation devices clear from any obstacles which may reduce air flow		
24.	Have all hot water service overflows and any air conditioning overflows been diverted away from the side of any buildings?		
25.	Is all stormwater coming from downpipes properly connected to the stormwater system?		
26.	Has only termite treated timber been used to construct any garden beds, retaining walls or fence posts? If "no" please provide details		
27.	Have you made sure that there are no plants growing against any buildings or structures?  <b>NOTE:</b> Allow at least a 30cm clearance between the building and any plantings.		
28.	If any of your buildings are of a "concrete slab on ground" construction, is there a minimum of 75mm of concrete slab edge exposed above the ground as per Australian Standards?		

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29.	Are all external windows and doors to all buildings lockable?		
30.	Is there a Key register for all keys to all buildings and is someone in charge of monitoring where the keys are being held?		
31.	Are all garbage and clothing donation bins stored away from Parish buildings?		
32.	Have you made sure that there are no highly flammable materials being stored in close proximity to any of the buildings?		

**I certify the checks listed above are complete as recorded.**

Churchwarden  ..... Name  ..... Signature	Churchwarden  ..... Name  ..... Signature	Date
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