

ANGLICAN CHURCH OF CANADA

DIOCESE OF NIAGARA

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TERMS OF REFERENCE

DECENNIAL INSPECTION OF CHURCH PROPERTIES

AND REPORTING THEREOF

.....

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A. PURPOSE

The policy of the Diocese of Niagara is to require regular inspections of all owned or leased buildings and properties within the Diocese. The *“Policy for the Preservation of Church Buildings”* was approved by Diocesan Synod on October 23, 1998 and resulted in the establishment of the Bishop’s Decennial Inspection Committee (BDIC). The Committee has established these Terms of Reference to provide the framework for all property inspections carried out on behalf of the Diocese.

The purpose of the inspection and resulting report is twofold. The first and primary purpose is to report to the Parish and to the Diocese on the current conditions and instances of building code or other regulatory non-compliance of the buildings and properties and to alert those in authority of critical repairs that require urgent attention and of maintenance measures that need to be taken to prevent serious problems from developing. The report of the inspection should also make suggestions to reduce maintenance and energy costs and improve the Parish’s environmental footprint. The second purpose is to provide a comprehensive description of the existing fabric, finishes and fixtures, both interior and exterior of the building(s), plant and property. This will provide a benchmark for future parish planning and a background document for future inspections.

B. THE INSPECTION

B-1 SCOPE OF THE INSPECTION

At present the inspections are required to be conducted on a decennial basis. They will cover all buildings and properties owned or leased by the church within the Diocese of Niagara. Within each parish, this will include the church, the parish hall(s) (attached or detached), the rectory (owned or leased), and any other buildings, land or properties owned or leased. Buildings owned or leased by the clergy are not included.

The inspection is to be primarily visual, tactile and generally non-intrusive, and such as can be made from ground level, ladders and any readily accessible roofs, galleries, etc. Parts of the structures which are inaccessible, enclosed or covered will not normally be opened up unless specifically requested. The report of the inspection is to give a detailed overview of the condition of the buildings and their operating systems and is to identify problem areas or areas of concern. If a serious problem is identified or suspected, the Inspector’s report is to

recommend that further study be made by a competent expert. The decennial inspection is not to include this further study, even though the Inspector may be competent in the specific area of concern.

B-2. ITEMS TO BE PROVIDED BY THE PARISH

The Parish is to provide:

- site plans and floor plans of all buildings. If such plans are not available, the Parish will arrange for a set to be prepared either through their own sources or by the Inspector. These outline plans are to be simplified architectural floor plans, more or less to scale, in sufficient detail to show the orientation, key dimensions, arrangement of all rooms, partitions, stairs, doorways, etc. and identified using nomenclature in common use in the Parish;
- all reports concerning inspections or repair work to the buildings, including electrical, fire and public health inspections and other inspections done in the last ten years;
- a copy of all reports of previous decennial inspections (if any);
- information concerning contemplated and recently completed renovations or additions to the buildings;
- information relating to any portion of the buildings or property that has been designated, or otherwise restricted, through LACAC, the Niagara Escarpment Commission, the local Conservation Authority or any other government body.
- ladders and any other assistance reasonably required by the inspector. The extent of this assistance is to be agreed between the Parish and the Inspector before the inspection begins;
- a knowledgeable member of the Parish, who is to be available to the Inspector throughout the inspection.

B-3. THE INSPECTION

In keeping with the general description set out in Section B-1, above, the inspection **is to** cover, where applicable, but not be limited to, the following items. This list of items should be read in conjunction with the attached Technical Guide which gives a more detailed description of specific items.

- 3.1 **Structure** - structural integrity of the building, its foundation, walls, doors, windows, floors, stairs, columns, roof, etc. Compliance with the current building and fire codes.
- 3.2 **Basement** - type of construction; full basement or crawl space; condition of basement, evidence of moisture; extent of finishes in basement.
- 3.3 **Exterior** - condition of the building envelope; is it watertight; type of exterior cladding and its condition; condition and type of doors and windows, caulking and flashing; etc.
- 3.4 **Roof** - type of roofing material, its approximate age and condition; type and condition of eave troughs, flashing and rain water leaders; proper drainage from rain water leaders away from the building; contamination of the roof or eaves troughs by overhanging trees; contamination and deterioration of flat roofs by moss, etc.

- 3.5 **Stained Glass Windows** - general condition of the windows; report on the flatness of the windows, any tears in the lead and the extent of protection from vandalism; determine whether the protection is vented to prevent the build-up of heat and moisture, the moveable portions move and seal properly, and frames are properly caulked and painted; etc.
- 3.6 **Interior** - condition of the interior of the various areas and rooms of the buildings; types of wall, flooring and ceiling construction of each area or room; types and condition of floor coverings of each area or room; type, make and model of the organ.
- 3.7 **Electrical** - size of the panels, the type of wiring and use of oversized or unsafe fuses; inappropriate use of extension cords; clear and easy access to the panels and switchgear.
- 3.8 **Heating and Air Conditioning** - type and condition of the heating system and the air conditioning system; age of equipment and level of maintenance; frequency of inspection of water or steam boilers, and by whom; fuel used to fire water or steam boilers, including the associated storage tanks; existence and condition of wood burning appliances or space heaters; etc.
- 3.9 **(a) Plumbing** - condition of the water supply system; adequacy and potability of water supply; determine and report whether or not each church building is connected directly to a municipal water supply system. If the supply is not from a municipal source, report on how and where this water is stored and the source and timing and results of recent testing.
(b) Plumbing - adequacy and condition of the waste water systems, sewage pumps, sump pumps and/or septic tile beds if not connected to municipal drains; etc.
- 3.10 **Kitchen Fixtures** - extent, standard, condition and age of equipment in the kitchen(s) including stoves, refrigerators, dishwashers, freezers, exhaust hoods, etc.
- 3.11 **Fire Protection and Alarm System** - conformance with the Ontario Building Code and the Ontario Fire Code; the adequacy, type and condition of the fire alarm and protection system; identify if sprinklers are used; identify the source of power and its reliability; its connection to an offsite central monitoring station and the current list of contact names; existence and adequacy of an emergency evacuation plan and evidence of practice; type of a specific fire protection system for the kitchen,; regularity of inspection of the systems.
- 3.12 **Security System** - existence, type and condition of any security system. If so, comment on its adequacy and condition, type of monitoring, regularity of inspection, names of current contacts, etc?
- 3.13 **Energy Conservation** - adequacy of buildings insulation; adequate insulation of pipes and ducts to conserve energy; type of windows and glazing; type of thermostats; etc.

- 3.14 **Bells or Chimes** - general condition of the bells or chimes; stability of the supporting structures when the bells or chimes are operated.
- 3.15 **Grounds, Cemeteries and Memorial Gardens** - condition of the grounds, sidewalks, driveways, exterior steps, exterior drainage, exterior lighting, signage, fencing and gates, tree maintenance and landscaping; general condition and maintenance of any cemetery and memorial garden with special attention to the stones and monuments.
- 3.16 **Maintenance** - type and completeness of maintenance program, and work being carried out by external contractors and parishioners.
- 3.17 **Public Safety** - check and identify any condition, structural, mechanical or electrical, that does not conform to code or could affect public safety; sufficiency of properly marked and safe emergency exits, emergency lights and door operating panic bars; sufficiency of proper fire extinguishers and the date of the latest servicing or checking; condition of furnace rooms and verify there is no combustible material in them.

C. THE REPORT

C-1. GENERAL

The twofold purpose of the report as set out in Section A is to provide a description of, and a report on, the condition of the buildings, the component systems thereof, and the grounds, together with instances of building and fire code or other regulatory non-compliance and safety and security issues, all as set out in Section B, together with an assessment of urgently needed, as well as medium and long term, maintenance.

Although the report is primarily intended for the use of the parish, it will also be read and studied by persons who are not necessarily familiar with the building and property being described. The report is to be written in plain English using a minimum of technical jargon and contain enough descriptive material that these persons can comprehend the significance of the report's findings. A "tick box" type of report is not acceptable. The report will also serve as a background document for the next decennial inspection and for parochial and diocesan planning. Therefore, it is essential that the descriptions be complete and accurate and that there are sufficient photographs to provide assurance that the reader, whether now or in the future, will fully understand the text and the description.

The report is to be prepared by, and signed by, the Inspector who participates in and directs the inspection and who has been pre-qualified by the Bishop's Decennial Inspection Committee to undertake the inspection in accordance with Section B, above.

The introduction to the report is to include the name and street address of the Parish, the name of the Rector (or Incumbent) and Wardens, the date of the inspection, the name and address of the Inspector, the names and responsibilities of the Inspector's assistants and specialist consultants, a table of contents, and a signed certificate that the named and pre-qualified Inspector personally attended upon the entire inspection.

The body of the report is also to:

- list all documentation and other information that was made available to the Inspector by the Parish;
- include a set of key plans of the buildings and property or copies of building floor plans, as described in Section B-2, above;
- list all recommendations prioritized in a summary of recommendations under the general headings of: **Urgent, Short Term and Long Term.**
- and relate to specific findings or conclusions noted at the point in the report where the need is first identified. They should also be practical and reasonable. If the easiest recommendations in each category are listed first, they tend to be dealt with first and the parish feels more confident to tackle the more complex or difficult recommendations;
- provide, for any condition that the Inspector deems to be **Urgent**, a description and details thereof, together with a recommended schedule for remedial action;
- give the detailed findings of the inspection of the buildings and property under the seventeen headings listed in Section B-3, above, and any other matter identified by the Inspector that should be brought to the attention of the Parish. These findings are to include each portion, room or area of the building or buildings, including walls, ceiling and floor, and of the premises, and taking into consideration all of the work of the inspection as outlined;
- list every item of equipment, correctly identified by number, type, age and manufacturer;
- list separately any recommendations that further independent investigation by specialists be carried out on identified or suspected special problems or lack of conformity to code. This includes especially, but is not limited to, any condition that could affect public safety;
- contain labelled and dated photographs of each facade of the buildings (if possible) all interior room finishes and all areas of particular concern that require immediate attention or are subject to deterioration which will cause problems if left unattended. Photographs are to be 4 x 6 inches, in colour, and not more than two per page and copies are to be included in every copy of the report. This may be accomplished either by using colour prints in each copy or by the use of colour photocopies of the original colour prints.

C-2. COMPLETION AND APPROVAL OF REPORT

The report is to be addressed to the Rector (or Incumbent) and Wardens, and, when complete, be submitted to the Bishop's Decennial Inspection Committee, c/o the Bishop's Office, Cathedral Place, Hamilton within four weeks of the completion of the inspection. Six copies of the report will be required. The Committee will review the report and, if it is found to meet these Terms of Reference, will distribute copies to the Parish and to other concerned persons within the Diocese, and so advise the Inspector. If the report is found not to meet the requirements, it will be returned to the Inspector for correction or clarification.

The report is to be considered confidential until such time as the Committee releases it to others.

C-3 AGREEMENT

The Agreement to carry out any Inspection is between the Inspector and the Parish, and Quotations for undertaking the inspection should be:

- submitted directly to the Parish, with a copy to the BDIC at Cathedral Place;
- based on the Description of Parish Buildings provided, and the site plans, floor plans and other information to be provided by the parish;
- inclusive of the cost of preparing site and floor plans where these are not to be provided by the Parish or are incomplete, in accordance with Clause B-2 (first bullet),
- based on whatever preliminary inspection the Inspector deems necessary to provide an accurate bid;
- qualified by whatever additional information the Inspector considers necessary,
- all inclusive. No later unquoted charges for such incidentals as travel time, travel costs, printing, typing, etc. will be accepted.

In the event that the site and floor plans provided by the Parish do not meet the requirements of Clause B-2, the cost of preparing or completing the set of plans is to be agreed with the Parish before further work is undertaken to complete them.

These Terms of Reference and the accompanying Guidelines will be strictly enforced, with the intention of giving a “level playing field” for all Inspectors competing for the available work. This will require all Inspectors to be careful their method of quoting and reporting.

C-4 PAYMENT

The Parish is responsible for the payment for the inspection and report. Address the invoice to the Rector (or Incumbent) and Wardens and not to the Bishop’s Decennial Inspection Committee. In accordance with Note 4 of *A Policy For The Preservation Of Church Buildings*, which is the *Policy* requiring the inspections, payment for the inspection and report will only be made if and when the report is accepted by The Bishop’s Decennial Inspection Committee (BDIC).

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ANGLICAN CHURCH OF CANADA

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TECHNICAL GUIDE

IN SUPPORT OF THE TERMS OF REFERENCE

for the

DECENNIAL INSPECTION OF CHURCH PROPERTIES

INTRODUCTION

This Guide is issued by the Bishop's Decennial Inspection Committee. Its purpose is to amplify the Terms of Reference, to explain the intent of that document and so to minimize confusion and uncertainty in its application.

TERMINOLOGY

In order that the Inspection Report contains the minimum of avoidable errors and provides the maximum value to the Parish, it is important that the Inspector uses appropriate ecclesiastical terminology. This can best be accomplished by asking the Parish representative who is available to the Inspector what the correct name is for parts of the building, fixtures and features. It is understandable that typographical errors will creep into most reports. However, experience indicates that some Inspectors do not seem to know the difference between "aisle" and "isle"; between "altar" and "alter". Parishes frequently have Curates (more properly Assistant Curates), but none that we know of have Curators. A rectory is where the Rector lives: it is not the Rector's office within the church buildings.

FORMAT

The Terms of Reference require that the "report describes each portion, room or area of the building or buildings, including walls, ceiling and floor ...". This may best be accomplished by framing the report in the form of a "walk through" description in which each portion, area or room is described in turn. This will allow the reader who is not familiar with the building to follow the description and recommendations, assisted by the floor plans, more readily.

INSPECTION CATEGORIES

The numbering refers to the Item numbers in Section B-3, THE INSPECTION, of the Terms of Reference.

3.1 Structure

Many of the church buildings erected in the last fifty years or so have exposed glulam beams or arches. In the early days, there were at least two types of glue of quite different qualities used in the fabrication of these units. This has now been standardized by the Canadian Standards Association. Over time it became apparent

that some of these units were delaminating. That is, the glue joints were failing at points of high stress. This failure appears as cracks between the individual laminations and most usually occurs at points of high stress, such as the knee of a glulam arch or at midspan of beams. The cracks can usually be seen with the naked eye. If cracks are observed, it is in order for the Inspector to recommend that a timber specialist be brought in to fully assess the situation. If no cracks can be observed, there would seem to be no reason to make such a recommendation.

3.3 Exterior

Within the Diocese there are many old brick buildings. Prior to the 1930s, most brick was quite soft and the mortar was a sand lime mortar. Over time, the lime is eroded by weathering and the masonry requires repointing. Most modern mortars are made using portland cement and are very hard and rigid. The use of this hard mortar to repoint old soft brick walls results in cracking and spalling of the brick. When repointing these old buildings, it is essential that a soft mortar be used, which contains slaked lime with a minimum of portland cement. When recommending repointing of an older building, the Inspector should caution the parish to use proper mortar and to employ only masons experienced in such work. It is also necessary to cut out and replace any repointing previously done with hard mortar.

3.7 - 11 Mechanical & Electrical Equipment

Make sure that every item of equipment is correctly identified by number, type and manufacturer. The description of the kitchen equipment should identify the number and type of stoves (are they gas or electric, residential or commercial). Is the venting system residential or is it a full commercial installation or something in between. The same level of information should be provided for other kitchen equipment and for the heating, ventilation and air conditioning system. Is the primary power electricity, gas, oil or heat pump? Is it forced air, hot water or low pressure steam or what? Is the organ electronic or pipe? Who was the manufacturer, approximately how old is it and when was it last serviced?

3.8 Heating and Air Conditioning

Determine and report whether water or steam boilers are fired by gas, oil, coal or electricity. In view of legislation concerning buried oil tanks, determine also and report whether or not there are any known oil storage tanks and associated piping, either in use or abandoned, either above grade or buried.

3.9 Plumbing

In accordance with the Ontario Safe Drinking Water Act (2003) and Regulation 252/05, most churches which are not connected to a municipal water supply system are classified as having Non-Residential, Non-Municipal systems and Regulation 252/05 establishes stringent requirements for water quality and testing of such systems. A number of the parishes within the Diocese of Niagara fall under the requirements of this Regulation. However, if the church also houses a day care centre or certain other activities, it may fall under Regulation 273 which is even more stringent. It is therefore imperative that Inspectors determine and report whether or not each church building is connected directly to a municipal water supply system. If the church building is not connected to a municipal system, determine and report on the source of water being used within the building(s):

- Does the water come from a dug well, a drilled well, a stream or pond, or is it brought to the church by tank truck?
- If it is a trucked water supply, what is the source of the water being delivered and what is the water delivered into?
- What kind of a tank or cistern is used and approximately how big is that tank or cistern?
- If it is a well or surface water supply, is there any treatment being provided and what is that treatment?
- If bottled water is used for some or all of their water requirements, describe the extent of such usage.

Determine also and report whether or not the church is directly connected to a municipal sewer system. If not, is there a septic tank and tile field? If there is no septic tank and tile bed, how is the waste disposed of? A building may well be attached to a municipal water system but not to a municipal sewer system.

3.10 Kitchen Fixtures

Gas fired furnaces, water heaters and fireplaces are normally equipped with a safety switch which automatically shuts off the gas supply if the pilot light is extinguished. Few, if any, gas fired kitchen stoves, either domestic or commercial, are so equipped. If the pilot light is accidentally extinguished, the gas continues to flow. This is a fire and explosion danger. It is recommended that any parishes having such stoves should equip them with a natural gas sensor and alarm system and a readily available manually operated shut off valve. Investigate and report on this situation and recommend the installation of the appropriate sensor, alarm and shut off valve.

3.11 Fire Protection and Alarm Systems

As all buildings are regulated by the Ontario Building Code and the Ontario Fire Code, any non-compliance, such as handrails, exit lights and signs, alarms, emergency lights, walkways, etc., **is to** be identified so that a schedule may be developed by the Parish for remedial action leading to compliance.

3.15 Grounds, Cemeteries and Memorial Gardens

Cemeteries and memorial gardens are governed by the relevant Provincial Act and usually require a provincial permit.

3.16 Maintenance Program

Does the Parish have a Planned Maintenance Program?

Determine and list the services that are being maintained regularly by external contractors and obtain a copy of the most recent certificate or invoice. How are other facilities building elements being maintained?

3.17 Public Safety

It is recommended that doors to all rooms where meetings might be held (i.e. offices, interview rooms, board rooms, classrooms) should have glass viewing lights installed minimum size 6" x 12". Has this been recommendation been implemented?