



**ORGAN, BELLS AND CLOCKS
SURVEY & CONDITION REPORTS**

Scheme for the Inspection of Churches 2019

The following report was put together by the Diocese of London in 2003 and was provided to assist those undertaking Quinquennial Inspection reports. We have decided to make this available for use in Gloucester Diocese, but it is intended as guidance rather than a mandatory element of a quinquennial inspection.

If this report is used, Section 1 should be completed by the quinquennial inspector, and Section 2 by suitably qualified specialists.

Gloucester DAC November 2019

London Diocesan Fund
SCHEME FOR THE INSPECTION OF CHURCHES - 2002
APPENDIX B FORMS, PAGE 1
ORGAN CHAMBER SURVEY & CONDITION REPORT

Church: **Section One** (Quin Inspecting Architect or Surveyor to complete, every 5 YEARS)

Surrounding fabric

	Sound	Unsound	N/A
Condition of roof over organ:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condition of ceiling over organ:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condition of walls adjacent to organ:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condition of window glass adjacent to organ:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area around the organ damp?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	

Support structure

Is the structure supporting the organ showing any signs of distress?	<input type="checkbox"/>	<input type="checkbox"/>	
Support structure to gallery and/or console?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The organ cases(s)

	Sound	Good for 5 years	Failing now
Condition of visible casework & front pipes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Whilst inspecting the structure and fabric for any faults, please supply the information below so far as available:

Use the spaces below for a simple diagrammatic/sketch elevation and plan:

Description/ comments on Case(s):

Case type:

- Pipe-rack
 Post & Rail

Case style:

- Classical
 Gothic

Front pipes:

Case Designer:

Case date:

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APPENDIX B FORMS, PAGE 2
ORGAN SURVEY & CONDITION REPORT:
ANCILLARY EQUIPMENT

Section One (Cont - Quin Inspecting Architect or Surveyor to complete, every 5 YEARS)

Church:

Health & Safety; Fire Precautions

Is safe access available to the organ and blower?

Yes

No

Which?/ comments:

Is access to any organ gallery/ console safe & well lit?

Organ gallery/ console:

Is there adequate balustrade/guarding to gallery and/or console?

Comments:

Is access clear of stored articles?

Ancillary equipment

Is there a CO2 fire extinguisher near the organ?

Where are the organ blower & humidifier (if any) located?

Blower:

Any humidifier:

Do these areas appear in satisfactory condition?

In the judgment of the QI/Architect/Surveyor, and after visual inspection of the structure, does a threat exist requiring -

(a) remedial action to the building fabric?

(a)

URGENCY:

(b) immediate closer specialist inspection of the instrument?

(Please give particulars to the right)

(b)

Any further remarks:

Signature:

Print name:

Date:

Further inspection

(Section 2, separate sheet)

When was the most recent specialist inspection of the organ?

AFTER CONSULTING THE CHURCH'S REPRESENTATIVE, is a further specialist inspection of the organ to be carried out and Section Two completed at this time?

Person/firm to inspect/complete Section Two:

Phone(s):

Is he/she the tuner/engineer/other specialist?

Enquiries should be addressed to: *(Particulars of firms for consideration by the PCC may be supplied by the DAC on request)*

DAC Secretary, Diocese of London, 36 Causton Street, London SW1P 4AU

Tel: (020) 7932 1229

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PIPE ORGAN SURVEY & CONDITION REPORT

Church: **Section Two** (To be completed by an organs specialist, every 5 YEARS)

Is there a contract for tuning of the organ? Yes No

Organ tuning firm:

Blower engineer (if any):

Can leakage of wind be heard when the organ is switched on? No Yes

Condition

	Sound	Good for 5 years	Failing now
Bellows & wind trunks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soundboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stop & combination action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organ blower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Humidifier (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is the instrument currently playable? Yes No

Is any part of the organ and its equipment detached, disabled or apparently missing?

Does organ suffer low humidity in winter? No Yes

Is blower the Watkins & Watson 'Discus' type? No Yes

Is it possible that asbestos may be present within the electric blower or its cabinet (give reasons/ comments)?

In the judgment of the inspecting specialist, is damage occurring or threatened ... Due to state of surrounding fabric? Normal wear and tear? Other? ...

If so, what action in general terms is recommended to remedy or prevent this damage? How urgent?

*NB! This survey is for a condition report only.
 No works may be undertaken without first applying for and obtaining a faculty.*

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PIPE ORGAN SURVEY & CONDITION REPORT

Church: **Section Two** (To be completed by an organs specialist, every 5 YEARS)

The Organ

Stop list:

Whilst inspecting the instrument for any faults (previous page), please supply the information below and right,

Original builder:

Date:

History/changes when/by whom:

	<i>Tracker</i>	<i>Lever</i>	<i>Tubular</i>	<i>E-pneumatic</i>	<i>Dir-electric</i>
Key action (Manual)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key action (Pedal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stop action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Records

The church's inventory should include the following information:

- Maker's name and year of installation
- Original stop list
- Subsequent major alterations, including details of alterations to stop list or playing action

Inventory on hand to inspect?

Is the inventory complete?

	<i>Yes</i>	<i>No</i>
Inventory on hand to inspect?	<input type="checkbox"/>	<input type="checkbox"/>
Is the inventory complete?	<input type="checkbox"/>	<input type="checkbox"/>

Any further comments:

Signature:

Date:

Print name:

Tel:

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APPENDIX B FORMS, PAGE 5

TOWER & BELFRY, SURVEY & CONDITION REPORT

Section One (Quin Inspecting Architect or Surveyor to complete, every 5 YEARS)

Church: **IMPORTANT NOTE:** Inspection is to be made only when any full-circle bells are in the 'down' position.

The Tower & Belfry Belfry or bellcote only? Brief description of belfry/ bellcote:
 Tower with belfry? (where no tower)

Position: Date(s) of tower: Description of bell tower:

Method(s) of Access

Locations of -	Access:	Approx levels above ground:
Ringling room: <input type="text"/>	<input type="text"/>	<input type="text"/>
Bell chamber: <input type="text"/>	<input type="text"/>	<input type="text"/>
Clock room: <input type="text"/>	<input type="text"/>	<input type="text"/>

Health & safety

Is safe access available to the ringing room? bell chamber?

	Yes	No	Comments:	Any obstructions:	Works required to provide good access:
Ringling room:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bell chamber:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is a warning notice displayed outside the bell chamber when the bells are 'up'?

Structure & condition

Describe tower structure:	General condition:	Are there any cracks or deformation?	Location of crack(s):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Walls:	Condition of walls:		
<input type="text"/>	<input type="text"/>		

Briefly describe -

	Sound	Unsound		Sound	Unsound	N/A
Ringling room ceiling: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof over bells: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ringling room floor: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor under bells: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Any louvres? <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is damp present in the tower? <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Bird wire? <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any signs of decay? <input type="checkbox"/>			Details: <input type="text"/>	Asbestos seen/suspected/possible? <input type="text"/>		

Sound control

General description:	Sound control material?	Good	Poor	N/A
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What lies between ringing room & bells?

(Clock chamber? Sound-reducing chamber? Other? Nothing?)

Lighting & heating

	Yes	No	Descriptions:		Yes	No	Descriptions:
Tower lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Ringling room lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Bellchamber lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Heating/vent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Housekeeping

Tower clean & tidy?	<input type="checkbox"/>	<input type="checkbox"/>	Beam ends clear?	<input type="checkbox"/>	<input type="checkbox"/>	Any serious fouling by birds?	<input type="checkbox"/>	<input type="checkbox"/>
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APPENDIX B FORMS, PAGE 6

BELLFRAME & BEAMS, SURVEY & CONDITION REPORT

Section One (Cont - Quin Inspecting Architect or Surveyor to complete, every 5 YEARS)

Church:

Condition

	Sound	Good for 5 years	Failing now	Comments:
Is the structure supporting the bell frame adequate and sound?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; height: 20px;"></div>
General condition of frame?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; height: 20px;"></div>

Any infestation? (Yes/no)	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	What infestation(s)?	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>	Location & extent:	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>
Treated? (Yes/no)	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>				
Active? (Yes/no)	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	General condition of nuts & bolts:	<div style="border: 1px solid black; width: 250px; height: 15px;"></div>		

Whilst inspecting the bellframe for any faults, please supply the information below, so far as available:

Is the frame carrying bells for ringing?

Use the spaces below for a simple sketch plan, and elevation of a typical truss:

General description of frame:

Frame material:
(Timber/metal/composite)

Foundation beams:
(Timber/steel)

Direction of foundation beams:
(One or two directions)

Frame connections: Frame to foundation beams:

Beams to tower walls:

(Tie bolts/ other/ none)

(Built-in/on corbels/other)

Ring beam?
(Yes/no)

Position of any ring beam:

In the judgment of the QI/Architect/Surveyor, and after visual inspection of the structure, does a threat exist requiring - (a)

(a) remedial action to the building fabric? How urgent?

(b) immediate closer specialist inspection of the bells installation?

(Please give particulars to the right)

(b)

URGENCY:

Any further remarks:

Signature:

Print name:

Date:

Further inspection

(Section 2, separate sheet)

When was the most recent specialist inspection of these bells?

AFTER CONSULTING THE CHURCH'S REPRESENTATIVE, is a specialist inspection to be carried out and Section Two completed at this time?

Person/firm to inspect/complete Section Two:

Phone(s):

Is he/she a bell hanger/ bells advisor/ other?

(Particulars of firms for consideration by the PCC may be supplied by the DAC on request)

Enquiries should be addressed to:

DAC Secretary, Diocese of London, 36 Causton Street, London SW1P 4AU
 Tel: (020) 7932 1229

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TOWER, BELLFRAME & GEAR, SURVEY & CONDITION REPORT

Section Two (To be completed by a bells specialist, every 10 YEARS)

Church:

Is there a contract for maintaining the bells? Yes No Name of firm:

	<input type="checkbox"/>	<input type="checkbox"/>	
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Dynamic condition of tower & bellframe

The tower and frame should be observed from safe locations whilst some or all of the bells are rung.
 Ear defenders are to be worn if the bells are not silenced during test ringing. Comments should be made on the following:

Go of bells:

Integrity of tower structure:

Frame connections

Tie bolts/ other frame to beams fixings:

Condition of frame & beams

Frame:

Tower movement during ringing?

Tower walls & any cracking:

Elements supporting the frame:

Corbels/built-in/ other beams to walls connections:

Any ring beam:

Foundation beams:

Bell Gear

Condition:

Sound/ Good for 5 years/ failing now

Comments: Variations/exceptions:

Security of nuts & bolts:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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Descriptions:

Headstocks, straps & gudgeons:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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Main bearings:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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Wheels, stays & sliders:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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Ground pulleys/rollers:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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Clappers/staples:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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Rope guides:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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Ropes:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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Is there a 'spider' to retain the ropes safely?

Is any part of the bells or a linked device disabled/ apparently missing?

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BELLS SURVEY & CONDITION REPORT

Section Two (Cont - to be completed by a bells specialist, every 10 YEARS)

Church:

Condition of bells (Summary only: for individual bells, use following page(s))

General:	Any cracked/ causes?	Soundbows:
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Are the bells capable of being rung safely? <div style="border: 1px solid black; width: 150px; height: 15px;"></div>	If not why not? <div style="border: 1px solid black; width: 150px; height: 15px;"></div>	Are the bells safe to rest in the 'up' position? <div style="border: 1px solid black; width: 150px; height: 15px;"></div>
What mode? <div style="border: 1px solid black; width: 150px; height: 15px;"></div> <small>(Stationary/swing chimed/ full circle or any method?)</small>	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>

Whilst inspecting the bells installation for any faults, please supply the information below and on the following page, so far as available:

Bells	Total number: <div style="border: 1px solid black; width: 50px; height: 15px;"></div> <small>(Including in ring and others for ringing)</small>	Nr in ring: <div style="border: 1px solid black; width: 50px; height: 15px;"></div>	Ringing method: <div style="border: 1px solid black; width: 150px; height: 15px;"></div> <small>(Full circle/swing chimed/stationary?)</small>	Key tuned: <div style="border: 1px solid black; width: 50px; height: 15px;"></div>
		Nr chiming: <div style="border: 1px solid black; width: 50px; height: 15px;"></div>	Clock hammers: <div style="border: 1px solid black; width: 50px; height: 15px;"></div> <small>(Yes/ no, how many?)</small>	Ellacombe chimes: <div style="border: 1px solid black; width: 50px; height: 15px;"></div> <small>(Chiming hammers operated from a manual)</small>

Carillon? ... or other tune playing device? How many bells?

Is it working? (A carillon is 23 or more bells, but a smaller number may be rung as a carillon).

Priest's/calling bell?

Nr other: <div style="border: 1px solid black; width: 50px; height: 15px;"></div>	What other bell(s): <div style="border: 1px solid black; width: 150px; height: 15px;"></div> <small>(Yes/ no, hung for chiming?)</small>
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History

Brief history of bells:

Alterations when, by whom:

Frame date: <div style="border: 1px solid black; width: 50px; height: 15px;"></div> <small>(if ascertainable)</small>	History of frame: <div style="border: 1px solid black; width: 150px; height: 15px;"></div>
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Frame maker: <div style="border: 1px solid black; width: 50px; height: 15px;"></div> <small>(if known)</small>	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>
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In the judgment of the inspecting specialist, is damage occurring or threatened ... Due to state of surrounding fabric? Normal wear and tear? Other?

If so, what action in general terms is recommended to remedy or prevent this damage?

NB! This survey is for a condition report only. How urgent?

No works may be undertaken without first applying for and obtaining a faculty.

Records

The church's inventory should include the following information:

- Makers' names and years of manufacture of frame and all bells
- Subsequent major alterations
- Key, number, sizes and weights of bells.

Inventory on hand to inspect?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the inventory complete?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any further comments:

Signature:

Print name:

Date:

Tel:

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BELLS SURVEY

Section Two (Cont - to be completed by a bells specialist, every 10 YEARS)

Church:

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For each bell, please supply the information below, so far as available: (particulars: for general condition see Pages 6 & 7)

<u>Bell ID/number</u>	<u>Founder</u>	<u>Date</u>	<u>Weight</u>	<u>Diameter</u>	<u>Note</u>
<u>Condition</u>	<u>Cracked?</u>	<u>Canon(s)</u>	<u>Crown staple</u> (Cast in/ independent/ adapted)		<u>Tone</u>
<u>History</u>		<u>Any inscription(s)</u>		<u>Decoration/border(s)</u>	
<u>Location</u> (on waist/ inscription band):					
<u>Bell gear</u>					
<u>Headstock</u>	<u>Straps</u>	<u>Bell bolts</u>	<u>Gudgeons</u>	<u>Main bearings</u>	
<u>Wheel:</u>	<u>Stay:</u>	<u>Slider:</u>	<u>Clapper:</u>	<u>Rope guide(s):</u>	<u>Ground pulley(s)/roller(s):</u>
<u>Bell ID/number</u>	<u>Founder</u>	<u>Date</u>	<u>Weight</u>	<u>Diameter</u>	<u>Note</u>
<u>Condition</u>	<u>Cracked?</u>	<u>Canon(s)</u>	<u>Crown staple</u> (Cast in/ independent/ adapted)		<u>Tone</u>
<u>History</u>		<u>Any inscription(s)</u>		<u>Decoration/border(s)</u>	
<u>Location</u> (on waist/ inscription band):					
<u>Bell gear</u>					
<u>Headstock</u>	<u>Straps</u>	<u>Bell bolts</u>	<u>Gudgeons</u>	<u>Main bearings</u>	
<u>Wheel:</u>	<u>Stay:</u>	<u>Slider:</u>	<u>Clapper:</u>	<u>Rope guide(s):</u>	<u>Ground pulley(s)/roller(s):</u>
<u>Bell ID/number</u>	<u>Founder</u>	<u>Date</u>	<u>Weight</u>	<u>Diameter</u>	<u>Note</u>
<u>Condition</u>	<u>Cracked?</u>	<u>Canon(s)</u>	<u>Crown staple</u> (Cast in/ independent/ adapted)		<u>Tone</u>
<u>History</u>		<u>Any inscription(s)</u>		<u>Decoration/border(s)</u>	
<u>Location</u> (on waist/ inscription band):					
<u>Bell gear</u>					
<u>Headstock</u>	<u>Straps</u>	<u>Bell bolts</u>	<u>Gudgeons</u>	<u>Main bearings</u>	
<u>Wheel:</u>	<u>Stay:</u>	<u>Slider:</u>	<u>Clapper:</u>	<u>Rope guide(s):</u>	<u>Ground pulley(s)/roller(s):</u>
<u>Bell ID/number</u>	<u>Founder</u>	<u>Date</u>	<u>Weight</u>	<u>Diameter</u>	<u>Note</u>
<u>Condition</u>	<u>Cracked?</u>	<u>Canon(s)</u>	<u>Crown staple</u> (Cast in/ independent/ adapted)		<u>Tone</u>
<u>History</u>		<u>Any inscription(s)</u>		<u>Decoration/border(s)</u>	
<u>Location</u> (on waist/ inscription band):					
<u>Bell gear</u>					
<u>Headstock</u>	<u>Straps</u>	<u>Bell bolts</u>	<u>Gudgeons</u>	<u>Main bearings</u>	
<u>Wheel:</u>	<u>Stay:</u>	<u>Slider:</u>	<u>Clapper:</u>	<u>Rope guide(s):</u>	<u>Ground pulley(s)/roller(s):</u>

(Please continue on extra sheet(s) if necessary)

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BELLS SURVEY

Section Two (Cont - to be completed by a bells specialist, every 10 YEARS)

Church:

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For each bell, please supply the information below, so far as available: (particulars: for general condition see Pages 6 & 7)

<u>Bell ID/number</u>	<u>Founder</u>	<u>Date</u>	<u>Weight</u>	<u>Diameter</u>	<u>Note</u>
<u>Condition</u>	<u>Cracked?</u>	<u>Canon(s)</u>	<u>Crown staple</u> (Cast in/ independent/ adapted)		<u>Tone</u>
<u>History</u>		<u>Any inscription(s)</u>		<u>Decoration/border(s)</u>	
<u>Location</u> (on waist/ inscription band):					

<u>Bell gear</u>					
<u>Headstock</u>	<u>Straps</u>	<u>Bell bolts</u>	<u>Gudgeons</u>	<u>Main bearings</u>	
<u>Wheel:</u>	<u>Stay:</u>	<u>Slider:</u>	<u>Clapper:</u>	<u>Rope guide(s):</u>	<u>Ground pulley(s)/roller(s):</u>

<u>Bell ID/number</u>	<u>Founder</u>	<u>Date</u>	<u>Weight</u>	<u>Diameter</u>	<u>Note</u>
<u>Condition</u>	<u>Cracked?</u>	<u>Canon(s)</u>	<u>Crown staple</u> (Cast in/ independent/ adapted)		<u>Tone</u>
<u>History</u>		<u>Any inscription(s)</u>		<u>Decoration/border(s)</u>	
<u>Location</u> (on waist/ inscription band):					

<u>Bell gear</u>					
<u>Headstock</u>	<u>Straps</u>	<u>Bell bolts</u>	<u>Gudgeons</u>	<u>Main bearings</u>	
<u>Wheel:</u>	<u>Stay:</u>	<u>Slider:</u>	<u>Clapper:</u>	<u>Rope guide(s):</u>	<u>Ground pulley(s)/roller(s):</u>

<u>Bell ID/number</u>	<u>Founder</u>	<u>Date</u>	<u>Weight</u>	<u>Diameter</u>	<u>Note</u>
<u>Condition</u>	<u>Cracked?</u>	<u>Canon(s)</u>	<u>Crown staple</u> (Cast in/ independent/ adapted)		<u>Tone</u>
<u>History</u>		<u>Any inscription(s)</u>		<u>Decoration/border(s)</u>	
<u>Location</u> (on waist/ inscription band):					

<u>Bell gear</u>					
<u>Headstock</u>	<u>Straps</u>	<u>Bell bolts</u>	<u>Gudgeons</u>	<u>Main bearings</u>	
<u>Wheel:</u>	<u>Stay:</u>	<u>Slider:</u>	<u>Clapper:</u>	<u>Rope guide(s):</u>	<u>Ground pulley(s)/roller(s):</u>

<u>Bell ID/number</u>	<u>Founder</u>	<u>Date</u>	<u>Weight</u>	<u>Diameter</u>	<u>Note</u>
<u>Condition</u>	<u>Cracked?</u>	<u>Canon(s)</u>	<u>Crown staple</u> (Cast in/ independent/ adapted)		<u>Tone</u>
<u>History</u>		<u>Any inscription(s)</u>		<u>Decoration/border(s)</u>	
<u>Location</u> (on waist/ inscription band):					

<u>Bell gear</u>					
<u>Headstock</u>	<u>Straps</u>	<u>Bell bolts</u>	<u>Gudgeons</u>	<u>Main bearings</u>	
<u>Wheel:</u>	<u>Stay:</u>	<u>Slider:</u>	<u>Clapper:</u>	<u>Rope guide(s):</u>	<u>Ground pulley(s)/roller(s):</u>

<u>Bell ID/number</u>	<u>Founder</u>	<u>Date</u>	<u>Weight</u>	<u>Diameter</u>	<u>Note</u>
<u>Condition</u>	<u>Cracked?</u>	<u>Canon(s)</u>	<u>Crown staple</u> (Cast in/ independent/ adapted)		<u>Tone</u>
<u>History</u>		<u>Any inscription(s)</u>		<u>Decoration/border(s)</u>	
<u>Location</u> (on waist/ inscription band):					

<u>Bell gear</u>					
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<u>Wheel:</u>	<u>Stay:</u>	<u>Slider:</u>	<u>Clapper:</u>	<u>Rope guide(s):</u>	<u>Ground pulley(s)/roller(s):</u>

(Please continue on extra sheet(s) if necessary)

London Diocesan Fund
SCHEME FOR THE INSPECTION OF CHURCHES - 2002
APPENDIX B FORMS, PAGE 11
TURRET CLOCK SURVEY & CONDITION REPORT:
CLOCK DIALS ('FACE(S)')

Section One (Quin Inspecting Architect or Surveyor to complete, every 5 YEARS)

Church:

Location(s) of Dial(s)

- Tower wall
 Portico
 Cupola
 Overhanging the street

Present status of Clock

- Working well
 Works but poor time
 Stopped recently
 Stopped years ago

Associated structure

Cantilever bracket to projecting dial over street etc?

Sound Good for 5 years Failing now

Comments:

Condition of dial(s)?

Condition of hand(s)?

Whilst inspecting for any faults, please supply the information below, so far as available:

Dial(s)

Number of dials:

(1/2/3/4/ other?)

Number of hands per dial:

Shape:

(Circular/ square/ lozenge/ other?)

Size:

(Approx 1/2/3/4/6 ft/ larger?)

Use the spaces below for simple sketches of the location and elevation(s) of the dial(s):

Type of dial(s):

- Skeleton glazed& illuminated
 Unglazed with dial backing
 Copper convex/concave
 Stone
 Wooden
 Other

Particular type?

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APPENDIX B FORMS, PAGE 12
TURRET CLOCK SURVEY & CONDITION REPORT:
CLOCK MECHANISM

Section One (Cont - Quin Inspecting Architect or Surveyor to complete, every 5 YEARS)

Church:

Location of mechanism

- Ground floor
 In ringing room
 Above ringing room
 Above the bells

Means of access:

Safety & Security

Is safe access available to the clock mechanism? Yes No
 Access adequately lit? Is there lighting in clock room?

Comments/ works required to provide good access:

Are pendulum & weights secure? Are there sand/rubble box(es) in place?

Associated building structure

Is the structure supporting the clock mechanism adequate and sound? Yes No

Is there adequate/ unobstructed containment/ chutes etc for pendulum and drive weights? Sound Unsound

Condition of clock room floor:

Condition of clock room walls:

Comments:

Whilst inspecting for any faults, please supply the information below, so far as available:

Manufacture

(See hand setting dial or nameplate)

Maker(s):

Date:

(Manufacture or installation)

Any inscriptions?

Chiming apparatus?

In the judgment of the QI/Architect/Surveyor, and after visual inspection of the structure, does a threat exist requiring - (a)

(a) remedial action to the building fabric?

(b) immediate closer specialist inspection of the clock dials or works?

URGENCY:

(Please give particulars to the right) (b)

Any further remarks:

Signature:

Print name:

Date:

Further inspection

(Section 2, separate sheet)

When was the most recent specialist inspection of this clock?

AFTER CONSULTING THE CHURCH'S REPRESENTATIVE, is a specialist inspection to be carried out and Section Two completed at this time?

Person/firm to inspect/complete Section Two:

Phone(s):

Are they responsible for regularly maintaining the clock?

Enquiries should be addressed to:

(Particulars of firms for consideration by the PCC may be supplied by the DAC on request)

DAC Secretary, Diocese of London, 36 Causton Street, London SW1P 4AU

Tel: (020) 7932 1229

London Diocesan Fund
SCHEME FOR THE INSPECTION OF CHURCHES - 2002
APPENDIX B FORMS, PAGE 13

CLOCK & GEAR, SURVEY & CONDITION REPORT

Section Two (To be completed by a clocks specialist, every 5 YEARS)

Church:

Is there a contract for maintaining the clock? Yes No Name of person/ firm:

General function & condition

Condition of clock and chime(s): Excellent Good Fair Poor Derelict

If not working, what doesn't work?
(Strike/ chimes/ neither?)

Is it being wound regularly?

Stopped since ? years ago?
(If known)

Winding frequency: Every day (30 hrs)
 Every week
 Other

Clock parts

Descriptions:

Condition:

Frame, movement, escapement:

Sound Good for 5 years Failing now

Comments:

Frame:

Movement:

Escapement:

Leading off work:

Rod(s) & bevel gear(s):

Dial shaft(s):

Motionwork:

Motionwork:

Pendulum & bob:

Weights, lines, attachments, pulleys:

Flys, barrel clicks etc:

Suspension springs:

Chiming apparatus:

Chiming:

Clock hammers:

Hammer(s) & wire(s):

Safety equipment?

Equipment working?
(If applicable)

Yes No

Remarks:

(Eg notices/lights to avoid bell ringing & chiming together)

London Diocesan Fund
SCHEME FOR THE INSPECTION OF CHURCHES - 2002
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TURRET CLOCK PARTICULARS

Church: Section Two (To be completed by a clocks specialist, every 5 YEARS)

Operation of clock

Mechanically/ electrically powered?

Electric mechanism:

*(eg: Synchronous/ Gents Waiting Train/
Radio Corrected Quartz/30 second or minute impulse)*

Clock elements

- Frame:**
- Wood
 - Iron birdcage
 - Posted
 - Flat bed
 - 'Chair'/ double frame
 - Plate & spacer
 - Other

Particular type:

Movement:

- Time piece only
- Time and hour strike
- Westminster quarters
- Ting tang
- Other

Particular type:

Autowinding

Does clock have autowinding?

Type:
*(Endless chain/ 'monkey up the rope'/
differential/ power assisted/ other)*

- Direct motor drive to hour strike/ quarter train?
- Time train direct synchronous motor?

Is any part of clock or a linked device disabled or apparently missing?

One/two/all trains?

Escapement:

- Verge/ foliot
- Verge/ short pendulum
- Deadbeat
- Anchor/ recoil
- Pin-wheel
- Gravity
- Other

Particular type:

Whilst inspecting the clock & chimes for any faults, please supply the information below, so far as available:
 History of the clock:

In another church before?

Which church, where?

Any changes, when/by whom:

Evidence of alteration?

In the judgment of the inspecting specialist, is damage occurring or threatened ...
 Due to state of surrounding fabric? Normal wear and tear? Other?

If so, what action in general terms is recommended to remedy or prevent this damage?

NB! This survey is for a condition report only. No works may be undertaken without first applying for and obtaining a faculty.

Records

The church's inventory should include the following information:

- Maker's name and year of manufacture
- Subsequent major alterations (eg replacement with quartz, or the installation of auto-winding)

Inventory on hand to inspect?

Is the inventory complete?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Signature:

Print name:

Date:

Tel:

Enquiries should be addressed to:
 DAC Secretary, Diocese of London, 36 Causton Street, London SW1P 4AU
 Tel: (020) 7932 1229