Index

1 Introduction

The purpose of this document (*hereafter called the Building Log Book*) is twofold

1. It provides the means to arrange and keep various records as a single source of information for all matters relating to the building(s). (A good idea because generally information is usually scattered in various files and locations and it is not always easy to find important information)

2. It satisfies the requirement to provide records of ongoing building energy performance for new buildings and in existing buildings when the services are changed (see The Energy Performance of Buildings [England and Wales] Regulations 2012).

The building log book provides the key source of information for anyone involved in looking after the building and to anyone else carrying out work on the building and its services, it is also where maintenance and energy records should be kept.

Buildings should be maintained properly in accordance with statutory obligations and good practice. This includes servicing and maintenance of a variety of items of equipment and installations. A list of these is included later.

For simplicity, the building log book content it is split into 10 headings

Ref	Section	Notes
1	Introduction	An explanation on the purpose and use of the Building Log Book
2	Building information and floor plans	Information on the building, such as drawings, its construction, modifications etc.
3	Emergency contact telephone numbers	Include here a list of contractors and church contact information
4	Emergency procedures - building services isolation	Include drawings, photo's, sketches, notes etc.
5	Responsible people and key holders	For insurance purposes, it is important to keep a record of those who hold keys
6	Records of tests, Inspections, statutory and good practice maintenance Energy performance (as applicable)	Records will include test and inspection of al least Gas equipment Electrical Installation inspection and testing Portable appliance testing Lifts Fire alarms Fire appliances Emergency lighting Energy performance
7	Technical information	Records and information of technical matters for heating systems, hot water systems, electrical installations etc.
8	Building, Personal safety and risk assessments	Building inspections, Information, protocols for building safety, security and risk assessments
9	Links to other documents	There will be other documents that will have been prepared such as for DDA, Fire precautions, Child protection. For reason of size, it is best that these are linked by reference
10	Review	A date of review of all documents should be included

2 Building information and floor plans

Insert in this section a description of your building
The following template can be used as a guide, modify or change as required.
If the details are not known, then simply remove the text

General Description

…… Church was built …… and is a …….. storey building with Worship, and general use hall / facilities

External walls

The external walls are of solid stone with rubble inner and stone or brick internal walls. The external walls show ……. The external walls are facing brick / cavity wall construction..... etc.

Roof void

The roof area above the suspended and plasterboard ceiling is plaster and lathe …… The main roof void ventilation is provided by……..

First Floor Internal walls

The internal walls have been lined with insulated plasterboard…….. @ mm thickness insulation.

First Floor

The floors are mostly board on joists and are original. Binder beams assist the main Chapel floor with intermediate support via cast iron columns rising from the lower ground floor.

Ground Floor

The lower ground floor has been completely replaced with joists and Chipboard flooring. Joist are supported by brick pillars with slate damp proof between the joists and the pillars

Ground Floor Internal walls

The ground floor internal walls have been lined with battens and plaster board with insulation between. A waterproof membrane is provided.

First Floor Ceilings

Main hall: The first floor ceilings are provided with plastic finish ceiling tiles [for acoustic reverberation] in a suspended ceiling. Entrance and side rooms are an artex finish

Ground Floor Ceilings

The ground floor ceilings are provided with acoustic tiles in a suspended ceiling

Refurbishment / Upgrades

The building has undergone major alterations / upgrades generally as follows:

……
……
……
……

3 Emergency contact details

Insert in this section the contact details of who to contact in an emergency

Item	Church Contact details	Contractor details
Broken windows		
Fire		
Flood		
Heating and hot water failure		
Electricity failure		
Socket outlet trip		
Security		
Lift failure		
Water leaks		
Other		

4 Emergency procedures

If a fault occurs, see the emergency contact details list for contact details.

Complete the following table to make clear where the important isolation positions are. Modify the following text as required

Service	Isolation position	Notes / Photos'
Electricity	The main supply point (meters and fuseboards) are located in the cupboard in room:	Other fuseboards are also located in room:
Fuel (Gas / oil)	The main isolation valve is adjacent to the gas meter / oil tank	Additional valves are located at each appliance
Heating systems	The drain point is located: (see drawing/sketch)	The heating circuit valves are adjacent to the boiler (see drawing/sketch)
Water - Cold	The internal stop valve is located:	The cold water system is fed from the main intake via an external stop valve
Water Storage	The main cold water isolation valve for the water tank is located:	Cold water storage tank(s) are installed in the main roof void and are of ……. x ……. (size). The tank(s) are fully insulated
Water - Hot	Hot water isolation is adjacent to the boiler (see drawing/sketch)	Hot water is supplied from a 'Combi' boiler via a single pipe radial circuit

5 Responsible people and key holders

Insert in this section the contact details of responsible people and a list of all who hold keys to the building

Responsible Persons	Contact details
Pastor	
Elder(s)	
Deacon	
Deacon	
Deacon	
Deacon	
Other	

List of Key holders

6 Records

Insert in this section all records relating to the maintenance of the building and also those that are required to be kept by law and good practice

The following table lists typical maintenance records that should be kept, not all may be relevant to your situation

Records	Status - Explicit or implicit	Specific, implied or recommended minimum frequency	Relevant regulation
Access Equipment	Recommended	Visual before use + six monthly	Working at Height Regulations 2005
Asbestos	Mandatory	See GBTC Fact sheet	The Control of Asbestos Regulations 2012
Electrical: Electrical installation tests	Recommended	Annual and 5 yearly tests	To comply with the Electricity at Work Regulations 1989
Electrical Equipment	Recommended	As recommended	To comply with the Electricity at Work Regulations 1989. A statutory requirement is that electrical equipment is safe and suited to the purpose for which it is used
Electrical: Portable appliance testing	Recommended	Visual before use + Annually	To comply with the Electricity at Work Regulations 1989
Emergency lighting	Recommended	Monthly, Six monthly, Annually	To comply with the Regulatory Reform (Fire Safety) Order 2005
Fire alarm and detection systems	Recommended	Annually, or one quarter of the points 3 monthly	To comply with the Regulatory Reform (Fire Safety) Order 2005
Fire appliances	Recommended	Annual	To comply with the Regulatory Reform (Fire Safety) Order 2005
Fire Precautions	Recommended	Varied	To comply with the Regulatory Reform (Fire Safety) Order 2005
Gas appliances	Strongly recommended	Annual	The Gas Safety (Installation and Use) Regulations 1998 place duties on gas consumers, ...If you own the appliance, you are responsible for its maintenance and safety checks
Lifts	Mandatory	6 Monthly, annually	Lifts Regulations 1997. SI 1997 No. 831. HMSO, 1997
Lightning Protection	Recommended	Annually / 5 yearly	Regulation 4 of the Electricity at Work (1989) Regulations and Clause E.7 of BS EN 62305: 2006: Part 3
Water Hygiene	Recommended	Varied – from monthly to annually	ACOP L8: Legionnaires' disease: the control of Legionella bacteria in water systems. Control of Substances Hazardous to Health Regulations 2002 Management of Health and Safety at Work Regulations 1999, Regulation 3. Health and Safety at Work etc. Act 1974, Sections 2, 3 and 4

7 Technical information

Insert in this section all technical information relating to the operation of the building – add or change the list as appropriate

Technical Information
Baptistry
Boilers
Electrical Installation
Emergency lighting
Extract fans
Fire alarm system
Heating system
Hot water system
Lighting
Water installation
Other
Other
Other

8 Building and personal safety

Insert in this section notes and information relating to building inspections and protocols for building safety and security

BUILDING USE SAFETY

There is a responsibility to ensure that church buildings remain a safe place. This involves carrying simple checks which may be:

- Simply visual in the normal run of things
- Visual using a simple check list

Sample checklists can be downloaded here or obtained on request from the office.

PERSONAL SAFETY

Issues of personal safety may arise because of the:

- location of the Church
- The configuration of the building layout

Personal safety issues may arise with the use of the building or when leaving the building, for example:

- Being alone in the church building at night
- When only one or two females are in the building at any one time
- Rowdiness outside when people are leaving, particularly lone or young people

Basic practical steps that could be taken:

- As far as practicable – never leave anybody on their own, particularly if female
- If you intend to go to the church when it is dark, try and make sure that you are not on your own.
- Leave the church as a group rather than in 'dribs & drabs'
- Always leave where it is well lit

Other personal safety measures may include

- Always ensure that you have a 'safe haven' that is, the area you are in can be secured, or that an escape path is available
- Tell someone what you are doing
- Ask someone to accompany you

RISK ASSESSMENTS

Ensure that you have completed suitable and sufficient risk assessments. You may find it useful also to use a dynamic risk assessment form in some instances.

Sample checklists can be downloaded here or obtained on request from the office.

9 Links to other documents

There may be other documents you have such as those prepared for DDA (Disability Discrimination Act), fire precautions, child protection etc. For reason of size, it is best that these are linked by reference

The following documents should be referred to as required

Document Name	Ref	Documents location
DDA assessments		
Building surveys		
Risk assessments		
Use of building policy		
Protecting the vulnerable policy		
Asbestos Survey		
Other		

10 Reviews

A date of review of all documents should be included

Document Name	Ref	Date of review	Reviewed
Building log book			
Contacts			
Key holders			
DDA assessments			
Building surveys			
Risk assessments			
Use of building policy			
Protecting the vulnerable policy			
Other			