**Strategic Building Review**

**Quick check list of building information headings to prepare you for what you will need to make data entry less onerous**

**A. Basic Building Information**

Parish Name

Building Name

Building Type – Church / Hall / Centre / Miscellaneous

Ownership

Address

Location

Status – In Use / Closed

Available Land (re potential development)

**B.** **Building Condition**

Quinquennial date

Disability Audit

DDA Compliance / if not, related repair costs to make it so

Conservation Area

National Park

At Risk Register

Listing status

Scheduled Monument

Building share agreement(s) – this does not include LEPs

**C. Building Facilities**

Heating

Toilets

Car spaces

Accessibility

Facilities – AV / Kitchens / Office etc

Transport links

Open to visitors

Room capacities

**D. Building Usage, Income and Expenditure**

User income

Grant income

Expenditure

**E. Church Building Information**

Code

Type

Construction period

Architect

Church features

Seating

Bells

Terrier Review date

Friends Group

Occasional Offices

Activities / Ministries - Nurture Courses / Music & Arts / Concerts & performances / Child & Family Activities / Support & Friendship Groups / Food Bank & Community Meals etc

Privately owned features – side chapels etc

Lay Rector

Church history and Description - *This information may be viewed publicly, and can be used to complete the Statement of Significance section for future faculty applications. It should be a brief history and description of the church building(s), contents, churchyard and setting.*

Church Significance - *This information may be viewed publicly, and can be used to complete the Statement of Significance section for future faculty applications. It should indicate the significance of the church (including its contents and churchyard) in terms of; (i) its special architectural and historical interest and (ii) any significant features of artistic or archaeological interest.*

**F. Churchyard Information**

Consecrated

Maintenance responsibilities

Burial Status

Significance - *This information may be viewed publicly, and can be used to complete the Statement of Significance section for future faculty applications. Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard.*

Features

Open spaces

**If you sign in to the Database initially, you will find further help notes and descriptions for each data entry field, but in preparation you may want to locate the following documentation**

**Terrier / Church Log Book / Quinquennial Reports / Faculty Records /Local Knowledge (you could even fill in a few gaps at your next PCC meeting!)**