

**FABRIC & REGISTERS CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Date:*** |  | ***Parish:*** | ***Incumbent:*** |
| **Item** | **OK** | **Notes** | **Further Action** |
| **1. Services Registers** |  |  |  |
| **2. Baptism Register** |  |  |  |
| **3. Confirmation Register** |  |  |  |
| **4. Admission to Communion Register** |  |  |  |
| **5. Marriage Registers** |  |  |  |
| **6. Banns Register** |  |  |  |
| **7. Register of Services of Thanksgiving** |  |  |  |
| **8. Burial Register** |  |  |  |
| **9. Churchyard Plan** |  |  |  |
| **10. Ashes Register** |  |  |  |
| **11. Memorial Garden Plan** |  |  |  |
| **12. Terrier of all land owned by the church** |  |  |  |
| **13. Inventory of goods & ornaments in church** |  |  |  |
| **14. Logbook which lists the date of works and all changes** |  |  |  |
| **15. Photographs of Silver, Furnishings and Windows: where kept?** |  |  |  |
| **16. Alpha dot Security** |  |  |  |
| **17. PCC / APCM Minutes & Archives** |  |  |  |
| **18. Quinquennial Report (date & actions)** |  |  |  |
| **19. Vestry / Church / Hall condition** |  |  |  |
| **20. Health and Safety Policy, First Aid kits** |  |  |  |
| **21. System checks (5 yrs - electrics, fire extinguishers, lightning conductor; annual -heating, gas, PAT)** |  |  |  |
| **22. Fire Risk Management Strategy** |  |  |  |
| **23. SmartWater: Have you applied it and registered it?** |  |  |  |
| **24. Safes & Keys** |  |  |  |

 **CURRENT SAFETY CERTIFICATES**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Up-to-date certification for:** | **OK** | **Notes** | **Further Action** |
| Electrical system test (five yearly) |  |  |  |
| Gas safety  |  |  |  |
| Lightning conductor |  |  |  |
| Fire extinguishers |  |  |  |
| Heating system service |  |  |  |
| PAT |  |  |  |