

Building Review Checklist (Oct 09)

Summary Information

Congregation	Glen Waverley Uniting Church
Address of Property	Cnr Bogong Ave and Kingsway (Title shows 104 to 108 Bogong Ave)
Description of the Building (eg Church, Hall, Toilet block etc)	Worship complex, hall and multipurpose meeting rooms under one roof
Contact Person	Warren Greenwood - Chairman GWUC Property Committee
Contact Phone No	Church 03 9560 3580 Warren Greenwood - 0403028948
Date Checklist Completed	9th December 2009

Introduction

This document has been prepared by Property & Insurance Services with the assistance of BSS Design Group, David Caple & Associates & Michael Taylor Architect and Heritage Consultant. It has been designed to help congregations, Presbyteries and the Property Board gain an understanding of the key features of a property, and to identify areas where further investigation and action may be required. It complements the questionnaire which was circulated in 2005 to gather information for insurance purposes.

Using the Form

Please make a simple sketch of the whole site and number all the buildings (and gardens, cemeteries) that are on it (refer 1.1). A separate form should be used for each building (eg Church, Hall, Kindergarten etc). **Houses which are used for residential purposes (including manses) do not need to be assessed.**

In the first three sections, each question should be answered with Yes/No, or a tick/cross. If, however, the question is not relevant, simply write 'Not applicable' (or NA). If you don't know the answer, place a question mark (?). A section headed 'Notes' is also included for you to add any additional information or explanation which you may feel necessary to help us understand the situation.

There are 7 parts to this checklist and questions address a range of topics.

A number of buildings will have been constructed many years ago and are no longer in line with community expectations. In addition, many regulatory requirements have changed since buildings were built and this survey will help us to understand our buildings in this context too.

Questions regarding access are spread throughout the questionnaire, but can be analysed separately if required to provide information regarding the accessibility of a property. Enabling all members of the church community and the public to access church property is important. Access enables parents with prams and strollers, children, people who are unwell or have temporary impairments, older people and people with mobility impairments or other disabilities to fully participate in all activities within the church. While entry to a church is important, the concept of accessibility embraces not only entry to a church, but also the use and enjoyment of all buildings, services and facilities. True accessibility occurs when people with disabilities have access in the same way as everyone else.

Detailed reference information about access issues can be found in the following:

- Australian Standards 1428.1-4
- 'Outdoor Access for All' published by the Victorian Government
- UCA Disability Action Plan

All parts of the checklist do not need to be completed by the same person. Each section has been designed to stand alone, so that different people can complete each section, according to their interests, expertise and availability.

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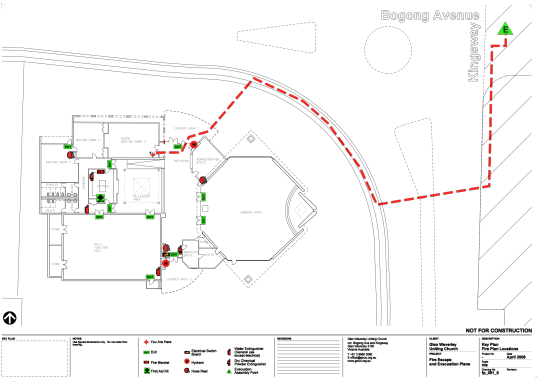

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Section 1 – Site and Building Surrounds

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This section gathers information about the site: how many buildings are on the property and where they are. It also looks at car parking, drop off areas and paths.

1.1	Site Information	Yes/No	Notes	Reference Information
1.1.1	<p>Please attach a sketch site plan of the property showing each building, distinct items and landscape features such as memorials, plaques, trees and garden beds.</p> <p>Please number each building and feature. (See overleaf for a typical sketch)</p>	<p>Yes</p> 	<p>Refer Attached</p> 	<p>A simple annotated plan of the site is required to provide a “snapshot” of the site’s main features and their relative location on the site. The plan may be a freehand drawing or may be based on existing drawings such as car parking plans or fire escape plans.</p>
1.1.2	<p>Please include on the site plan any external reference items such as a North Point (ie which direction north is), adjoining streets or road; and other immediately neighbouring features of note such as other churches, parks or civic buildings.</p>		<p>Refer Attached</p>	<p>External information assists understanding of the site’s arrangement and location.</p>
1.1.3	<p>Please attach a photograph of each elevation of each building and of any landscape feature.</p> <p>Please provide a caption or reference number for each photo, noting each building facade on the site.</p>	<p>If more photos required please advice</p>	<p>Refer Attached</p> 	<p>Photographs which show every elevation allow the viewer to pick up the design features of the building, some of which will only appear in one location.</p> <p>Captions may be written on each photo. Alternatively “Photo point” reference markers which show the location of each photo may be annotated on a site plan.</p>

1.2	Landscaping Features	Yes/No	Notes	Reference Information
1.2.1	Is there a cemetery on the site?	No		Changing government regulations regarding cemeteries may affect how cemeteries are used in the future.
1.2.2	Is the cemetery still used for burials?	N/A		
1.2.3	Is there a columbarium on the site with ashes interred?	No		A columbarium is a wall where ashes are interred.
1.2.4	Is there agreement with families that ashes may not be interred in perpetuity?	N/A		
1.2.5	Is there a memorial garden on the site?	No		
1.2.6	Are ashes scattered there?	No		Ashes should be scattered rather than buried.
1.2.7	Is there agreement with families that the garden may not be maintained in perpetuity?	N/A		
1.2.8	Is there a register of the ashes that are interred/scattered?	N/A		

1.3	Site & Building Surrounds	Yes/No	Notes	Reference Information
1.3.1	Has sufficient and appropriate security lighting been installed on the site?	Yes	Automatic lighting when the premises are approached and after hours lighting until midnight.	There should be no hidden dark spots.
1.3.2	Is any paving in good condition?	Yes		Look for cracks, moss, deterioration of the surface.
1.3.3	Are areas free from any significant tripping points?	Yes		Holes, gaps or lips in surfaces can be tripping points.
1.3.4	Has the potential for trees or branches to fall or overhang into areas frequented by people and/or cars been minimised?	Yes		Any dead branches should be trimmed to prevent injury to persons or property.
1.3.5	Are tree branches away from power lines?	Yes		Trees near power lines can be a fire risk.
1.3.6	Are fences, gates, and garden walls in good condition?	Yes		If the fence is cracked or leaning this could be a problem.

1.3.7	Are retaining walls stable and secure?	Yes		
1.3.8	Is there fencing to any pond or pool with a depth of 300mm or greater?	No		
1.3.9	Have any openable windows onto an area that has a pond or pool holding in excess of 300mm of water been secured?	N/A		
1.3.10	Are gardens, flowerbeds, and lawns maintained in good condition?	Yes		These should be not be overgrown.
1.3.11	Is signage on the site maintained in good condition?	Yes		All letters should be easy to read.

1.4	Set Down and Car Parking	Yes/No	Notes	Reference Information
1.4.1	Is there a set down area near the front of the building?	Yes	Covered access, disabled access and well lit access.	Set down areas should be provided near the front of the building as they minimise the need for people with disabilities to manoeuvre through parking areas or along roads.
1.4.2	Does the set down area allow people to alight safely from both sides of a vehicle and have access to the boot?	Yes		
1.4.3	Has car parking been provided for people with disabilities?	Yes	2 of 36 as required by Monash Council	Car parking spaces for people with disabilities must be provided and reserved for their use. Minimum requirements are given in the Building Code of Australia, Part 3 and AS 2890.1. Generally these should be 3600mmwide (3200min).
1.4.4	Is the designated car parking space(s) free of hazards that would make its use difficult?	Yes		There are a number of barriers which can prevent people with disabilities using car spaces, such as chains hung between posts, bollards within circulation spaces, cambers or cross slopes of greater than 1:40, inadequate lighting and signage.

1.4.5	Are signs placed to indicate a designated car parking space which may only be used by people with disabilities with an appropriate permit?	Yes		Signs should contain a clear concise and unambiguous message. They should be provided in accordance with AS1428.2. 1992. Lettering should be Helvetica, between 15mm and 50mm high.
1.4.6	Is the car park drainage operating satisfactorily?	Yes	No flooding	Is the area subject to flooding?
1.4.7	Are bollards or steel frames provided to protect service pipe work from damage from vehicles?	Not required as none exposed		Bollards are upright posts approx 900mm high. They are often used to limit vehicular access along paths.
1.4.8	Does the parking area have a firm stable surface?	Yes	Bitumen	Bitumen or concrete is preferred so that wheelchairs, crutches and other mobility aids are not impeded.
1.4.9	Is the car park and road surface in good condition?	Yes		The surface should be free from potholes and cracking.
1.4.10	Can people leave the car parking space safely?	Yes	Auto Night lighting	Spaces should be designed so that people do not need to move behind parked cars and expose themselves to danger from moving vehicles.
1.4.11	Is there a continuous accessible path from the car parking area to the accessible building entrance?	Yes		A continuous accessible path will allow a person to move from one place to another without encountering any interruption or obstacles.
1.4.12	Has security lighting been installed in the car park?	Yes		Lighting is important to allow safe use of the car park at night.
1.4.13	Is the path from the car park to the building adequately lit?	Yes		Paths should be lit uniformly at 150 lux for their entire length.
1.4.14	Are signs placed to identify the accessible parking, accessible path(s) and accessible building entrance(s)?	Yes	Only required at Car Park entrance	Signs should contain a clear concise and unambiguous message. They should be provided in accordance with AS1428.2. 1992. Lettering should be Helvetica (as this writing is), and a minimum of 15mm high.

1.5	Paths	Yes/No	Notes	Reference Information
1.5.1	Are paths a minimum of 1200mm wide?	Yes		Path widths can vary considerably, but for areas designed to be accessible to everyone (including people with disabilities) paths should be at least 1200mm wide.
1.5.2	Are passing bays provided every 6m along the path?	No	Not required by Monash Council when building permit issued. No long stretches of path requiring this facility.	Where paths are less than 1800mm wide, a short section at least 1800mm wide should be provided every 6m and at bends to allow for passing.
1.5.3	Are handrails provided to any paths with a gradient greater than 1:20?	N/A	None. New disabled entrance to extension YES	Paths with a gradient greater than 1:20 are ramps and require handrails.
1.5.4	Are paths surfaces hard and slip resistant?	Yes		Path surfaces should be of fixed and firm materials. A hard flat surface can be negotiated by most people, whereas soft or irregular surfaces can present considerable difficulties for people with impaired mobility or vision.
1.5.5	Are path surfaces free from hazards and regularly maintained?	Yes		Path surfaces must be maintained regularly to remain accessible. Pot holes, cracks, tree roots, overhanging tree branches, or ridges and leaves which many people may not even notice can be significant barriers to many people with disabilities.

Section 2 – External Features

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This section contains questions about key external areas, such as the site, walls, roofs, drainage, etc, and there are a number of questions relating to each of these. All relevant sections should be completed. (The amount of information which can be given will depend on the building's size, design and construction.) Use binoculars to check roof elements. Do **not** attempt to climb onto roofs.

2.1	Walls	Yes/No	Notes	Reference Information
2.1.1	Are the masonry walls free of any significant cracking?	Yes		Cracks which are greater than 5mm wide are significant.
2.1.2	Is the render in good condition?	N/A	No rendering	
2.1.3	Is the render free from holes?	N/A		
2.1.4	Is the external cladding in good condition?	N/A	No external cladding	Look for chips, cracks, deterioration of the surface.
2.1.5	Is the paint finish in good condition?	Yes		Check condition of sills in particular.
2.1.6	Are the windows in good condition?	Yes		Look for chips, cracks, deterioration of the surface. Check that the windows are easily opened and closed.
2.1.7	Are the doors in good condition?	Yes		Look for chips, cracks, deterioration of the surface. Check that the doors are easily opened and closed.

2.2	Roof – Tiled or Slate Roofs	Yes/No	Notes	Reference Information
2.2.1	Is the pointing to ridges and hips in good condition?	N/A	Iron roofing.	Use binoculars to check. Do not attempt to climb onto roofs.
2.2.2	Is the valley iron and valley pointing in good condition?	N/A		Use binoculars to check. Do not attempt to climb onto roofs.
2.2.3	Are the tiles or slates securely fixed, particularly at verges?	N/A		Use binoculars to check. Do not attempt to climb onto roofs.
2.2.4	Are the ridge capping, vents, dormers, finials, soaker flashings etc in good condition?	N/A		Use binoculars to check. Do not attempt to climb onto roofs.

2.3	Roof – Metal Roofs	Yes/No	Notes	Reference Information
2.3.1	Is the roof pitch greater than 5 degrees?	Yes/No	Worship - Yes Complex - No Hall Yes	Roofs with a pitch of less than 5 degrees are more likely to be subject to ponding.
2.3.2	Is the roof free from significant undulation?	Yes	Inspected twice yearly	Undulation (ie ups and downs) in the roof could indicate a failure of the roof structure.
2.3.3	Are the roof cladding and valley irons in good condition?	Yes	Inspected twice yearly	Use binoculars to check. Do not attempt to climb onto roofs.
2.3.4	Are the roof sheets securely fixed?	Yes		This is particularly important where nails have been used to fix roof sheets.

2.4	Roof – General	Yes/No	Notes	Reference Information
2.4.1	Is the flashing around penetrations such as skylights, vents, flues in good condition?	Yes		Rust, for example, indicates poor condition. Use binoculars to check. Do not attempt to climb onto roofs.
2.4.2	Are the fascias & barges in good condition?	Yes		Check for deterioration of the surface. Use binoculars to check. Do not attempt to climb onto roofs.
2.4.3	Are the gutters in good condition, particularly box gutters?	Yes		Look for rust, holes and bowing. Use binoculars to check. Do not attempt to climb onto roofs.
2.4.4	Is tree litter removed from gutters on a regular basis?	Yes	Inspected 4 times yearly	
2.4.5	Is there provision for overflow from gutters and rain water heads?	Yes		This is important to prevent water backing up and entering the building.
2.4.6	Are the downpipes in good condition?	Yes		Look for rust and holes.
2.4.7	Are potential access points for vermin (eg. birds and possums) covered?	Yes		

2.5	Stormwater Drainage, Water & Sanitary Plumbing	Yes/No	Notes	Reference Information
2.5.1	Are all downpipes connected to the stormwater system?	Yes	Via new water saving facility	Downpipes should not discharge directly onto the ground.
2.5.2	Are overflow gullies, gully traps, and sewer vents in good condition?	Yes		Look for signs of damage.

2.5.3	Are hose pipes and taps in good condition?	Yes		Look for any signs of water leaking.
2.5.4	Are the stormwater and plumbing systems free of any leaks?	Yes		Look for any signs of water leaking.

2.6	Steps & Stairs	Yes/No	Notes	Reference Information
2.6.1	Is the structure of the steps/stairs in good condition?	Yes		Look for decay, bowing.
2.6.2	Are steps/stairs a minimum of 1000mm clear width between handrails?	Yes	Handrails only on one side as required by building permit.	
2.6.3	Has a landing been provided after every 18 risers?	N/A	None	Landings should be provided after 18 risers if the stairs continue. Long flights of stairs, however, should be avoided.
2.6.4	Do step/stair treads have a contrasting nosing?	Yes		People with impaired vision can be assisted if stair nosings contrast in colour and texture with the treads and risers.
2.6.5	Do external step/stair treads have a slip resistant surface?	Yes		External stairs should also have a slight fall to allow excess water to drain
2.6.6	Are tactile ground surface indicators provided at the top and bottom of the step/stairs?	No		These advise people with vision impairment of the proximity of a potential hazard.

2.7	Ramps	Yes/No	Notes	Reference Information
2.7.1	Do any ramps have a gradient greater than 1:14?	Yes	Internal Ramp is 1:12 as per regulations when built. New external ramp access is 1:20	A gradient of 1:14 is the maximum suitable for many ambulant people with limited mobility and assisted wheelchair users. If the ramp is 1:14, when you measure out horizontally for 700mm, there should not be more than 50mm to the top of the ramp surface.
2.7.2	Are level rest stops (landings) provided every 9m (for ramps of gradients of 1:14)?	N/A	No ramps long enough to require landing	
2.7.3	Are kerbs provided on both sides of ramps?	Yes		Kerbs prevent wheels dropping over ramp edges and act as a guide for people with vision impairment.

2.7.4	Does the external ramp have a slip resistant surface?	Yes		External stairs should also have a slight fall to allow excess water to drain
2.7.5	Are tactile ground surface indicators provided at the top and bottom of the ramp?	No		These advise people with vision impairment of the proximity of a potential hazard.

2.8	Handrails	Yes/No	Notes	Reference Information
2.8.1	Are handrails provided to both sides of stairs/ramps?	No	Not required due to low short nature of the ramps. In accordance with building permits	Handrails should be provided on both sides of stairs to provide support for people who have use of one arm or hand only.
2.8.2	Are handrails 900mm above the plane of the finished floor?	Yes		
2.8.3	Do handrails continue at least 300mm (preferably 450mm) past the end of the ramps/stairs?	No	As they would be a OHS risk in walk spaces. Sanctuary handrail - Yes	Details of requirements are found in the Australian Standards AS1428.1.1993 and AS1428.2.1992.
2.8.4	Is the handrail between 30mm and 50mm in diameter, with 50mm clearance from an adjacent wall?	Yes		Larger clearance can allow some hands to become wedged between the wall and handrail.

Section 3 – Internal Features

Congregation

This section contains questions about the key internal areas of a building, such as sub floor, floor walls, etc, and there are a number of questions relating to each of these. All relevant sections should be completed. (The amount of information which can be given will depend on the building's size, design and construction.)

3.1	Entries/Entrances	Yes/No	Notes	Reference Information
3.1.1	Is there one major entrance to the building which is served by a ramp or step free?	Yes	Both entrances	While there needs to be step free access, wherever possible both stairs and ramps should be provided as some ambulant people with disabilities will find steps more convenient than ramps.
3.1.2	Is the entry protected from the weather?	Yes		
3.1.3	Is the entrance area large enough to cater for the movement of people with mobility aids?	Yes		
3.1.4	Are signs placed to identify the accessible parking, accessible path(s) and accessible building entrance(s)?	No	Not required due to the open and very visible design of entrances.	Signs should contain a clear concise and unambiguous message. They should be provided in accordance with AS1428.2. 1992. Lettering should be Helvetica (as this writing is), and a minimum of 15mm high.
3.1.5	Is the entry door easy to open?	Yes	Doors are large glass doors that are heavy but easy to open. When the facility is open, doors are generally open or manned.	Generally light doors (without a heavy closer) are easier for people to operate. Lever door handles are recommended for swing doors, and D pulls for sliding doors.
3.1.6	Is the entry door a minimum of 850mm wide with a clear, level area on both sides for wheelchair manoeuvring?	Yes		
3.1.7	Are all controls (light switches, buttons) between 900 and 1100mm above floor level?	Yes		Controls need to be located between 900mm and 1100mm above floor level to allow people with disabilities to reach them easily.

3.2	Sub-Floor	Yes/No	Notes	Reference Information
3.2.1	Is the ground around the building dry?	Yes		If the area is damp or moist it may indicate a problem with water under the building.
3.2.2	Is the sub-floor able to be inspected?	Yes	Only under sanctuary which is a wooden riser on a concrete slab.	Look for access to sub-floor via a floor hatch or internal or external door.
3.2.3	Is the sub floor dry?	Yes	Sanctuary only area with sub floor.	Look also for any indications that water has been present but has now dried up. Any evidence of water leaking into the sub floor is of concern.
3.2.4	Is the sub floor area free from odour?	Yes		
3.2.5	Is there adequate sub-floor ventilation?	Yes		Look for vents or grilles which allow fresh air to enter the sub floor. Also look/listen for fans which may have been installed to address this mechanically.
3.2.6	Is the sub floor area free from any evidence of fungal growth?	Yes	Inspected yearly	Look at underside of timber floors (particularly in old buildings).
3.2.7	Is the support structure for the floor (stumps, bearers) sound?	Yes		Look for decay, bowing.
3.2.8	If no, has engineering advice been sought?	N/A		
3.2.9	Is any wiring which is visible in good condition?	Yes	But almost exclusively NOT visible	
3.2.10	Does any wiring which is visible use white flex cabling?	Yes	All are in conduit. High to rook, not accessible by people at ground level.	Anything other than white flex indicates aged flex which will have brittle wire and a sheathing which is likely to be cracked.
3.2.11	Is there provision for cross-flow ventilation in any internal low walls?	Yes		These will be penetrations in the walls, perhaps covered with a vent.
3.2.12	Is the sub floor area free from timber decay and/or insect damage?	Yes		This could compromise the integrity of the sub floor structure.

3.3	Floors	Yes/No	Notes	Reference Information
3.3.1	Is the floor level?	Yes		Look for gaps at walls under fixed elements such as skirtings, soft areas in floorboards, etc. to indicate a slope.

3.3.2	Are the floorboards in good condition?	N/A	Concrete floors carpeted	Look for gaps, cracks, loose boards, potential tripping points, etc.
3.3.3	Are floor surfaces even, stable and free from tripping hazards?	Yes	Inspected twice yearly. Carpet re-stretched as required	Inappropriate floor surfaces and hazards can lead to accidents and injury.

3.4	Floor Surfaces	Yes/No	Notes	Reference Information
3.4.1	Are the floor coverings generally in good condition?	Yes		Look for deterioration of the surface.
3.4.2	Are the floor coverings free from tripping and/or slipping hazards?	Yes	Carpet re-stretched as required	Holes in carpet, raised tiles and uneven junctions between surfaces are all potential tripping hazards.
3.4.3	Is any carpet low pile (less than 6mm)?	Yes		Deep pile carpet can impede movement and create a hazard for people using mobility aids.
3.4.4	Are diminishing strips used to eliminate a tripping hazard at a change of surface?	Yes		Diminishing strips provide smooth transition between floor surfaces which are of different materials.
3.4.5	Is the floor free from cords, rugs, mats?	Yes		Cords, rugs and mats are all potential tripping hazards.

3.5	Walls	Yes/No	Notes	Reference Information
3.5.1	Are the walls free from significant cracks?	Yes		Cracks which are greater than 5mm wide are significant.
3.5.2	Are the walls free from evidence of structural movement?	Yes		Look for wall rotation and exposure of beams which were previously hidden.
3.5.3	If no, has engineering advice been sought?	N/A		
3.5.4	Are the walls free from repairs?	Yes		A history repairs may indicate a problem.
3.5.5	Is the paint work in good condition?	Yes		Look for flaking paint, blisters or water marks.
3.5.6	Are the walls free from evidence of rising damp or water entering the building?	Yes		Look for signs of dampness/water marks on the walls, at cracking or under windows.

3.6	Doorways and Corridor Widths	Yes/No	Notes	Reference Information
3.6.1	Is the corridor width greater than or equal to 1000mm?	Yes		
3.6.2	Is the corridor width at a doorway greater than or equal to 1200mm?	Yes		Corridors at doorways need to be of sufficient width to allow for a person using a mobility aid to turn from the corridor and go through the door.
3.6.3	Is the minimum clear opening of doorways greater than or equal to 800mm?	Yes		

3.7	Windows and Doors	Yes/No	Notes	Reference Information
3.7.1	Have chair rails/decals been fitted to any full height glass?	No	Hand rails on the glass doors at required height.	Chair rails (horizontal members) and decals (adhesive dots or strips) are installed to try to prevent people walking
3.7.2	Is low glass safety glass?	Yes		Certificates for the type of glass should have been issued at the time of construction. A glazier can check the glazing if no certificates are available.
3.7.3	Are the window frames in good condition?	Yes		Look for softness of sill timber, rust or flaking paint.
3.7.4	Are the door and doors frames in good condition?	Yes		Look for softness of timber, rust or flaking paint.
3.7.5	Is there a key register?	Yes		It is important to keep a record of people who have been issued keys to the building.

3.8	Ceilings	Yes/No	Notes	Reference Information
3.8.1	Is the ceiling level?	No	No in worship - angled ceiling Hall - Curved ceiling Yes in rest of complex	If the ceiling sags this indicates a potential problem that should be investigated.
3.8.2	Is the ceiling free from cracks?	Yes		
3.8.3	Is the ceiling free of marks?	Yes		Look for watermarks on ceiling and/or flaking paint. (This could indicate water penetration)
3.8.4	Is the paint work in good condition?	Yes		

3.9	Roof Space & Roof Structure	Yes/No	Notes	Reference Information
3.9.1	Is there safe access to the roof space?	Yes	No roof space only suspended ceiling in foyer and rooms.	A long ladder does <u>not</u> provide safe access.
3.9.2	Is any wiring which is visible in the roof space in good condition?	Yes		
3.9.3	Does any wiring which is visible use white flex cabling?	Yes		Anything other than white flex indicates aged flex which will have brittle wire and a sheathing which is likely to be cracked.
3.9.4	Is the underside of roof cladding in good condition?	Yes		
3.9.5	Is insulation provided to the roof?	Yes		This will be found between the roof cladding and the roof structure.
3.9.6	Is insulation provided to the ceiling?	Yes		This will be found directly above the ceiling.
3.9.7	Is there any plant (eg hot water service) located in roof space? Please list.	No		
3.9.8	Is the roof structure free of evidence of timber decay and/or insect damage?	Yes		If the roof structure is not exposed and so the structure cannot be seen, please mark N/A.
3.9.9	Is the roof free from evidence of structural movement?	Yes		Look particularly for gable wall rotation or movement and exposure of parts of beams which were previously concealed within the roof space.
3.9.10	If no, has engineering advice been sought?	N/A		
3.9.11	Are the light fittings securely fixed?	Yes		

3.10	Stairwells, Balustrades & Balconies	Yes/No	Notes	Reference Information
3.10.1	Are the openings in any balustrades greater than 25mm but not between 100mm and 230mm?	N/A	None	Openings in balustrades should avoid dimensions below 25mm and between 100mm and 230mm in which children's fingers and heads can be easily caught.
3.10.2	Are the balustrades securely fixed?	N/A		

3.10.3	Are the floor, walls, ceiling, doors and windows of the stairwell in good condition?	N/A		Look for chips, cracks, deterioration of the surface. Check that the doors and windows are easily opened and closed.
3.10.4	Is the floor covering securely fixed to the stairs?	N/A		
3.10.5	Are the floor, walls, ceiling, doors and windows of the balcony in good condition?	N/A		Look for chips, cracks, deterioration of the surface. Check that the doors and windows are easily opened and closed.
3.10.6	Is the handrail around the balcony in good repair and 1000mm high?	N/A		
3.10.7	Can access to the balcony be restricted?	N/A		As balconies can be appealing for children to climb, it is important to be able to control access when required.
3.10.8	Are there tactile ground surface indicators (TGSI's) at the top and bottom of stairs?	N/A		TGSI's are round raised dots which are placed on a pavement in strategic locations to warn a person with vision impairment that there is danger ahead (such as stairs).

3.11	Stairs	Yes/No	Notes	Reference Information
3.11.1	Is the structure of the steps/stairs in good condition?	Yes		Look for decay, bowing.
3.11.2	Are steps/stairs a minimum of 1000mm clear width between handrails?	Yes	Handrails only one side as they are 2 step steps.	
3.11.3	Has a landing been provided after every 18 risers?	N/A		Landings should be provided after 18 risers if the stairs continue. Long flights of stairs, however, should be avoided.
3.11.4	Do step/stair treads have a contrasting nosing?	No	Carpeted	People with impaired vision can be assisted if stair nosings contrast in colour and texture with the treads and risers.
3.11.5	Are tactile ground surface indicators provided at the top and bottom of the steps/stairs?	No		These advise people with vision impairment of the proximity of a potential hazard.

3.12	Ramps	Yes/No	Notes	Reference Information
3.12.1	Do any ramps have a gradient greater than 1:14?	Refer	As per 2.7	A gradient of 1:14 is the maximum suitable for many ambulant people with limited mobility and assisted wheelchair users. If the ramp is 1:14, when you measure out horizontally for 700mm, there should not be more than 50mm to the top of the ramp surface.
3.12.2	Are level rest stops (landings) provided every 9m (for ramps of gradients of 1:14)?	N/A	As per 2.7	
3.12.3	Are kerbs provided on both sides of ramps?	N/A	As per 2.7	Kerbs prevent wheels dropping over ramp edges and act as a guide for people with vision impairment.
3.12.4	Are tactile ground surface indicators provided at the top and bottom of the ramp?	N/A	As per 2.7	These advise people with vision impairment of the proximity of a potential hazard.

3.13	Handrails	Yes/No	Notes	Reference Information
3.13.1	Are handrails provided to both sides of stairs/ramps?	N/A	As per 2.8	Handrails should be provided on both sides of stairs to provide support for people who have use of one arm or hand only.
3.13.2	Are handrails 900mm above the plane of the finished floor?	N/A	As per 2.8	
3.13.3	Do handrails continue at least 300mm (preferably 450mm) past the end of the ramps/stairs?	N/A	As per 2.8	Details of requirements are found in the Australian Standards AS1428.1.1993 and AS1428.2.1992.
3.13.4	Is the handrail between 30mm and 50mm in diameter, with 50mm clearance from an adjacent wall?	N/A	As per 2.8	Larger clearance can allow some hands to become wedged between the wall and handrail.

3.14	Worship Space	Yes/No	Notes	Reference Information
3.14.1	Is it possible for a person with a mobility aid to sit in different parts of the church?	Yes		It is important that a person who uses a mobility aid can choose to sit in different parts of the church and can sit with friends and family.

3.14.2	Is step free access provided to the sanctuary?	No		
3.14.3	If no, are the access step(s) to the sanctuary free from trip hazards, marked in a contrasting colour and finished with non smooth materials to reduce the chance of slipping?	Yes	Carpeted steps. Handrail	
3.14.4	Are all controls (light switches, buttons) between 900 and 1100mm above floor level?	Yes		Controls need to be located between 900mm and 1100mm above floor level to allow people with disabilities to reach them easily.
3.14.5	Has a hearing loop been installed?	Yes		
3.14.6	If yes, is the extent of the hearing loop clearly indicated?	Yes	We are advised that hearing loops are no longer required due to changes in hearing aids.	It is important that people know where they should it to take advantage of the hearing loop.
3.14.7	Has an appropriate amplification system been installed?	Yes		
3.14.8	Is it possible to see the person speaking?	Yes		This will allow for lip reading.

3.15	Kitchen	Yes/No	Notes	Reference Information
3.15.1	Is there a kitchen in the building?	Yes		
3.15.2	Is it possible for a person with a mobility aid to enter the kitchen?	Yes		
3.15.3	Is it possible for a person with a mobility aid to use the kitchen?	Yes		
3.15.4	Is the floor surface slip resistant?	No	Standard vinyl	Slip resistant vinyl usually has silver specks (carborundum) in it. Slip resistant tiles have an rough surface.
3.15.5	Is the floor surface free of damage?	Yes		Look for cracks, cuts and areas where the surface is lifting.
3.15.6	Are the walls and ceiling free of peeling paint?	Yes		
3.15.7	Is there a separate hand wash facility in the kitchen?	Yes		

3.15.8	Is any boiling water unit clearly identified and signed to warn people of the potential danger?	Yes		
3.15.9	Can the cupboards be secured?	Yes	Selected cupboards	This is important to create a safe place for children.
3.15.10	Can small children's access to the kitchen be controlled?	Yes		
3.15.11	Does the appearance indicate adequate cleaning?	Yes	Full Monash City Council Food Safety program in effect.	Look for dirt, dust, cobwebs, old soap, unemptied rubbish bins.

3.16	Halls, Offices	Yes/No	Notes	Reference Information
3.16.1	Is it possible for a person with a mobility aid to enter any hall?	Yes		
3.16.2	Are all controls (light switches, buttons) in halls between 900 and 1100mm above floor level?	Yes		Controls need to be located between 900mm and 1100mm above floor level to allow people with disabilities to reach them easily.
3.16.3	Is it possible for a person with a mobility aid to enter any office?	Yes		
3.16.4	Are all controls (light switches, buttons) in offices between 900 and 1100mm above floor level?	Yes		Controls need to be located between 900mm and 1100mm above floor level to allow people with disabilities to reach them.

3.17	Toilet Facilities (WC's)	Yes/No	Notes	Reference Information
3.17.1	Is the floor surface slip resistant?	Yes	Vinyl	Slip resistant vinyl usually has silver specks (carborundum) in it. Slip resistant tiles have an rough surface.
3.17.2	Is/Are the toilet seat(s) in good condition?	Yes		Look for chips and cracks.
3.17.3	There should not be water running constantly in the toilet cistern(s). Is this correct?	Yes		
3.17.4	Is the toilet free from apparent defects when the toilet is flushed?	Yes		Look for water leaking, unexpected noises.
3.17.5	Is the basin or basin taps free of leaks?	Yes		
3.17.6	Is a hand dryer/paper towel provided?	Yes	Both	

3.17.7	Are rubbish bins provided?	Yes		
3.17.8	Is there a baby change facility which is accessible to both men and women?	Yes		
3.17.9	Does the appearance of the toilet(s) indicate adequate cleaning?	Yes	Weekly	Look for dirt, dust, cobwebs, old soap, unemptied rubbish bins.

3.18	WC's - Accessible	Yes/No	Notes	Reference Information
3.18.1	Is there an accessible WC?	Yes		
3.18.2	If yes, can the toilet be used by men and women, and a carer of the same or opposite gender?	Yes		It is important that women with a male carer or (men with a female carer) can use an accessible toilet.
3.18.3	Is the toilet appropriately signed?	Yes		If there is no sign on the door, most people assume that the toilet is inaccessible.
3.18.4	Does the WC have floor area of at least 1600 x 2000mm and a distance of 800mm from the front of the toilet pan to the wall?	Yes		Accessible toilets are designed to provide adequate space for manoeuvring around the toilet pan, the hand basin and the door. Full details of requirements are found in the Australian Standards AS1428.1.1993 and AS1428.2.1992.
3.18.5	Is there a grab rail across the rear and side wall nearest the toilet pan to assist the person to transfer independently from the wheelchair to a toilet pan?	Yes		
3.18.6	Are there accessible hand washing facilities which have a clear area of at least 1100mm between the pan and the front of the basin?	Yes		
3.18.7	Is the hot water to the basin thermostatically controlled?	Yes		Maximum water temperature should be 50 degrees to prevent scalding.
3.18.8	Is there a mirror at least 350mm wide directly over the basin?	Yes		
3.18.9	Is there a mirror between 900mm and 1850mm above the floor level.	Yes		
3.18.10	Are all controls (light switches, buttons) between 900 and 1100mm above floor level?	Yes		Controls need to be located between 900mm and 1100mm above floor level to allow people with disabilities to reach them.

Section 4 – Occupational Health and Safety (OH&S)

The following section outlines a number of OH&S considerations. OH&S is governed by the OH&S Act 2004 and a series of regulations.

The OH&S Act 2004 lists a number of general duties which must be met.

Regulations provide information and compliance advice on specific hazards. These are available at www.workcover.vic.gov.au

4.1	Site Emergency Plan	Yes/No	Notes	Reference Information
4.1.1	Has a plan been developed to manage an emergency evacuation of the public spaces and buildings (church, hall, offices)?	Yes	Refer attached example	The OH&S Act (2004) requires the management of all workplaces at all times including in the event of an emergency.
4.1.2	Is there a person(s) who has been identified as the coordinator if an evacuation is required?	Yes	Ministry Team, Property Committee, Office Manager	This may be the Minister or person with a high probability to be present during public events.
4.1.3	Has an assembly point been nominated for meeting following an evacuation?	Yes		This should be in easy walking distance away from the buildings
4.1.4	Have any signs been displayed near entrances outlining the emergency evacuation plans?	Yes		These should be displayed near the public entrance to the buildings.
4.1.5	Have all buildings on the site been included in the emergency plan?	Yes		Each building should be reflected in the site emergency plan

4.2	Storage of Chemicals	Yes/No	Notes	Reference Information
4.2.1	Has a register of all chemicals stored including cleaning agents been completed?	Yes		Suppliers of chemicals used in workplaces are responsible to provide OH&S information on all their products.
4.2.2	Have Material Data Safety Sheets (MDSS) been obtained by the supplier and kept in close proximity to the chemicals?	Yes		The MSDS provides safety information in the event that the chemical is spilt or comes into contact with a person.
4.2.3	Are all chemicals correctly labelled and secured in identified containers?	Yes		Chemicals should not be decanted into old drink containers or similar which may be mistakenly thought to be another product.

4.2.4	Are chemicals securely stored away from access by children?	Yes	Secured adult only entry cupboard	
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4.3	Furniture & Equipment	Yes/No	Notes	Reference Information
4.3.1	Has all recreational equipment such as pool tables, table tennis tables, etc., been checked to see they are in good order?	Yes		A risk assessment should be undertaken to ensure that all hazards are identified and controlled.
4.3.2	Has furniture used in general access areas been checked to ensure it is in good repair and safe to handle and stack or store when not required?	Yes		
4.3.3	Has the electrical safety of equipment such as portable fans and heaters, stereos and TV been checked for good repair? (This should also include items used in the manse office for church activities.)	Yes	Annual Tagging or as required 2009 tagging now due.	Consult an electrician if you have any concerns about the electrical safety.
4.3.4	Have heaters located on walls of recreational areas been guarded from damage by balls, or similar objects?	Yes		

4.4	Kitchens and Food Handling	Yes/No	Notes	Reference Information
4.4.1	Has a food safety review been conducted of the facilities used for the preparation and serving of food for public events?		Full Monash City Council Food Safety program in effect. Fully accredited and reviewed regularly (FSP)	Consult the Food Safety accreditation requirements for criteria.
4.4.2	Have volunteers and staff responsible for managing food services been trained in food safety?	Yes	As per FSP	
4.4.3	Is there a regular program of inspection of the food service areas to ensure the standards of storage and cleaning are maintained?	Yes	Weekly	
4.4.4	Are secured containers provided for waste collection and regularly emptied and cleaned?	Yes		

4.5	First Aid Provision	Yes/No	Notes	Reference Information
4.5.1	Is a first aid kit accessible to users of the public spaces?	Yes		A simple First Aid kit should be provided based on the risks assessed for the public use of the spaces.
4.5.2	Have any regular attendees to the site been trained in Level 2 First Aid?	Yes		This would include the Minister and others who oversee activities in the public spaces.
4.5.3	Has a visit to the site been arranged with the local fire and ambulance service to discuss their site access needs?	Yes	Fire fighting equipment inspected, tagged and reviewed annually.	The local emergency services may assist you in developing your emergency plans.
4.5.4	Is a wheelchair or stretcher available on the site?	Yes	Both	

4.6	Manual Handling (Lifting)	Yes/No	Notes	Reference Information
4.6.1	Is a suitable trolley available to move any large, heavy or awkward items that need to be manually handled?	Yes		Manual Handling Regulations (1999) requires identification of any tasks involving large or heavy objects
4.6.2	Can any objects or activities be moved without requiring excessive force?	Yes		Exertion of excessive forces presents an OH& risk.
4.6.3	Have the installation of any computers been assessed from an ergonomic perspective?	Yes		Office ergonomic guidelines in WorkSafe's "Officewise" should be followed. Visit their website www.workcover.vic.gov.au

4.7	Working at Heights	Yes/No	Notes	Reference Information
4.7.1	Can all activities that require working from a ladder be undertaken with the feet less than 2 metres above a stable surface?	Yes		"Working at Heights" regulations introduced by WorkSafe Victoria provide guidelines on these tasks. Details can be found on www.workcover.vic.gov.au .
4.7.2	Are 'Working at heights' regulations followed when undertaking these tasks?	Yes	Property committee has 2 certified heights members	"Working at Heights" regulations have been introduced by WorkSafe Victoria.
4.7.3	Has the replacement of high light bulbs and cleaning of high surfaces been contracted to a contractor with correct equipment?	Yes	High lights are replaced using hired hoists and safety harnesses.	

4.8	Working Bees	Yes/No	Notes	Reference Information
4.8.1	Have working bee activities including gardening and spout clearing considered the use of competent persons to complete the high tasks?	Yes	Property committee has 2 certified heights members	Management of volunteers is a requirement under the OH&S Act (2004).
4.8.2	Do you have a list of competent contractors you can call to undertake working bee tasks that are beyond the capabilities for your congregation to safely complete?	Yes	Plumber Electrician Builder Engineers	
4.8.3	Has the UCA asbestos audit been completed for the building?	N/R	Not required as there is no asbestos in premises	

4.9	Festivals and Functions	Yes/No	Notes	Reference Information
4.9.1	Do you have a plan for the set up and dismantling of the equipment to ensure that heavy lifting by volunteers is eliminated?	Yes		Planning for all festivals and functions should include consideration of the OH&S risks associated with the set up, conduct and clean up of the activities.
4.9.2	Have any chemicals that may be required been checked for their suitability and safe handling?	N/A		
4.9.3	Have safe procedures been developed for erecting banners and displays in the church?	Yes		
4.9.4	Have food handling arrangements been checked for compliance with Food Safety requirements?	Yes	Full Monash City Council Food Safety program in effect. Fully accredited and reviewed regularly (FSP)	

4.10	Cleaning	Yes/No	Notes	Reference Information
4.10.1	Has the cleaning of the property been planned to ensure that health and safety risks have been controlled?	Yes	Rostered for all areas weekly	

Section 5 – Essential Safety Measures

Legislation is now in place which is designed to ensure that essential safety measures in non residential buildings are maintained.

Essential safety measures are items such as fire extinguishers, exit lights, emergency lighting etc. Every building is different, and will have its own specific essential safety measures that need to be inspected regularly. Maintaining essential safety measures is important to ensure that our buildings are safe, and that the people who use them are not put at risk.

It is necessary for a list of essential safety measures should have been prepared for all non residential buildings of which your congregation has beneficial use. This identifies what the relevant safety measures are and how often they are to be maintained.

It is necessary for the congregation to ensure that this maintenance is occurring in accordance with these requirements. A logbook has been prepared by PAIS to assist the congregation in this task.

Please forward a completed copy of the log book with this Property Review.

Rev David Peel has had two copies delivered to him in the last 3 months.
All repairs identified in that log have been completed

Section 6 – Heritage

Congregation . . . Glen Waverley . .

This section contains questions and requests for information regarding the property’s history and the buildings, items and features which tell the story of the site’s historical development and use. It considers includes a request for unique and often intangible local stories which form a unique and truly local part of the site’s history. A supplementary section is the request for local knowledge regarding other church sites which may display similar characteristics to your site.

The amalgam of the physical history, written history, and (usually) unwritten social and historical stories are used to form a complete and rounded understanding of a site’s cultural heritage significance.

Please remember that a site’s heritage does not have a historical “cut off “ date; and that buildings, events and stories up until today may be included in a site’s history.

6.1	Heritage Features	Yes/No	Notes	Reference Information
6.1.1	Please write a list of features of the buildings and site.	N/A	None other than foundation stones and dedication stones from the original GW Meth church and GW Pres Church. They are built into the brickworks	Items may include significant trees, memorial plantings, memorial gates, burials, graves and headstones, memorials, pipe organ, stained glass windows, furniture.

6.2	Distinct Items	Yes/No	Notes	Reference Information
6.2.1	Are there any commemorative plaques or foundation stones relating to the development of the site?	Yes		Commemorative plaques and foundation stones are useful in providing a snapshot of a site’s history and help demonstrate the historical development of the site and congregation.
6.2.2	Please provide a photograph of each commemorative plaque or foundation stone. Please transcribe any sections of text which are illegible in photographs.		Next Time Already held by synod in the archives including a full history of GW to mid 1990’s	

6.3	Historical Sources and Material	Yes/No	Notes	Reference Information
6.3.1	Does the congregation hold any architectural plans, drawings and/or historic photos of the buildings or site?	Yes		Plans and drawings are very useful in providing key dates for construction of buildings; chronology of alterations to

				buildings; and information regarding hidden areas of buildings such as cellars and foundations.
6.3.2	If yes, can copies be provided?	Yes	Full builders plans from 1980	
6.3.3	Is there a written history of the church?	Yes	Held by Synod archives. Last written mid 1990's	Written histories to commemorate anniversaries or significant events have been very popular over the last century.
6.3.4	If yes, please provide details or a copy of the history.	TBA		
6.3.5	Is there a congregation member or local person with a particular interest in and knowledge of the congregation's history?	Yes	Some elderly members Formal history writer no longer alive. Has not been maintained	
6.3.6	If yes, please provide a name and contact details.	N/A		
6.3.7	Is there a local history group or historical society?	Yes	Waverley Historical Society	Local history groups often have unique or rare local material pertaining to a site. Sometimes this information is from rare local newspapers or other unique holdings.
6.3.8	If yes, is there a file on the congregation?	No		
6.3.9	If yes, please provide contact details.	N/A		
6.3.10	Does the local government provide Heritage Protection to the site?	No		Many local governments have carried out surveys of a municipality's heritage sites. These studies generally include citations or data sheets for sites which summarises a sites existing conditions and historical background.
6.3.11	If yes, is there a local Heritage Study which includes a citation for the site?	No		
6.3.12	If yes, please provide a copy of the citation.	N/A		
6.3.13	Is there a local or regional branch of the National Trust?	??	No idea	

6.3.14	Does the National Trust have a holding, file or collection relating to the history of the congregation?	No		
6.3.15	If yes, please provide a contact name and details.	N/A		
6.3.16	Is there/has there been a student research project for the site?	No		University students often carry out research projects for historic sites as part of their studies.
6.3.17	If yes please provide details or a copy of the project?	N/A		

6.4	Local Stories and other References	Yes/No	Notes	Reference Information
6.4.1	Are there any local stories or tales which regarding people and events which are associated with the site and the congregation?	Yes	We have 1000 people in the congregation, some who have worship in Waverley for over 80 years.	Local stories are important as they pick up the social history which isn't included in plaques and memorials. The stories may relate to associations with famous or historically important people or to important or notable events.
6.4.2	If yes can the stories be noted?	No		
6.4.3	Is there a particular person who can be contacted to discuss local stories?	No		
6.4.4	If yes please provide a name and contact details.	No	Privacy	

6.5	Similar Churches and Sites	Yes/No	Notes	Reference Information
6.5.1	Do you know of any sites or churches in the local area which are similar or reminiscent of this site?	N/A		The merit of heritage sites are usually assessed by comparison with other sites which may share comparative date of construction, or architectural style or architect or historic development or involvement of people or events.
6.5.2	If yes, please note a name location and nature of similarity.	N/A		

Section 7 – Environment

Congregation . . . Glen Waverley . . .

This section contains questions and requests for information regarding water and energy efficiency and any activities which indicate consideration of environmental issues.

The synod has for many years encouraged congregations and presbyteries to monitor and reduce their use of resources and minimise their environmental impact, so this will help us assess what has been done and where the stumbling blocks are.

Often activities will be behavioural rather than infrastructure or materials based and it would be good to include some comments about these, as well as details of any other initiatives that have been taken but have not been picked up in the questions, such as putting in a photovoltaic (solar) system for electricity or solar hot water or other efficiency measures.

7.1	Energy	Yes/No	Notes	Reference Information
7.1.1	Has an energy audit been undertaken for this building?	No		Areas to consider include the type of lighting, heating and cooling systems which are in place, the provision of insulation, the size of refrigeration units and whether hot water units are left on at all times. The Justice and International Mission Unit has an information kit to assist with this. Contact the JIM Unit on (03) 9251 5279 for a copy.
7.1.2	Have key findings been implemented?	N/A		The first step in environmental action is to reduce consumption. Implementing the findings of the audit is therefore a key step.

7.2	Water	Yes/No	Notes	Reference Information
7.2.1	Has water usage been reviewed?	Yes		
7.2.2	Has water usage been reduced?	Yes		
7.2.3	Are taps and WC's regularly checked to ensure they are not running?	Yes		This can be a simple walk through.
7.2.4	Do you check bills for unexplained usage spikes?	Yes		Spikes could be caused by a leaking pipe or a tap being inadvertently left on.

7.2.5	Have dual flush toilets been installed?	Yes	Progressively as current units fail.	Flushing toilets is one of the highest water uses.
7.2.6	Have water tank(s) been installed?	Yes	60,000 litres	Water tanks can be used to flush toilets and / or provide water for gardens.
7.2.7	Is recycled water used for toilet flushing?	No	Tank water	Water tanks can be connected to the plumbing to allow toilets to use recycled water.

7.3	Paper	Yes/No	Notes	Reference Information
7.3.1	Has paper usage been reviewed?	Yes		The Justice and International Mission Unit has produced a resource on reducing and using recycled paper. Contact the JIM unit on 9251 5279 for a copy.
7.3.2	Have you reduced the use of paper?	Yes		
7.3.3	Do you use recycled paper?	Yes		

7.4	Transport	Yes/No	Notes	Reference Information
7.4.1	Are bike racks available?	No	Due to thefts and recent building changes. Will be reviewed.	The provision of bike racks will encourage people to ride to church.
7.4.2	Is public transport available?	Yes		
7.4.3	Is car pooling used?	Yes	Informal	Car pooling can reduce the number of cars that are driven to church.