

PRESBYTERY BUILDING OFFICER ROLE AND FIVE YEARLY SURVEYS (QUINQUENNIAL REPORTS)

1. What is the role of the Presbytery Building Officer?

The General Trustees have appointed Presbytery Building Officers to assist Kirk Sessions and Presbyteries with their duties. The Presbytery Building Officer will:

- undertake the surveys every 5 years and ensure that they are presented in a way that is easy to understand by congregations.
- help Congregations to plan and prioritise their fabric repairs and improvements
- assist congregations to organise repairs and maintenance.
- provide advice relating to programmes of planned, cyclical and statutory maintenance requirements
- provide advice relating to the procurement of works
- advise on the appointment of qualified building professionals, where required.
- review applications for approval of works to ensure that the works have been correctly specified and address the requirements of the survey
- remind congregations of their statutory responsibilities relating to buildings
- help congregations ensure that contractors comply with health and safety requirements for the undertaking of works on site.
- support the Presbytery to ensure all processes are followed and timely decisions are made regarding works
- provide advice relating to the appointment of contractors and professional consultants

2. Why are the five yearly (quinquennial) surveys reports required?

The surveys are an important tool for all parties and are designed to:

- assist congregations with their responsibilities and prioritisation of the works required to maintain buildings in a good condition.
- Check that statutory responsibilities are being met
- demonstrate that congregations are meeting their responsibilities.
- enable reporting to Presbyteries and the General Trustees.
- enable the General Trustees to report to the General Assembly.
- assist Presbyteries and General Trustees when assessing applications for approval of works and making decisions relating to buildings.

3. What are five yearly (quinquennial survey) reports for?

The survey report identifies the works required to the buildings; the works will be categorised as follows:

- **Urgent** – works required for safety of the public and/or those who use the buildings which should be completed within six months (or sooner as required)
- **Essential** – works required to keep the buildings wind, watertight and fit for use
- **Desirable** – all other works including works of modernisation and improvement
- The survey reports will comment on whether the works from the previous survey have been completed and what works are outstanding.