

# Building Log Book Template

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# Building Log Book Template

## 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 ([The Building Regulations Part L2 2006 refers](#)).

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 is split into 10 headings:

Ref	Section	Notes
1	Introduction	An explanation on the purpose & 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 at least: <ul style="list-style-type: none"><li>o Gas equipment</li><li>o Electrical Installation inspection and testing</li><li>o Portable appliance testing</li><li>o Lifts</li><li>o Fire alarms</li><li>o Fire appliances</li><li>o Emergency lighting</li><li>o Energy performance</li></ul>
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	Reviews	A date of review of all documents should be included

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, 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. Joists 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 as 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:

.....  
.....  
.....  
.....

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## 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		

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### 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 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
Other		

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### 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	
Deacon	
Other	

List of Key holders

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### Records

Insert in this section all records relating 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
<b>Access Equipment</b>	Recommended	Visual before use + six monthly	Working at Height Regulations 2005
<b>Asbestos</b>	Mandatory	See GBTC Fact Sheet	The Control of Asbestos Regulations 2006
<b>Electrical: Electrical installation tests</b>	Recommended	Annual and 5 yearly tests	To comply with the Electricity at Work Regulations 1989
<b>Electrical Equipment</b>	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
<b>Electrical: Portable appliance testing</b>	Recommended	Visual before use + Annually	To comply with the Electricity at Work Regulations 1989
<b>Emergency lighting</b>	Recommended	Monthly, Six monthly, Annually	To comply with the Regulatory Reform (Fire Safety) Order 2005
<b>Fire alarm and detection systems</b>	Recommended	Annually, or one quarter of the points 3 monthly	To comply with the Regulatory Reform (Fire Safety) Order 2005
<b>Fire appliances</b>	Recommended	Annual	To comply with the Regulatory Reform (Fire Safety) Order 2005
<b>Fire Precautions</b>	Recommended	Varied	To comply with the Regulatory Reform (Fire Safety) Order 2005
<b>Gas appliances</b>	Strongly recommended	Annual	The Gas Safety (Installation and Use) Regulations 1998 place duties on <u>gas consumers</u> ..... If you own the appliance you are responsible for its maintenance and safety checks
<b>Lifts</b>	Mandatory	6 Monthly, annually	Lifts Regulations 1997. SI 1997 No. 831. HMSO, 1997
<b>Lightning Protection</b>	Recommended	Annually / 5 yearly	Regulation 4 of the Electricity at Work (1989) Regulations and Clause E.7 of BS EN 62305: 2006: Part 3
<b>Water Hygiene</b>	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 1999, Management of Health and Safety at Work Regulations 1999, Regulation 3. Health and Safety at Work etc. Act 1974, Sections 2, 3 and 4

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## 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



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 checklist

[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 'drips & 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.

A [sample form can be downloaded here](#) or obtained on request from the office.

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## 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		

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### 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			