

BUILDING LOG BOOK

Some years ago, the Corporation was involved in producing a [Health and Safety Manual](#) for churches. We are now pleased to make available a companion guide, namely the **Building Log Book**.

Church buildings should be maintained properly in accordance with statutory obligations and good practice. It is now an industry standard ([Building Regulations Part L2 2006](#)) for all new buildings to provide records of ongoing building energy performance. In addition, where significant work is carried out on existing non domestic buildings, the Building Regulations state that a log book should be prepared to provide details of the replacement controlled service or fitting. We would highly recommend that churches keep regularly updated maintenance and energy records of their premises, including the servicing and upkeep of equipment and installations, regardless of whether or not the building is a `new build' or an existing building undergoing any type of remedial work.

A building log book provides the key source of information for anyone involved in looking after their church premises and to anyone else carrying out work on the building. It provides the means to arrange and keep various records as a single source of information for all matters relating to the building, avoiding the all too real likelihood of an unsystematic dissemination of data between various files, locations and individuals. A log book will help a church to prevent the sort of fundamental problems that can too easily occur in a building constantly in use.

Benefits of a building log book:

- Makes managing the building easier
- Provides a single place to keep key information about the building
- Ensures a current `picture' of the building is always available for anyone working on the building, be they church officers or external contractors
- Improves the running of the building and thus promoting cost efficacy
- Builds an historical record of alterations and performance which will aid future stewardship of the premises

The [Building Log Book Template](#) and [sample checklists](#) (PDF format) may be downloaded or printed from our website or obtained on request from the office. There is a small charge associated with the last option.

FS\BLB\09\2011

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