| **Inspection:** | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 |
| --- | --- | --- | --- | --- |
| **Carried out on:** | <date> | <date> | <date> | <date> |
|  |  |  |  |  |
| **Bell Frame** |  |  |  |  |
| Tighten tie bolts (wood frame) |  |  |  |  |
| Check for deterioration (wood frame) |  |  |  |  |
| Check for rust (metal frame) |  |  |  |  |
| Check anchoring into tower walls |  |  |  |  |
| Check bonding of lightning conductor (metal frame) (This should also be included in the contractors inspection of the lightning protection system in the tower) |  |  |  |  |
|  |  |  |  |  |
| **Headstocks** |  |  |  |  |
| Check for deterioration of wood and metalwork (wood headstock) |  |  |  |  |
| Check for rust (metal headstock) |  |  |  |  |
| Check tightness of bell nuts |  |  |  |  |
| Check tightness of gudgeon plate bolts (wood headstock) |  |  |  |  |
| Check tightness of gudgeons (metal headstocks) |  |  |  |  |
| Check bell hanging true on headstock (bell with canons on wood headstock) |  |  |  |  |
|  |  |  |  |  |
| **Wheels** |  |  |  |  |
| Check tightness of all fastenings |  |  |  |  |
| Check wheel is running true |  |  |  |  |
| Check wheel stays for damage |  |  |  |  |
| Check shroud, sole, bobbins and garter holes for wear or damage. |  |  |  |  |
|  |  |  |  |  |
| **Stays and Sliders** |  |  |  |  |
| Check tightness of stay bolts |  |  |  |  |
| Check for signs of incipient cracking on stay |  |  |  |  |
| Check slider moving freely, clean if necessary |  |  |  |  |
| Check for wear on slider and runner board |  |  |  |  |
| Check dingler is secure and moving freely (Hastings stay) |  |  |  |  |
| Check for signs of uneven wear on quadrant (Hastings stay) |  |  |  |  |
|  |  |  |  |  |
| **Clappers** |  |  |  |  |
| Check for smooth movement |  |  |  |  |
| Check tightness of nut on crown staple bolt, also split pin if required |  |  |  |  |
| Check vertical and horizontal (clapper roll) movement of clapper |  |  |  |  |
| Lubricate clapper bush |  |  |  |  |
| Check wear on clapper ball |  |  |  |  |
| Check attachment bolts (wooden shafted clapper) |  |  |  |  |
|  |  |  |  |  |
| **Bearings** |  |  |  |  |
| Lubricate plain bearings; clean excess lubricant |  |  |  |  |
| Check gudgeon for scoring (plain bearing) |  |  |  |  |
| Check tightness of bearing hold-down bolts |  |  |  |  |
| Check for unusual noise (ball bearing) |  |  |  |  |
| Check seals (ball bearing) |  |  |  |  |
| Check side clearance (ball bearing) |  |  |  |  |
|  |  |  |  |  |
| **Rope Routes** |  |  |  |  |
| Check mounting of roller boxes |  |  |  |  |
| Check for rope wear on roller boxes |  |  |  |  |
| Check rollers spinning freely and quietly |  |  |  |  |
| Check for wear on rollers |  |  |  |  |
| Check ceiling and rope guide bosses for wear or looseness. |  |  |  |  |
|  |  |  |  |  |
| **Ropes** |  |  |  |  |
| Check wear at garter hole on wheel |  |  |  |  |
| Check wear on tail end |  |  |  |  |
| Check for wear on sally if it passes through a rope guide or boss |  |  |  |  |
| Check cord on spider (if present) |  |  |  |  |
| Check free-running of spider pulleys (if present) |  |  |  |  |
|  |  |  |  |  |
| **Bells** |  |  |  |  |
| Check wear on soundbow |  |  |  |  |
| Check correct operation of all chiming hammers |  |  |  |  |
| Check clearance when chiming hammers pulled off |  |  |  |  |
| Check operation of Ellacombe frame (if present) |  |  |  |  |
| Check cables to chiming hammers and pull off |  |  |  |  |
|  |  |  |  |  |
| **General** |  |  |  |  |
| Check access and locks (update list of key holders): doors, stairs, trapdoors, ladders |  |  |  |  |
| Check lighting and power supplies throughout tower |  |  |  |  |
| Test emergency lighting |  |  |  |  |
| Tests of portable electrical appliances |  |  |  |  |
| Check fire extinguisher tests |  |  |  |  |
| Check tower roof drainage |  |  |  |  |
| Check generally for water ingress |  |  |  |  |
| Check for ingress of birds and vermin |  |  |  |  |
| Check windows, louvres, netting / mesh |  |  |  |  |
| Clean bell chamber |  |  |  |  |
| Clean and tidy ringing room |  |  |  |  |
| Clean intermediate spaces, stairs |  |  |  |  |
| Remove rubbish generally (N.B. items of church property may require a faculty for removal and / or disposal) |  |  |  |  |
| Check simulator and sensors (if present) |  |  |  |  |
| Check teaching aids are up to date |  |  |  |  |
| Check information for ringers is up to date |  |  |  |  |
| Check information about ringing for church visitors is up to date |  |  |  |  |
| Refresh information on ringer’s notice boards |  |  |  |  |

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| **Names of people carrying out checks:**  <insert names> |