| <Dedication and Location of Church> | | | | |
| --- | --- | --- | --- | --- |
| Inspection Schedule for <year> | | | | |
| **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 |  |  |  |  |
| Bonding of lightning conductor (metal frame) |  |  |  |  |
|  |  |  |  |  |
| **Headstocks** |  |  |  |  |
| Check for deterioration (wood headstock) |  |  |  |  |
| Check for rust (metal headstock) |  |  |  |  |
| Check tightness of gudgeon plate bolts (wood headstock) |  |  |  |  |
| Check tightness of bell bolts |  |  |  |  |
|  |  |  |  |  |
| **Wheels** |  |  |  |  |
| Check tightness of all bolts |  |  |  |  |
| Check wheel is running true |  |  |  |  |
|  |  |  |  |  |
| **Stays and Sliders** |  |  |  |  |
| Check tightness of bolts |  |  |  |  |
| Check for signs of incipient cracking |  |  |  |  |
| 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 crown staple bolt |  |  |  |  |
| Check vertical and horizontal movement of clapper |  |  |  |  |
| Lubricate clapper bush |  |  |  |  |
| Check wear on clapper ball |  |  |  |  |
| Check attachment bolts (wooden shafted clapper) |  |  |  |  |
|  |  |  |  |  |
| **Bell Bearings** |  |  |  |  |
| Lubricate plain bearings; clean excess lubricant |  |  |  |  |
| Check for unusual noise (ball bearing) |  |  |  |  |
| Check seals (ball bearing) |  |  |  |  |
| Check side clearance (ball bearing) |  |  |  |  |
|  |  |  |  |  |
| **Pulleys** |  |  |  |  |
| Check for free movement |  |  |  |  |
| Check for wear |  |  |  |  |
|  |  |  |  |  |
| **Ropes and bosses** |  |  |  |  |
| Check wear at garter hole on wheel |  |  |  |  |
| Check wear on tail end |  |  |  |  |
| Check security of bosses, rope chutes and guides |  |  |  |  |
| Check cord on spider (if present) |  |  |  |  |
|  |  |  |  |  |
| **Clock, chiming and Ellacombe hammers** |  |  |  |  |
| Check for correct operation of all hammers |  |  |  |  |
| Check clearance when hammers pulled off |  |  |  |  |
|  |  |  |  |  |
| **General** |  |  |  |  |
| Check access: 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 |  |  |  |  |
| 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 |  |  |  |  |
|  |  |  |  |  |
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| **Names of people carrying out checks:**  <insert names> |