

SUMMARY

General points to remember when WRITING A REPORT

The Instrument	Original builder, date, any alterations, compass, pitch, type of action, and details of casework.
Environment	Identify anything which may affect the organ, including damp, heating, plasterwork, woodworm, weak flooring etc.
Condition	Condition of the instrument and its individual components.
Recommendations and proposals	What work is required and why is it necessary?
Estimate	Indicate what is included in the main price, and list additional expenses.
Photographs	Pictures of the organ and significant details, especially those requiring attention, may be helpful.

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THE INSTITUTE OF BRITISH ORGAN BUILDING
13 RYEFIELDS THURSTON BURY ST. EDMUNDS SUFFOLK IP31 3TD
Telephone & Fax: 01359 233433 e-mail: administrator@ibo.co.uk website: www.ibo.co.uk

Registered Office: Hartfield Place, 40-44 High Street, Northwood, Middx HA6 1UJ Registered in England Number 3136882

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Advice for organ builders on preparing reports

(Produced in association with the Council for the Care of Churches)

An organ builder's report is written, in the first place, for the information of the organ's owners and their advisers. It may also be used to obtain grant aid or a diocesan Faculty. This leaflet is intended as a guide to the basic information that is expected, particularly if a grant application is to succeed.

*It is **not** the intention to lay down a standard formula. On the contrary, individuality in reports is strongly encouraged. If a report is accurate, intelligible, concise and well presented, contains adequate technical detail, and shows a genuine understanding of the organ concerned, its usefulness to the client will be assured.*

The IBO equally encourages reports based on a conscientious professional examination, and the organ builder must be prepared to justify any recommendations. It is not the suggestion that pages and pages of detail be written in the earliest pre-contract stages of a project. However if successful, a report may form part of a legal contract or Faculty application, so careful drafting is important.

THE INSTRUMENT

- Name (Dedication) and location of church
- Location of organ within church
- Name(s) and date(s) of previous builders including details recorded on console (or other indications)
- Specification (including compass of manuals and pedals) which could be in the form of an appendix on a separate page
- Pitch of the organ - sharp or flat to a=440/ c=523.3 (standard pitch) at a given temperature
- Temperament (if not equal temperament)
- Type(s) of action
- Brief description of organ case
- Is the organ in original condition? If not, summarise changes that have been made

ENVIRONMENT

It is good practice to draw the attention of church officials to any of the following matters which may need attention when work is being carried out on the organ:

- Evidence of water penetration or damp
- Evidence of problems with the roof or walls in the vicinity of the organ
- Evidence of woodworm, mice or other infestation
- Apparent problems with windows adjacent to the organ
- Apparent weakness in the floor on which the organ stands
- Heating appliances situated too close to the organ
- Any factors (e.g. the heating system) which are likely to have a detrimental effect on the organ

CONDITION

- How clean is the **INTERIOR** of the organ?
- Is the **PIPEWORK** in good condition? Are tuning slides fitted or are the pipes cone-tuned? Are the pipes well stayed?
- Are the **ACTIONS AND SOUNDBOARDS** in good condition and do they work well? If not, specify remedial work recommended.
- Are the **RESERVOIRS** in good condition? Is remedial work necessary now or in the near future? Is any work necessary to **TRUNKING** and/or **CONVEYANCING**?
- Does the **BLOWER** appear to be adequate and working well? Does the church have a separate contract for maintenance of the organ blower? Does the sound-proofing enclosure contain material resembling asbestos?
- Is there a **HUMIDIFIER** – is it regularly serviced?
- What is the condition of any **SWELL BOXES** and does the mechanism operate effectively?
- Is the **CASEWORK** in good condition? If not, will the organ builder attend to necessary work or should an independent conservator be consulted?

RECOMMENDATIONS AND PROPOSALS

The description of the work should be precise, and clear enough to allow its scope to be clearly understood. Avoid phrases such as “will be overhauled as necessary”.

- Give technical details as clearly as possible, remembering that many clients are unfamiliar with the organ mechanism.
- If any alterations are being recommended state the reason(s) for the change(s) and the methods that will be used. Make clear whether the changes being recommended by the builder or the client.
- Prioritise! What is (a) essential, and (b) optional? Can the work be divided into stages?

ESTIMATE

- Cost and indication of payment schedule
- Indication of any extra costs (such as scaffolding, accommodation, transport, blower service, electrical work etc.) excluded from the estimate
- Whether VAT is payable
- How long the quotation remains valid
- An indication that the contractor has appropriate insurance, such as Employers Liability or Public Liability Insurance, Goods in Transit, Fire and Theft
- What insurance the church will be expected to provide
- Details of any guarantee offered

PHOTOGRAPHS

Remember, the interior of the organ is foreign territory for most people. There can be no doubt that a few well-chosen illustrations (e.g. of damaged or badly-stayed pipework or badly deteriorating leatherwork on reservoirs) will help clients who are not familiar with the interior of pipe organs to understand and assess a report.

As such, photographs represent good business practice.