

<b>New England Conference</b>				<b>CHURCH:</b>
<b>Annual Parsonage Inspection</b>				<b>Parsonage Address:</b>
<i>The parsonage is to be mutually respected by the pastor's family as the property of the church and by the church as a place of privacy for the pastor's family. "The Chairperson of the of the Committee on Pastor/Parish Relations, the Chairperson of the Board of Trustees, and the Pastor shall make an annual review of the church-owned parsonage to assure proper maintenance." (The 2012 Book of Discipline, para. 2533.4) Please go to <a href="http://www.gcfa.org/LegalManual/GCFALegalManual.html">www.gcfa.org/LegalManual/GCFALegalManual.html</a> for a more thorough risk management checklist. It is suggested that a photo journal of the interior and exterior of the parsonage be kept.</i>				
<b>DATE OF ANNUAL PARSONAGE REVIEW</b> _____				
<b>LIVING ROOM</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
WALLS/CEILING (Painting, cracks, wallpaper condition)				
WOOD FLOOR ? Y___ N___				
RUG?				
LIGHTS				
DRAPES/RODS/BLINDS				
OTHER Comments about the room				
<b>DINING AREA</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
WALLS/CEILING (Painting, cracks, wallpaper condition)				
WOOD FLOOR ? Y___ N___				
RUG?				
DRAPES/RODS/BLINDS				
LIGHTS				
OTHER Comments about the room				
<b>HALLS</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
WALLS/CEILING (Painting, cracks, wallpaper condition)				
WOOD FLOOR ? Y___ N___				
RUG?				
DRAPES/RODS/BLINDS				
LIGHTS				
OTHER Comments about the room				
<b>KITCHEN</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
HOOD/FAN/LIGHTS				
REFRIGERATOR				
DISHWASHER				
KITCHEN PLUMBING				
GARBAGE DISPOSAL				
OVEN/STOVE				
LIGHTS				
CABINETS				
COUNTERTOPS				
<b>KITCHEN - continued</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
WASHING MACHINE				

CEILING				
DRYER				
OTHER Comments about the room				
<b>BEDROOM - #1</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
WALLS/CEILING (Painting, cracks, wallpaper condition)				
WOOD FLOOR ? Y___ N___				
RUG?				
LIGHTS/MIRROR				
DRAPES/RODS/BLINDS				
CLOSETS/DOORS/SHELVING				
OTHER Comments about the room				
<b>BEDROOM - #2</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
WALLS/CEILING (Painting, cracks, wallpaper condition)				
WOOD FLOOR ? Y___ N___				
RUG?				
LIGHTS/MIRROR				
DRAPES/RODS/BLINDS				
CLOSETS/DOORS/SHELVING				
OTHER Comments about the room				
<b>BEDROOM - #3</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
WALLS/CEILING (Painting, cracks, wallpaper condition)				
WOOD FLOOR ? Y___ N___				
RUG?				
LIGHTS/MIRROR				
DRAPES/RODS/BLINDS				
CLOSETS/DOORS/SHELVING				
OTHER Comments about the room				
<b>BEDROOM - #4/Home Office</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
WALLS/CEILING (Painting, cracks, wallpaper condition)				
WOOD FLOOR ? Y___ N___				
RUG?				
LIGHTS/MIRROR				
DRAPES/RODS/BLINDS				
CLOSETS/DOORS/SHELVING				
OTHER Comments about the room				
<b>BATHROOM #1 SIZE _____</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
SHOWER/TUB				
TOILET				
CABINET				

FLOOR				
CEILING				
FAN				
MIRROR				
SINK				
MOLD? Y_____ N_____				
WALLS				
GENERAL PRESENTATION				
OTHER Comments about the room				
<b>BATHROOM #2 SIZE _____</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
SHOWER/TUB				
TOILET				
CABINET				
FLOOR				
CEILING				
FAN				
MIRROR				
SINK				
MOLD? Y_____ N_____				
WALLS				
GENERAL PRESENTATION				
OTHER Comments about the room				
<b>BASEMENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
Flooring??? Dirt, cement, rug? Please specify				
Water problems? Sub-pump installed?				
Finished Room? If yes, condition?				
OTHER Comments about the room				
<b>EXTERIOR</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
CAULKING OF WINDOWS AND DOORS				
ALL WINDOWS in good working order				
ALL SCREENS in good working order				
ELECTRICAL SYSTEM working adequately				
HEATING AND COOLING SYSTEM working adequately				
DOMESTIC HOT WATER working adequately				
<b>EXTERIOR - continued</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
EXTERIOR PAINTING OR SIDING				
POINTING OF BRICK OR STONE				
ROOF				
SIDEWALK				
DRIVEWAY				

GARAGE FLOOR				
YARD				
What are the provisions for LAWN CARE and SNOW REMOVAL? Please describe:				
<b>ANIMALS</b>				
Number of animals, and kinds, living in the parsonage				
Cats _____				
Dogs _____				
Other _____				
<i>Note that the pastor and family are responsible to insure that home is returned to same condition prior to arrival of the animals.</i>				
Other items not listed above (specify)				
<b><u>SAFETY CHECKS</u></b>				
<b>IF PARSONAGE BUILT BEFORE 1978, HAS THERE BEEN A LEAD INSPECTION? YES ___ NO ___</b>				
<b>If yes and lead was found, has lead abatement been done at the parsonage so it is safe for children &amp; others?</b>				
<b>IF NO, SCHEDULE INSPECTION</b>				
<b>SMOKE DETECTORS INSTALLED AND CHECKED?</b>				
<b>CARBON MONOXIDE DETECTOR</b>				
<b>INSTALLED AND INSPECTED?</b>				
<b>DATE the following items were last tested/inspected:</b>				
Well Water:				
Septic Pumped:				
Radon:				
Lead Paint:				
<b>ARE YOU AWARE OF ANY MOLD ISSUES IN THE PARSONAGE? IF SO, WHERE?</b>				
<b>OVERALL CONDITION OF THE PARSONAGE IS</b>				
<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	
<b>Describe any health or safety concerns:</b>				
<b>Describe any major repairs needed:</b>				
<b>Comments: (For additional rooms please add pages to this report)</b>				
<b>S/PPRC Chairperson:</b> _____			<b>Pastor:</b> _____	
<b>Date:</b> _____			<b>Date:</b> _____	
<b>Board of Trustees:</b> _____			<b>District Superintendent:</b> _____	
<b>Date:</b> _____			<b>Date:</b> _____	