

ANNUAL PARSONAGE INSPECTION REPORT – Form #6

(To be completed and reported by the **Pastor**, **Pastor's Spouse** [optional], **Trustee Chair** [committee optional], and **Pastor-Parish Relations Committee Chair** [committee optional] to **each Annual Charge/Conference** with copies being retained by the 1) Pastor, 2) Trustee Chair, 3) PPRC Chair and 4) the District Superintendent. A **6 month progress report** "may" be requested by the Superintendent, if deemed appropriate.)

CHURCH/CHARGE _____ DISTRICT _____
 ADDRESS _____ PASTOR _____
 _____ CHARGE CONF. DATE _____
 _____ 6 MONTH REPORT DUE _____

	Area Inspected	Condition			Date Replaced or Improved	Recommendations	Action on Recommendations		
		G	S	U			Date	Cost	Action
1.1.5.1	Window Treatments Condition								
1.1.6.1	Exterior locks work								
	Living Room								
	Dining Room								
	Kitchen								
	Bathroom 1								
	Bathroom 2								
	Half Bath								
	Bedroom 1								
	Bedroom 2								
	Bedroom 3								
	Bedroom 4								
	Study/Office								
	Laundry Room								
	Family Room								
	Garage								
	Storage Areas								

	Basement							
1.1.7	Electrical system working adequately							
1.1.8	Heating and cooling working adequately							
1.1.8.2	Insulation adequate							
1.1.9	Domestic hot water working adequately							
1.2.4	Provisions for lawn care and snow removal							
1.3.2	Ramped entrance conditions							
1.4.1	Exterior painting							
1.4.1	Pointing of brick or stone							
1.4.1	Caulking of windows and doors							
1.4.2	Roof condition							
1.4.3	Sidewalk condition							
1.4.4.3	Driveway condition							
1.4.4.3	Garage floor condition							
1.4.4.5	Garage door condition							
1.4.5.1	Basement clean and dry							
1.4.5.2	Regular radon test							
1.5	Interior walls and ceilings condition							
	Living Room							
	Dining Room							
	Kitchen							
	Bathroom 1							
	Bathroom 2							
	Half Bath							
	Bedroom 1							
	Bedroom 2							
	Bedroom 3							
	Bedroom 4							

	Study/Office								
	Laundry Room								
	Family Room								
	Garage Closet								
	Storage areas								
	Basement								
1.5.1.1	Refridgerator condition								
1.5.1.2	Range condition								
1.5.1.3	Kitchen plumbing condition								
1.5.1.4	Kitchen cabinetry/counter condition								
1.5.1.7	Kitchen floor condition								
1.5.1.8	Dishwasher condition								
1.5.1.9	Garbage disposal condition								
1.5.2.2	Living room floor condition								
1.5.3.2.	Dining room floor condition								
1.5.4.2	Bathroom 1 floor condition								
1.5.4.2	Bathroom 2 floor condition								
1.5.4.3	Fixtures condition (Bathroom 1)								
1.5.4.3	Fixtures condition (Bathroom 2)								
1.5.4.3	Fixtures condition (Half Bath)								
1.5.4.4	Ceiling light and fan condition (Bathroom 1)								
1.5.4.4	Ceiling light and fan condition (Bathroom 2)								
1.5.4.5	Ceiling light and fan condition (Half Bath)								
1.5.4.5.2	Master bathroom tub w/shower condition								
1.5.4.5.2	Family bathroom tub w/shower condition								
1.5.5.3	Bedroom 1 flooring covering condition								
1.5.5.3	Bedroom 2 floor covering condition								
1.5.5.3	Bedroom 3 floor covering condition								

1.5.5.3	Bedroom 4 floor covering condition							
1.5.5.5	Bedroom 1 ceiling light condition							
1.5.5.5	Bedroom 2 ceiling light condition							
1.5.5.5	Bedroom 3 ceiling light condition							
1.5.5.5	Bedroom 4 ceiling light condition							
1.5.6.1	Electronic typewriter condition							
1.5.6.1	Word processor/computer condition							
1.5.6.2	Study/office floor covering condition							
1.5.6.3	Study/office ceiling light condition							
1.5.7.3	Study/office combined counter condition							
1.5.7.4	Telephone/answering machine condition							
1.5.7.4	Bookshelves condition							
1.5.8.1	Family room floor covering condition							
1.5.9.1	Laundry room ceiling light condition							
1.5.9.2	Automatic clothes dryer condition							
3.1.3	Discarded items and replaced appliances removed							
3.1.4	Chimney condition, woodburning stoves condition							
3.1.5	Sewer and septic system condition							
3.1.5	Sewer and septic system examined and cleaned annually							
3.1.6	Private water supplies adequate and tested annually							
3.1.8	Functional smoke detectors							
3.1.8	Functional carbon monoxide detectors							
3.1.8	Functional fire extinguishers							
3.3.1	Foundation walls, attic, eve, soffit secure from rodents							
3.3.2	Regular inspection for termites and insects							
5.1.1	Humane society/government codes/guidelines for pets							
5.1.2	Financial cost of pet facilities							
5.1.3	Pet facility dismantling and removal at reappointment							

5.1.4	Repair and/or replacement due to damage							
5.1.5	Upon moving, cleaning and pest control							

Parsonage Maintenance Budget

Inspection Date _____

Amount of escrow account end of last year

Amount budgeted for parsonage for current year

Pastor's Signature _____

Date

Expenditures on parsonage this year to date

Pastor's Spouse's Signature _____

Date

Current value of escrow account

Estimated expenditures balance of current year

Chairperson Staff-Parish Relations Committee _____

Date

Projected value of escrow account end of current year

Chairperson Trustees _____

Date

Amount budgeted for parsonage reparis next year

District Superintendent _____

Date

Total expected expenditures next year

Projected value of escrow account end of next year