

## Parsonage Inspection Checklist

**NOTE: All Clergy should obtain "renter's insurance" to cover personal possessions that are in the parsonage.**

Date \_\_\_\_\_ Check one: \_\_\_\_ Fall Annual Inspection \_\_\_\_ Moving Inspection  
 (4 weeks prior to moving day)

Make 3 copies of completed checklist:

- 1) to be filed in Parsonage Record Book Church/Charge \_\_\_\_\_
- 2) to be sent to the district Superintendent District \_\_\_\_\_
- 3) to be filed with Parsonage Committee Chairperson/Trustees Person \_\_\_\_\_
- 4) use additional paper if need for comments

|                    | Good | Fair | Poor | Church Will Repair | Clergy Will Repair |
|--------------------|------|------|------|--------------------|--------------------|
| <b>Kitchen</b>     |      |      |      |                    |                    |
| walls              |      |      |      |                    |                    |
| floor              |      |      |      |                    |                    |
| windows            |      |      |      |                    |                    |
| window coverings   |      |      |      |                    |                    |
| ceiling            |      |      |      |                    |                    |
| countertops        |      |      |      |                    |                    |
| sink               |      |      |      |                    |                    |
| refrigerator       |      |      |      |                    |                    |
| stove/oven         |      |      |      |                    |                    |
| dishwasher         |      |      |      |                    |                    |
| disposal           |      |      |      |                    |                    |
| furniture          |      |      |      |                    |                    |
| other (specify)    |      |      |      |                    |                    |
| <b>Dining Room</b> |      |      |      |                    |                    |
| walls              |      |      |      |                    |                    |
| floor              |      |      |      |                    |                    |
| windows            |      |      |      |                    |                    |
| window coverings   |      |      |      |                    |                    |
| ceiling            |      |      |      |                    |                    |
| furniture          |      |      |      |                    |                    |
| other (specify)    |      |      |      |                    |                    |
| <b>Living Room</b> |      |      |      |                    |                    |
| walls              |      |      |      |                    |                    |
| floor              |      |      |      |                    |                    |
| windows            |      |      |      |                    |                    |
| window coverings   |      |      |      |                    |                    |
| ceiling            |      |      |      |                    |                    |
| furniture          |      |      |      |                    |                    |
| other (specify)    |      |      |      |                    |                    |
|                    |      |      |      |                    |                    |

|                                 | Good | Fair | Poor | Church Will Repair | Clergy Will Repair |
|---------------------------------|------|------|------|--------------------|--------------------|
| <b>Master Bedroom</b>           |      |      |      |                    |                    |
| walls                           |      |      |      |                    |                    |
| floor                           |      |      |      |                    |                    |
| windows                         |      |      |      |                    |                    |
| window coverings                |      |      |      |                    |                    |
| ceiling                         |      |      |      |                    |                    |
| furniture                       |      |      |      |                    |                    |
| other (specify)                 |      |      |      |                    |                    |
| <b>Bedroom 2</b>                |      |      |      |                    |                    |
| walls                           |      |      |      |                    |                    |
| floor                           |      |      |      |                    |                    |
| windows                         |      |      |      |                    |                    |
| window coverings                |      |      |      |                    |                    |
| ceiling                         |      |      |      |                    |                    |
| furniture                       |      |      |      |                    |                    |
| other (specify)                 |      |      |      |                    |                    |
| <b>Bedroom 3</b>                |      |      |      |                    |                    |
| walls                           |      |      |      |                    |                    |
| floor                           |      |      |      |                    |                    |
| windows                         |      |      |      |                    |                    |
| window coverings                |      |      |      |                    |                    |
| ceiling                         |      |      |      |                    |                    |
| furniture                       |      |      |      |                    |                    |
| other (specify)                 |      |      |      |                    |                    |
| <b>Bedroom 4 or Home Office</b> |      |      |      |                    |                    |
| walls                           |      |      |      |                    |                    |
| floor                           |      |      |      |                    |                    |
| windows                         |      |      |      |                    |                    |
| window coverings                |      |      |      |                    |                    |
| ceiling                         |      |      |      |                    |                    |
| furniture                       |      |      |      |                    |                    |
| other (specify)                 |      |      |      |                    |                    |
| <b>Bath 1</b>                   |      |      |      |                    |                    |
| sink                            |      |      |      |                    |                    |
| tub                             |      |      |      |                    |                    |
| toilet                          |      |      |      |                    |                    |
| floor and walls                 |      |      |      |                    |                    |
| other (specify)                 |      |      |      |                    |                    |
|                                 |      |      |      |                    |                    |
|                                 |      |      |      |                    |                    |

|                                 | Good | Fair | Poor | Church Will Repair | Clergy Will Repair |
|---------------------------------|------|------|------|--------------------|--------------------|
| <b>Bath 2</b>                   |      |      |      |                    |                    |
| sink                            |      |      |      |                    |                    |
| tub                             |      |      |      |                    |                    |
| toilet                          |      |      |      |                    |                    |
| floor and walls                 |      |      |      |                    |                    |
| other (specify)                 |      |      |      |                    |                    |
| <b>Bath 3</b>                   |      |      |      |                    |                    |
| sink                            |      |      |      |                    |                    |
| tub                             |      |      |      |                    |                    |
| toilet                          |      |      |      |                    |                    |
| floor and walls                 |      |      |      |                    |                    |
| other (specify)                 |      |      |      |                    |                    |
| <b>Den or Family Room</b>       |      |      |      |                    |                    |
| walls                           |      |      |      |                    |                    |
| floor                           |      |      |      |                    |                    |
| windows                         |      |      |      |                    |                    |
| window coverings                |      |      |      |                    |                    |
| ceiling                         |      |      |      |                    |                    |
| furniture                       |      |      |      |                    |                    |
| fireplace                       |      |      |      |                    |                    |
| other (specify)                 |      |      |      |                    |                    |
| <b>Air Conditioning Unit(s)</b> |      |      |      |                    |                    |
| <b>Heating Units(s)</b>         |      |      |      |                    |                    |
| <b>Laundry Washer/dryer</b>     |      |      |      |                    |                    |
| <b>Garage/Carpet</b>            |      |      |      |                    |                    |
| <b>Attic</b>                    |      |      |      |                    |                    |
| <b>Water Heaters</b>            |      |      |      |                    |                    |
| <b>Exterior</b>                 |      |      |      |                    |                    |
| roof                            |      |      |      |                    |                    |
| walls                           |      |      |      |                    |                    |
| eaves                           |      |      |      |                    |                    |
| windows                         |      |      |      |                    |                    |
| other (specify)                 |      |      |      |                    |                    |
| <b>Yard</b>                     |      |      |      |                    |                    |
| grass                           |      |      |      |                    |                    |
| landscaping                     |      |      |      |                    |                    |
| fence                           |      |      |      |                    |                    |
| driveway/sidewalks              |      |      |      |                    |                    |
| lawn care equipment             |      |      |      |                    |                    |
| other (specify)                 |      |      |      |                    |                    |
| <b>Outside Storage Area</b>     |      |      |      |                    |                    |
|                                 |      |      |      |                    |                    |

Has the Parsonage Contents Inventory been checked and found to be in good order? \_\_\_\_ Yes \_\_\_\_ No

If no, please explain:

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Parsonage Committee Chairperson

\_\_\_\_\_  
Pastor-Parish Relations Chairperson

\_\_\_\_\_  
Trustees Chairperson

I. From this inspection, what repairs and maintenance will take place?

| List Action Items | Target Completion Date | Whose Responsibility | Completion Date |
|-------------------|------------------------|----------------------|-----------------|
| 1.                |                        |                      |                 |
| 2.                |                        |                      |                 |
| 3.                |                        |                      |                 |
| 4.                |                        |                      |                 |
| 5.                |                        |                      |                 |

II. Long Range Plan for Parsonage Improvements

| Improvements | Target Completion Date |
|--------------|------------------------|
| 1.           |                        |
| 2.           |                        |
| 3.           |                        |
| 4.           |                        |
| 5.           |                        |

III. Please state the progress, if any, that has been made in correcting repairs needed as noted in previous inspections.