

Church \_\_\_\_\_ Charge \_\_\_\_\_

District \_\_\_\_\_

## PARSONAGE REVIEW REPORT

“The chairperson of the Board of Trustees or the chairperson of the Parsonage Committee, if one exists, the chairperson of the Committee on Pastor-Parish Relations, and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance. (§2532.4 2004 Discipline)

To assure the church that proper review and care has been provided; the following information should be reviewed and updated annually:

1. **Exterior:** Year house was last painted \_\_\_\_\_. Condition of exterior \_\_\_\_\_. Condition of walks/drive \_\_\_\_\_. Condition of the lawn, trees and shrubs \_\_\_\_\_. Does the church provide fertilizer/insecticides? \_\_\_\_\_. Date gutters were cleaned and repaired \_\_\_\_\_. Year roof installed? \_\_\_\_\_. Condition of roof \_\_\_\_\_.
2. **Garage:** One\_\_\_ or two\_\_\_ car garage? Is garage kept free of trash? \_\_\_\_\_. Well lighted?\_\_\_\_\_ Locks work properly? \_\_\_\_\_. Is door opener provided? \_\_\_\_\_.
3. **Living room:** Year carpet was installed? \_\_\_\_\_. Year drapes were installed? \_\_\_\_\_. When were drapes and carpet professionally cleaned? \_\_\_\_\_. Year room was painted?\_\_\_\_\_.
4. **Dining room:** Year carpet was installed? \_\_\_\_\_. Year drapes were installed? \_\_\_\_\_. When were drapes and carpet professionally cleaned? \_\_\_\_\_. Year room was painted?\_\_\_\_\_.
5. **Family room:** Year carpet was installed? \_\_\_\_\_. Year drapes were installed? \_\_\_\_\_. When were drapes and carpet professionally cleaned? \_\_\_\_\_. Year room was painted?\_\_\_\_\_.
6. **Kitchen:** Year floor covering was installed?\_\_\_\_\_. If carpet, when was it cleaned?\_\_\_\_\_. Year walls were painted?\_\_\_\_\_. Year of purchase for: Stove\_\_\_\_\_. Microwave\_\_\_\_\_. Garbage disposal\_\_\_\_\_. Refrigerator/freezer\_\_\_\_\_. Deep freeze\_\_\_\_\_. Dishwasher\_\_\_\_\_. Condition of exhaust fan \_\_\_\_\_. Condition of plumbing\_\_\_\_\_. Date fire extinguisher(s) was last inspected?\_\_\_\_\_.
7. **Utility room:** Year floor covering was installed?\_\_\_\_\_. Condition of plumbing?\_\_\_\_\_. Year of purchase for washer/dryer \_\_\_\_\_.
8. **Bath #1:** Year floor covering was installed\_\_\_\_\_. Condition of floor covering?\_\_\_\_\_. Year wall tile was installed\_\_\_\_\_. Year painted\_\_\_\_\_. Condition of walls?\_\_\_\_\_. Condition of toilet\_\_\_\_\_, tub/shower\_\_\_\_\_, sink\_\_\_\_\_, lighting\_\_\_\_\_.
- Bath #2:** Year floor covering was installed\_\_\_\_\_. Condition of floor covering?\_\_\_\_\_. Year wall tile was installed\_\_\_\_\_. Year painted\_\_\_\_\_. Condition of walls?\_\_\_\_\_. Condition of toilet\_\_\_\_\_, tub/shower\_\_\_\_\_, sink\_\_\_\_\_, lighting\_\_\_\_\_.
- Bath #3:** Year floor covering was installed\_\_\_\_\_. Condition of floor covering?\_\_\_\_\_. Year wall tile was installed\_\_\_\_\_. Year painted\_\_\_\_\_. Condition of walls?\_\_\_\_\_. Condition of toilet\_\_\_\_\_, tub/shower\_\_\_\_\_, sink\_\_\_\_\_, lighting\_\_\_\_\_.

9. **Bedroom #1:** Year floor covering was installed\_\_\_\_\_. Year drapes installed\_\_\_\_\_. Year room was painted\_\_\_\_\_. Year carpet and drapes were professionally cleaned\_\_\_\_\_. Are fire/smoke detectors working properly?\_\_\_\_\_.

**Bedroom #2:** Year floor covering was installed\_\_\_\_\_. Year drapes installed\_\_\_\_\_. Year room was painted\_\_\_\_\_. Year carpet and drapes were professionally cleaned\_\_\_\_\_. Are fire/smoke detectors working properly?\_\_\_\_\_.

**Bedroom #3:** Year floor covering was installed\_\_\_\_\_. Year drapes installed\_\_\_\_\_. Year room was painted\_\_\_\_\_. Year carpet and drapes were professionally cleaned\_\_\_\_\_. Are fire/smoke detectors working properly?\_\_\_\_\_.

**Bedroom #4:** Year floor covering was installed\_\_\_\_\_. Year drapes installed\_\_\_\_\_. Year room was painted\_\_\_\_\_. Year carpet and drapes were professionally cleaned\_\_\_\_\_. Are fire/smoke detectors working properly?\_\_\_\_\_.

10. **Office/Den:** Year floor covering was installed\_\_\_\_\_. Year drapes installed\_\_\_\_\_. Year room was painted\_\_\_\_\_. Year carpet and drapes were professionally cleaned?\_\_\_\_\_.

11. **Furnace/A.C.:** Year furnace was installed\_\_\_\_\_. Year air conditioner installed\_\_\_\_\_. Year hot water heater installed\_\_\_\_\_. Year furnace and chimney professionally inspected\_\_\_\_\_. Year air conditioner professionally inspected\_\_\_\_\_. Is furnace room kept clean of clutter and trash?\_\_\_\_\_. Filters changed quarterly?\_\_\_\_\_.

12. **Safety Equipment:** Smoke Alarms? Yes\_\_\_ No\_\_\_ Fire Extinguishers? Yes\_\_\_ No\_\_\_

13. Does the parsonage family have a pet(s)?\_\_\_\_\_. Does this create damage/odors?\_\_\_\_\_.

14. **General care:** Does the pastor's family provide adequate care for the home?\_\_\_\_\_. Does the Board of Trustees provide adequate maintenance of the home?\_\_\_\_\_.

15. **Insurance:** Does the insurance provide for replacement costs?\_\_\_\_\_.  
Note: The church does not provide insurance for the personal property of the parsonage family.

16. Location of manuals and warranties for appliances.\_\_\_\_\_

17. Approximate annual cost of utilities:

Gas	\$ _____	Water and Sewer	\$ _____
Electricity	\$ _____	Cable TV	\$ _____
Water Softener	\$ _____	Phone (less long distance)	\$ _____

<p>18. Work done this past year:</p> <p>Work that needs to be done in the coming year:</p> <p>Future projects:</p>
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\_\_\_\_\_  
Pastor Parish Committee Chairperson

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Trustees Chairperson