



Presbytery of Manse Inspection Report

Purpose:

- To report on an assessment of the current condition and standard of the manse property.
- To assess and address maintenance requirements
- The intention of Presbytery is to ensure that manse properties are maintained in a sound and safe condition for the occupants

About this template:

- This template has been designed to cover all possible manse configurations. It is quite possible that some of the options/rooms do not exist in the manse approved for the current ministry placement. Sections not applicable should be deleted. A separate template is provided for annual inspections by the congregation.

Who inspects when?

- Church Council inspects annually
- Presbytery inspects both at the end of a Placement and prior to the commencement of a new Placement
- Prior to an inspection, it is often helpful to ask the incumbent and family, what matters they are aware of that need attention

Who keeps copies of the reports?

- Church Council keeps copies of its reports and the Presbytery keeps copies of Church Council & Presbytery reports
- Church Council indicates in its Minutes that the inspection has been undertaken and items, where attention is required, have been programmed for attention by specific dates

Inspection details:

- Location (Address):.....
- Occupied Vacant
- Date of Inspection / /
- Inspection conducted by:
- Representative(s) of (Church Council/Property Committee/ Congregation)
- Name Name
- Members of Presbytery Committee
- Name Name
-
- Reminder: A copy of this document to be sent to the Presbytery Date / /

Internal Rooms/Fittings	Condition			Comments/Details of Attention Required	Indicate Repair Urgent
	Good	Fair	Poor		
Entrance Hallway/Passage					
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Coat Closet					
Light Fittings					
Power Outlets					
Single - No.....					
Double- No.....					
Study					
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Light fittings					
Power Outlets					
Single No.....					
Double No.....					
Bookshelves					
Provision for phone/internet					
Heating					
Cooling					
Private from Remainder of House					
External door / security door					

Lounge Room	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Power Outlets					
Single No.....					
Double No.....					
TV Aerial Connection					
Heating/ Cooling					
Ducted					
Wood Fire					
Gas					
Electric					
Fan					
Split system					
Dining Room	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Light Fittings					
Power Outlets					
Single No.....					
Double No.....					
Heating					
Cooling					

Family Room	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Light Fittings					
Power Outlets					
Single No.....					
Double No.....					
TV Aerial Connection					
Heating					
Cooling					
Kitchen	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Cupboards/Drawers/-Splash Back					
Pantry -- type food storage					
Bench Tops – Laminate/Tile					
Tiling – Grouting					
Sink – Single/Double Bowl					
Taps					
Tea Towel rail					
Light Fittings					
Good Lighting					
Ceiling					
Above benches/stove					

Hot Plates gas/electric					
Griller					
Oven gas/electric					
Exhaust fan/Range hood					
Heating					
Cooling					
Fire Extinguisher/Blanket					
Power Outlets Single No..... Double No.....					
Provision for dishwasher					
Laundry	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork Walls					
Windows					
Doors					
Ceiling					
Window Coverings Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Floor Covering Vinyl					
Ceramic Tiles					
Tiling/Grouting					
Light Fittings					
Cupboards					
Bench top/Laminate/Splashback					
Trough – Single or Double					
Taps					
Washing Machine Connection					
Power Outlet Single No..... Double No.....					
Provision for dryer					
Main Bedroom	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork Walls					
Windows					
Doors					
Ceiling					
Floor Covering Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings Drapes / Curtains					
Vertical Blinds					
Holland Blinds					

Venetian Blinds					
Light Fittings					
Power Outlets Single No..... Double No.....					
TV Connection					
Heating/Cooling					
Built-in Robes – Free Standing					
Ensuite – Adjoining main bedroom	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork Walls					
Windows					
Doors					
Ceiling					
Floor Covering Vinyl					
Ceramic Tiles					
Shower Compartment Walls					
Tiles/Soap Holder					
Suitable Glass					
Shower Taps					
Base – Sealing intact					
Towel Rails					
Exhaust Fan/Heating					
Toilet – [Preferably dual flush]					
Toilet Paper Holder					
Storage Cabinet & Mirror					
Wash Basin/Taps					
Power Outlets Single No..... Double No.....					
Handrails					
Light Fittings					
Blind / Curtain					
Bedroom Two	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork Walls					
Windows					
Doors					
Ceiling					
Floor Covering Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					

Light Fittings					
Power Outlets Single No..... Double No.....					
Built-In Robe/ Free Standing					
Heating					
Cooling					
Bedroom Three	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Light Fittings					
Power Outlets – Single No..... Double No.....					
Built-In Robe/ Free Standing					
Heating					
Cooling					
Bedroom Four	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Light Fittings					
Power Outlets					

Single No..... Double No.....					
Built-In Robe/ Free Standing					
Heating					
Cooling					
Bathroom	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Window Coverings					
Tiles / Grouting					
Floor Covering					
Vinyl					
Ceramic Tiles					
Bath - / Shower over Bath					
Taps					
Soap Holder					
Towel Rails – adequate length					
Mirror – Cabinet / Vanity Unit					
Hand Basin / Taps					
Power Outlets					
Single No.....					
Double No.....					
Light Fittings					
Exhaust Fan / Heating-Fan unit					
Shower Unit					
Glass screen / curtain					
Shower taps					
Shower head – water saver					
Soap holder					
Tiles & Grouting					
Fibreglass Moulded shower					
Toilet (separate)	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Tiling – Grouting					
Floor Covering					
Vinyl					
Ceramic Tiles					
Toilet Bowl / Lid					
Flush – Single/ Dual					
Exhaust Fan – Switch					
Toilet Roll Holder					
Privacy Lock on Door					
Tiles / Grouting					

Other General	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Storage					
Linen Press					
Household Goods					
Ironing board Storage					
Broom Cupboard					
Smoke Detectors					
Number					
Electric [with battery]					
Battery					
Tested					
Heating - type					
Cooling - type					
Air conditioner					
Evaporative or					
Reverse Cycle					
Electric fans No.					
External Building	Condition				
	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Manse Entrance					
Fence Gate					
Paintwork					
Pathway – Concrete / Tile					
Steps – Concrete / Wood					
Handrail					
House Number Clearly Visible					
Letter Box					
Verandah / Porch					
Flooring – Concrete					
Wood					
Door Bell – Clearly Visible					
Walls – Brick – Mortar					
Timber					
Cladding					
Other					
Window Frames					
Insect Screens					
Door Frames					
Paintwork					
Windows					
Doors / Frames					
Walls / Eaves					
Guttering					
Down Pipes					
Verandah Posts					
Meter Box					
Mail Box					
Water Drainage – Guttering					
Downpipes					
Roof Type					
Tile / Metal					

Indication of rust					
Moss					
Water Proof					
Security Doors					
Front					
Side/s					
Rear					
Sensor Lights					
Front Entrance					
Garage – Front - Rear					
Side Door/s					
Rear Door					
Fixed Lights					
Front					
Rear					
Garage					
Garage / Carport	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Walls					
Brick / Mortar					
Timber / Metal					
Roof					
Tile					
Metal					
Paintwork					
Walls/Eaves					
Doors					
Garage Doors					
Type					
Space – Single/Double					
Power Point					
Light Fitting					
Covered Access to House					
Rear Yard	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Pathways					
Concrete					
Tile					
Paving Stone					
Garden Taps – Number of					
Sun Blinds – Fittings					
Television Antenna					
Clothes Line					
Garden Shed					
Fuel Storage Shed					
Rainwater Tank					
Garden Maintenance					
Rubbish Removal					

Fence					
Side Rear					
Secure / gate lock					

General Information

Please state the date of the last white ant, spider etc., inspection	
Was treatment given	Yes No
Has a device been fitted to the power supply to prevent damage from surge or overload of the system?	Yes No
Does the fencing around the rear of the property provide privacy and safety for the manse personnel, particularly young children?	Yes No
Safety "risks" identified during the inspection – eg. uneven concrete, ripples in carpet, faulty switches, exposed electrical wiring etc	
Please List:	
Is the general layout of the building suitable as a Manse?	Yes No
Are there any other concerns not covered by this report? If yes, please specify	Yes No
Comments	