

Appendix 2 Annual Inspection of Manses by Congregations



Presbytery of Annual Inspection of Manses by Congregations

Manses are to be inspected annually by the Congregation or Cluster. Please give the resident ministry agent a couple of weeks' notice that you wish to inspect the Manse. This template is designed for all possible manse configurations and should be modified to suit the manse approved for the current ministry placement.

Congregation / Cluster

Manse Location

Please tick the boxes – space provided beside each heading for comments

	Very Good	Adequate	Needs Attention
Entries to House (e.g. Hall).			
Lounge room			
Dining Room			
Kitchen			
Family/Living room			
Bathroom			
Ensuite			
Toilet(s)			
Laundry			
Study			
Bedroom 1. Built-in Wardrobe Yes / No			
2 Built-in Wardrobe Yes / No			
3 Built-in Wardrobe Yes / No			
4 Built-in Wardrobe Yes / No			
Garage			
Carport			
External Structure			
Roof			
Outside Storage			
Grounds			

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	Very Good	Adequate	Needs Attention
General Layout of the Manse (Suitability as a Manse)			
Paintwork - Interior			
Exterior			
Floor Coverings			
Heating & when serviced			
Cooling – Air conditioning / Fans - Serviced annually (Yes/No)			
Insulation			
Cooking facilities Electric / Gas / Wood			
Blinds and Curtains – Interior			
Exterior			
Light fittings			
Power points (adequate numbers)			
Water Supply			
TV antenna & plugs			
Ventilation (Kitchen, Bathroom, Shower)			
Insect Screens			
Security Doors			
Paving & Paths			
Clothes Line			
General Order (i.e. Well kept)			
Have smoke detectors been checked (Yes / No)			
When was the Manse last treated for white ants?			

Inspected by: Date.....

Any other comments may be written here or on separate sheet:.....

Inspected by		Date
Any other comments may be written on a separate sheet.		