

Parsonage Inspection Checklist

NOTE: All Clergy should obtain “renter’s insurance” to cover personal possessions that are in the parsonage. The insurance the church has does not cover these contents.

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
- 2) to be sent to the district Superintendent
- 3) to be filed with Parsonage Committee Chairperson/Trustees Person
- 4) use additional paper if need for comments

Church/Charge: _____

District: _____

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

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

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

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

(Staff) 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.