



Annual Parsonage Evaluation Walk-Through Worksheet

The president of the Board of Trustees or the chairperson of the Parsonage Committee (if one exists), the chairperson of the Staff Parish Relations Committee, and the pastor shall make an annual review of all church-owned parsonage(s) to ensure proper maintenance (¶12533). This worksheet is to be used as a guide for this walk-through and should then be used to record this data online in the Parsonage Evaluation report in Arena. Please answer the following questions.

Date of parsonage walk-through: _____

Name of person(s) participating in walk-through: _____

Parsonage address: _____

Parsonage's current use (circle one): Pastor's residence / Church office / Food pantry / Thrift shop / Living quarters (if not pastor) / Rental / Currently vacant

Pastor this parsonage is available to: _____

Is this pastor currently living in this parsonage: Yes / No

If not the pastor, name of person(s) currently living here: _____

If the parsonage is being used as a residence by the appointed pastor, does the church have a certificate of renter's insurance from the pastor: Yes / No

If not, please explain why: _____

If the parsonage is being used as a residence by anyone other than the pastor appointed to the church, does the church have a signed lease and a certificate of renter's insurance from the tenant: Yes / No

If not, please explain why: _____

Number of bedrooms: _____

Number of bathrooms: _____

Does this parsonage have handicap accessibility: Yes / No

If not, can it become handicap accessible: Yes / No

LIVING ROOM

Church-owned furniture condition: Excellent / Adequate / Showing Wear / Needs replacement / N/A

Type of floor: Tile / Laminate / Hardwood / Carpet

Floor coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ceilings/walls: Painted / Wallpaper / Other

Ceilings/walls: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Window coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical fixtures: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

DINING ROOM

Furniture: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Type of floor: Tile / Laminate / Hardwood / Carpet

Floor coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Window coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ceilings/walls: Painted / Wallpaper / Other

Ceilings/walls: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical fixtures: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

KITCHEN

Range/oven: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Refrigerator/freezer: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Dishwasher: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Microwave: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Garbage disposal: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Furniture: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Type of floor: Tile / Laminate / Hardwood / Carpet

Floor coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Window coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ceilings/walls: Painted / Wallpaper / Other

Ceilings/walls: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical fixtures: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

FAMILY ROOM/DEN

Furniture: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Type of floor: Tile / Laminate / Hardwood / Carpet

Floor coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Window coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ceilings/walls: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical fixtures: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

BEDROOM #1

Bedroom #1 location: _____

Furniture: Pastor's family furniture / Church provided

Type of floor: Tile / Laminate / Hardwood / Carpet

Floor coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Window coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ceilings/walls: Painted / Wallpaper / Other

Ceilings/walls: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical fixtures: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

BEDROOM #2

Bedroom #2 location: _____

Furniture: Pastor's family furniture / Church provided

Type of floor: Tile / Laminate / Hardwood / Carpet

Floor coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Window coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ceilings/walls: Painted / Wallpaper / Other

Ceilings/walls: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical fixtures: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

BEDROOM #3

Bedroom #3 location: _____

Furniture: Pastor's family furniture / Church provided

Type of floor: Tile / Laminate / Hardwood / Carpet

Floor coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Window coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ceilings/walls: Painted / Wallpaper / Other

Ceilings/walls: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical fixtures: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

BEDROOM #4

Bedroom #4 location: _____

Furniture: Pastor's family furniture / Church provided

Type of floor: Tile / Laminate / Hardwood / Carpet

Floor coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Window coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ceilings/walls: Painted / Wallpaper / Other

Ceilings/walls: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical fixtures: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

BATHROOM #1

Bathroom #1 location: _____

Plumbing: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Floor coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Window coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ceilings/walls: Tile / Painted / Wallpaper / Other

Ceilings/walls: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical fixtures: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

BATHROOM #2

Bathroom #2 location: _____

Plumbing: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Floor coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Window coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ceilings/walls: Tile / Painted / Wallpaper / Other

Ceilings/walls: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical fixtures: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

OTHER

Description: _____

Location: _____

Floor coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Window coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ceilings/walls: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical fixtures: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

STUDY

Study Location: _____

Desk/Chair: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Filing cabinet(s): Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Adequate shelving: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Additional chairs: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Type of floor: Tile / Laminate / Hardwood / Carpet

Floor coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Window coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ceilings/walls: Painted / Wallpaper / Other

Ceilings/walls: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical fixtures: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

GARAGE

Garage: Attached / Detached / Part of basement

Type of floor: Cement / Dirt / Stone

Flooring: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Doors: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Is there a safety motion detector on the garage door: Yes / No

Are there any entry/exit doors to the garage other than the garage door: Yes / No

Walls/insulation: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Are the walls sheetrocked: Yes / No

Lighting/electrical: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Is there an electrical panel in the garage: Yes / No

Shelving: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

PORCH(ES)

Porches: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Cement work: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Screens (if required): Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Railings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

OUTDOOR/YARD

Driveway type of floor: Gravel / Asphalt / Pavers

Driveway flooring: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Sidewalks: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Type of sidewalks: Concrete / Stone / Pavers / Stepping stones

Any visible utility boxes on the property: Yes / No

If so, describe the type (electrical, telephone, cable, etc.): _____

Any visible oil tanks: Yes / No

Outdoor lighting: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Lawn: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Landscaping: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Trees/shrubs (if needed): Removal / Replacement

Lawn maintenance service: Yes / No

Lawn mower: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Snow removal service: Yes / No

Snow blower/shovels: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Fencing on property: Yes / No

Garbage cans: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ladder: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

GENERAL

Roof: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Type of roof: Slate / Shingles / Terracotta

Siding: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Type of siding: Vinyl / Wood siding / Brick / Stone

Foundation: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Type of foundation: Poured concrete / Cinder block / Stone

Crawlspace: Yes / No

Gutters: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Downspouts: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Front door: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Back door: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Are all exterior doors keyed the same: Yes / No

Front steps: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Railings on steps: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Back steps: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Railings on steps: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Utility lines: Above ground / Below ground

Are you in a flood zone: Yes / No

Windows: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Screens: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

GFI outlets: Yes / No

Plumbing: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Heating/furnace/AC: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Fireplace: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

If so, where is the fireplace(s) located: _____

Type of fireplace: Wood / Natural gas / Propane

When was the fireplace last cleaned and inspected? Is it vented properly: _____

Fire extinguishers: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Smoke/CO2 detectors: Battery / Hardwired

Smoke/CO2 detectors: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Smoke detector location(s): _____

CO2 monitor location(s): _____

Alarm system: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Washer/dryer: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Cable/internet: Yes / No

In what room are the cable/internet services: _____

Is there a bathroom on the living level: Yes / No

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

ATTIC

Lighting/electrical: Toggle switch / Pull chain

Lighting/electrical: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Type of entryway: Pull down stairs / Walk-in / Door in the ceiling

Ceiling/walls (if finished): Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Insulation: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Flooring: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Type of ventilation: Ridge vent / Wall vents / Fans

Ventilation: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Moisture controlled: Yes / No

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

BASEMENT

Finished basement: Yes / No

Type of floor: Tile / Laminate / Hardwood / Carpet / Cement / Dirt

Flooring (if finished): Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Are there lally columns: Yes / No

Ceilings/walls (if finished): Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Are the wall dry locked: Yes / No

Ventilation: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Moisture control: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Lighting/electrical: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Is there a French drain around the perimeter of the basement: Yes / No

Are there sump pumps: Yes / No

If so, how many sump pumps: _____

Radon detector installed: Yes / No

Radon level acceptable: Yes / No

Date of last radon test: _____

What utilities are located in the basement: Hot water heater / Heating and AC units

Electrical panels – if not located in the basement, where are they in the house: _____

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

OTHER

Description: _____

Location: _____

Floor coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Window coverings: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Ceilings/walls: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Electrical fixtures: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Inventory of furnishings: _____

Recent major maintenance: _____

Plans for near future: _____

Overall condition of the parsonage: _____

List any major maintenance/repairs done in the parsonage since the last Parsonage Evaluation report: _____

List any safety concerns that need attention: _____

List any long-range plans/goals not already mentioned: _____

Other comments about this parsonage: _____