

Churchwardens Yearly Property Inspection and Report

Present: 1 _____ 2 _____
 3 _____

Vicar - Yes/No _____ Consultant _____

Date of inspection: ____ / ____ / ____

GENERAL				Comments		
1.		Are your buildings sufficient for your needs?				
2.		Are they in excess to your needs:				
		Currently?				
		In the future?				
3.		Does the parish own property other than the church(s) and vicarage?				
(For all questions concerning condition, please answer on a scale of ten: i.e. 1 = poor, 10 = first class)						
	Fencing		Trees			
	Grounds		Sheds etc.			
CHURCH						
1.	Type of construction					
2.	<i>Condition of:</i>					
Exterior:	Entrances/doors		Foundations		Roofing material	
	Security		Walls		Tower	
	Guttering					
Interior:	Ceiling/roof		Walls		Floor/coverings	
	Steps/handrails		Windows		Organ/piano	
	PA System		Lighting/power		Heating	
	Painting		Plumbing		Toilet facilities	
	Furnishings		Safe		Document Storage	
	Prayer & Hymn books		Altar linen		Communion Vessels	
Other:	Bell(s)		Memorial garden		Car park	
HALL						
1.	Type of construction					
2.	<i>Condition of:</i>					
Exterior:	Roof		Guttering		Walls	
	Foundation		Steps and handrails		Doors etc.	
	Facilities for disabled		Security		Exit signs	
Interior:	Ceiling		Walls		Windows	
	Floor/coverings		Electrical		Lighting	
	Heating		Painting		Storage	

	Furnishings		Kitchen		Piano	
	Meeting room(s)		Toilets/plumbing			
	Future plans	Comments:				
VICARAGE						
1.	Type of construction					
2.	<i>Condition of:</i>					
Exterior:	Roof		Guttering		Walls	
	Foundations		Windows		Doors and Security	
Interior:	Ceilings		Walls		Painting	
	Fittings		Heating		Linen cupboards	
	Electrical – points etc.		Insulation		Garage	
	Water – hot water		Fans – Kitchen		Drive	
	Water – tap pressure		Fans – Bathroom(s)		Fence	
	Gates					
3	Number of bedrooms					
	Number of family rooms					
	Number of bathrooms/toilets under main roof					
	Other					
4	Study:					
	Adequacy		Accessibility			
	Filing Cabinet		Bookshelves etc.			
5	Telephone:					
	Phone points		Answering machine			
	Future plans	Comments:				
OFFICE						
	Location:					
1	Secretarial help?	Yes/No	Paid			
	Time?		Voluntary			
2	Equipment:					
	Computer		Fax		Photocopier	

	Typewriter – electrical		Typewriter - manual		Scanner	
	Dictaphone/transcriber		Other			
3	Plans for developing office	Comments:				

General comments / recommendations:
