

Annual Evaluation Walk-Through Worksheet for Owned Residential Units

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 properties to ensure proper maintenance (¶2533). This worksheet is to be used as a guide for this walk-through and should then be scanned and uploaded to the Composite Report of the Trustees prior to your annual charge conference. Please select a condition below for each item and enter the item's inventory or write "Not applicable."

UNIT ADDRESS _____

CHURCH NAME: _____

	EXCELLENT	ADEQUATE	SHOWING WEAR	NEEDS REPLACEMENT	INVENTORY
LIVING ROOM					
Furniture	☐	☐	☐	☐	
Floor Coverings	☐	☐	☐	☐	
Window Coverings	☐	☐	☐	☐	
Ceilings/Walls	☐	☐	☐	☐	
Electrical Fixtures	☐	☐	☐	☐	
DINING ROOM					
Furniture	☐	☐	☐	☐	
Floor Coverings	☐	☐	☐	☐	
Window Coverings	☐	☐	☐	☐	
Ceilings/Walls	☐	☐	☐	☐	
Electrical Fixtures	☐	☐	☐	☐	
KITCHEN					
Range/Oven	☐	☐	☐	☐	
Refrigerator/Freezer	☐	☐	☐	☐	
Dishwasher	☐	☐	☐	☐	
Floor Coverings	☐	☐	☐	☐	
Window Coverings	☐	☐	☐	☐	
Ceilings/Walls	☐	☐	☐	☐	
Electrical Fixtures	☐	☐	☐	☐	
FAMILY ROOM/DEN					
Furniture	☐	☐	☐	☐	
Floor Coverings	☐	☐	☐	☐	
Window Coverings	☐	☐	☐	☐	
Ceilings/Walls	☐	☐	☐	☐	
Electrical Fixtures	☐	☐	☐	☐	
BEDROOM 1					
Bedroom 1 Location:					
Floor Coverings	☐	☐	☐	☐	
Window Coverings	☐	☐	☐	☐	
Ceilings/Walls	☐	☐	☐	☐	
Electrical Fixtures	☐	☐	☐	☐	
BEDROOM 2					
Bedroom 2 Location:					
Floor Coverings	☐	☐	☐	☐	
Window Coverings	☐	☐	☐	☐	
Ceilings/Walls	☐	☐	☐	☐	
Electrical Fixtures	☐	☐	☐	☐	

	EXCELLENT	ADEQUATE	SHOWING WEAR	NEEDS REPLACEMENT	INVENTORY
BEDROOM 3					
Bedroom 3 Location:					
Floor Coverings	☐	☐	☐	☐	
Window Coverings	☐	☐	☐	☐	
Ceilings/Walls	☐	☐	☐	☐	
Electrical Fixtures	☐	☐	☐	☐	
BEDROOM 4					
Bedroom 4 Location:					
Floor Coverings	☐	☐	☐	☐	
Window Coverings	☐	☐	☐	☐	
Ceilings/Walls	☐	☐	☐	☐	
Electrical Fixtures	☐	☐	☐	☐	
BATHROOM 1					
Bathroom 1 Location:					
Plumbing	☐	☐	☐	☐	
Floor Coverings	☐	☐	☐	☐	
Window Coverings	☐	☐	☐	☐	
Ceilings/Walls	☐	☐	☐	☐	
Electrical Fixtures	☐	☐	☐	☐	
BATHROOM 2					
Bathroom 2 Location:					
Plumbing	☐	☐	☐	☐	
Floor Coverings	☐	☐	☐	☐	
Window Coverings	☐	☐	☐	☐	
Ceilings/Walls	☐	☐	☐	☐	
Electrical Fixtures	☐	☐	☐	☐	
OTHER INDOOR					
Describe:					
Location:					
Floor Coverings	☐	☐	☐	☐	
Window Coverings	☐	☐	☐	☐	
Ceilings/Walls	☐	☐	☐	☐	
STUDY					
Study Location:					
Desk/Chair	☐	☐	☐	☐	
Filing Cabinet(s)	☐	☐	☐	☐	
Adequate Shelving	☐	☐	☐	☐	
Additional Chairs	☐	☐	☐	☐	
Floor Coverings	☐	☐	☐	☐	
Window Coverings	☐	☐	☐	☐	
Ceilings/Walls	☐	☐	☐	☐	
Electrical Fixtures	☐	☐	☐	☐	

	EXCELLENT	ADEQUATE	SHOWING WEAR	NEEDS REPLACEMENT	INVENTORY
GARAGE					
Flooring	☐	☐	☐	☐	
Doors	☐	☐	☐	☐	
Walls/Insulation	☐	☐	☐	☐	
Lighting/Electrical	☐	☐	☐	☐	
Shelving	☐	☐	☐	☐	
PORCHES					
Porch	☐	☐	☐	☐	
Cement Work	☐	☐	☐	☐	
Screens (if required)	☐	☐	☐	☐	
Railings	☐	☐	☐	☐	
OUTDOOR/YARD					
Driveway/Sidewalks	☐	☐	☐	☐	
Outdoor Lighting	☐	☐	☐	☐	
Lawn	☐	☐	☐	☐	
Landscaping	☐	☐	☐	☐	
Garbage Cans	☐	☐	☐	☐	
Lawn Mower/Service	☐	☐	☐	☐	
Snow Blower/Service	☐	☐	☐	☐	
Snow Shovels	☐	☐	☐	☐	
Ladder	☐	☐	☐	☐	
GENERAL					
Washer/Dryer	☐	☐	☐	☐	
Smoke/CO2 Detectors	☐	☐	☐	☐	
Roof	☐	☐	☐	☐	
Electrical Service	☐	☐	☐	☐	
Plumbing	☐	☐	☐	☐	
Heating/Furnace/AC	☐	☐	☐	☐	
Windows	☐	☐	☐	☐	
Fire Extinguishers	☐	☐	☐	☐	
Cable/Internet	☐	☐	☐	☐	
ATTIC					
Lighting/Electrical	☐	☐	☐	☐	
Insulation	☐	☐	☐	☐	
Flooring	☐	☐	☐	☐	
Ventilation	☐	☐	☐	☐	
BASEMENT					
Lighting/Electrical	☐	☐	☐	☐	
Flooring (if finished)	☐	☐	☐	☐	
Ceilings/Walls (if finished)	☐	☐	☐	☐	
Ventilation	☐	☐	☐	☐	
Moisture Control	☐	☐	☐	☐	
Radon Level Acceptable	☐	☐	☐	☐	

	EXCELLENT	ADEQUATE	SHOWING WEAR	NEEDS REPLACEMENT	INVENTORY
OTHER OUTDOOR					
Describe:					
Location:					
Condition:	☐	☐	☐	☐	
RECENT MAJOR MAINTENANCE:					
IMMEDIATE OR LONG-RANGE PLANS/GOALS:					