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| **Southern Synod Manse Policy Appendix 4****Annual Check Report** |
| **This check is on the general condition only and is not expected to be carried out by a professionally qualified person.****Where any major work is identified that will require Manse Fund input a budget cost, where possible, is to be shown for this to be included in future Manse Fund Forecasts.** | **Manse Address** **Date checks carried out** **Checked by** **Occupied (Yes/No)**  |

| **Items** | **Satisfactory** | **Needs further investigation** | **Repair/ remedy needed** | **Details and other comments (including room where appropriate) plus budget costs where required.**If unable to answer a question, please indicate in this column. |
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| **EXTERNAL** |  |
| 1. | Boundary fences/walls in good state of repair/decoration. |  |  |  |  |
| 2. | Gates in good working order and good state of decoration. |  |  |  |  |
| 3. | Paths, driveways, paving etc. in good order and safe. |  |  |  |  |
| 4. | Garden in good order. |  |  |  |  |
| 5. | Trees and shrubs under control. |  |  |  |  |
| 6. | Garage in good order. |  |  |  |  |
| 7. | Roof coverings in good state of repair (no leaks). |  |  |  |  |
| 8. | Chimneys & flashings intact (ground observation only). |  |  |  |  |
| 9. | General condition of walls (Pointing etc). |  |  |  |  |
| 10. | No vegetation growing on walls (preferable). |  |  |  |  |
| 11. | Damp proof course minimum 150mm (6in) above external ground. |  |  |  |  |
| 12. | Rainwater goods intact (no leaks) and clear. |  |  |  |  |
| 13. | Drains and manhole covers in good order. |  |  |  |  |
| 14. | External decorative condition satisfactory. |  |  |  |  |
| 15. | Timber generally in good condition (no obvious signs of infestation). |  |  |  |  |
| **INTERNAL** |  |  |  |  |
| 16. | Floor coverings in good order. |  |  |  |  |
| 17. | Ceilings undistorted – no major cracks. |  |  |  |  |
| 18. | Walls in good order – no excessive cracking. |  |  |  |  |
| 19. | Internal decorative condition satisfactory. |  |  |  |  |
| 20. | Windows free of cracks and in good order. |  |  |  |  |
| 21. | Sanitary fittings generally sound, free from cracks, etc. |  |  |  |  |
| 22. | Internal plumbing in good order. |  |  |  |  |
| 23. | Central heating operating effectively and efficiently. |  |  |  |  |
| 24. | Adequate loft insulation. |  |  |  |  |
| S**AFETY** |  |  |  |  |
| 25. | Date of most recent Gas Safety Check (annually). |  |  |  |  |
| 26. | Smoke and CO detectors in working order. |  |  |  |  |
| 27. | Date of most recent Electrical Inspection (5-yearly). |  |  |  |  |
| 28. | Electrical appliances operating effectively - check no damage to cable and no excessive lengths of flex. |  |  |  |  |
| 30. | Loft space accessible and uncluttered. |  |  |  |  |
| 31. | No excessive rubbish impeding escape routes or causing a fire risk. |  |  |  |  |

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