

Pre-Arrival Check List

This must be arranged to be performed at least one month before the Minister's expected arrival date.

- 1) Inform the Insurance company that a Minister has been called and of their expected arrival date.
- 2) If the Central Heating System had been drained of water, arrange for a Gas Safe plumber to refill and service the boiler, and perform a Gas Safety Check.
- 3) If the Central Heating System had not been drained arrange for the Cold-Water Tank to be flushed, if applicable.
- 4) Perform an Annual Check on the manse if one has not been performed within three months of the Minister's expected arrival date.
- 5) Additionally:
 - a) Test that the lights work in all rooms, changing bulbs as required.
NB: The garage, shed and any security lights.
 - b) Test smoke and carbon monoxide alarms, replacing the batteries if they are not mains powered. Check their expiry dates and replace if due within 12 months.
 - c) Ensure that all the kitchen appliances and white goods are in working order.
 - d) Check all taps and showers for signs of leaks.
 - e) Check that the toilets are not overflowing (if the water had been turned off it is possible that ball valves could stick).
 - f) Test bathroom extractor fans if possible.
 - g) Check that all windows open smoothly and lightly oil if necessary.
- 6) Prepare/update the Manse Folder.
- 7) Consider a professional clean.
- 8) Retrieve the bins from the garage or shed.
- 9) Cancel gardener.
- 10) In the week before the Minister is due to arrive:
 - a) Once the Hot Water Cylinder is up to temperature, if applicable, run all taps for at least 15 minutes.
 - b) After cleaning, turn on the fridge & freezer.