

ANGLICAN DIOCESE OF CANBERRA AND GOULBURN

INSPECTION OF CLERGY RESIDENCES

(During a vacancy or biennial inspection by an area dean or archdeacon)

PARISH / SPECIAL DISTRICT

REASON FOR INSPECTION Biennial inspection / Vacancy

INSPECTION DUE BY

Section A

REPORT TO BE COMPLETED BY CLERGY MEMBER AND SPOUSE

Address (residence)

Occupied / Formerly Occupied by

1. CONTENTS

Does the residence have the following and in what condition?

Item	Yes/No	Condition
Refrigerator		
Washing Machine		
Blinds on all windows		
Curtains or drapes on all windows		
Floorcoverings		
Cupboards in bedrooms		
Adequate linen cupboard		
Cupboards in kitchen		
Bookshelves in study		
Hanging space for robes in study		
Clothesline or hoist		

2. ELECTRICAL

- (a) Is stove in good working order, i.e. do all hotplates and oven work properly?
.....
- (b) Are all power points firmly fixed to the walls and working properly?
.....
- (c) Are all light fixtures safe and working?
.....

3. DOORS AND WINDOWS

- (a) Do door knobs / handles work properly?
.....
- (b) Are locks on doors and windows effective?
.....
- (c) Is all window glass intact?
.....

4. BATHROOM

- (a) Is the hot water system functioning effectively?
.....
- (b) Have you found it adequate for your needs?
.....
- (c) Are toilet, bath and shower fittings satisfactory?
.....

5. GENERAL

- (a) Please comment on state of paintwork, inside and out:
.....
.....

-
- (b) How is the residence heated?
 - (c) Is there any drainage problem?

.....

 - (d) Are fences intact?

.....

 - (e) Is there a lock-up garage?

6. OTHER COMMENTS ABOUT RESIDENCE

.....

.....

.....

.....

.....

7. SKETCH OF RESIDENCE

8. PARISH CAR

If the parish owns the car which you use for parish and private use, what is its general condition and adequacy for your purposes?

.....
.....
.....
.....
.....

.....

Clergy Member

.....

Date

Section B

REPORT BY AREA DEAN OR ARCHDEACON

1. A meeting was held with the churchwardens on

2. The following are my comments on the condition of the residence:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

3. The following agreements and understandings about remedying any deficiencies were reached during the meeting:

.....
.....
.....
.....
.....
.....

.....

Area Dean/Archdeacon

.....

Date