



## Manse Assessment Form – Presbytery of Newton

Inspection year

Date of Assessment

Church

Manse Address

Occupied by\Used for: pastor, vacant, rental, other

Value of manse on current terms of call \$

*The annual assessment is to be conducted by the pastor and a person jointly chosen by the pastor and Session*

Assessed by (please print name) \_\_\_\_\_ phone # \_\_\_\_\_

Email \_\_\_\_\_

Pastor's signature \_\_\_\_\_

Please keep the original completed assessment form and send a copy to Presbytery of Newton: Attn: Manse Inspection, 390 Route 10 West, Randolph, NJ 07869

## Environmental and Health Issues

### Radon Testing:

When was the last Radon test? \_\_\_\_\_ results?

Does the Manse have a radon mitigation system? Y/N

Is it functioning properly? Y/N

### Thermostats:

Do the Thermostats work properly? Y/N Are they programmable? Y/N

### Furnace:

Type of heating system \_\_\_\_\_ date of installation \_\_\_\_\_

date of last inspection \_\_\_\_\_ date of last filter change( if applicable) \_\_\_\_\_

Fuel tank (if applicable) date of installation and location \_\_\_\_\_

### Water and Sewage:

Septic or City Sewage?

When was the septic system last pumped out? (if applicable) \_\_\_\_\_

Water – City or Well? If a well, when was the last date of water analysis? \_\_\_\_\_

### Smoke Detectors/Fire Extinguishers/Carbon Monoxide:

Please list location of all Smoke detectors in the manse.

When were the batteries last changed?

Please list the location and date of inspection of all fire extinguishers

Please list the location of all Carbon Monoxide Detectors

When were the batteries last changed?

### Basement – water or mold:

Has the basement ever had water in it? Y/N

date of last significant water event \_\_\_\_\_

Is there visible signs of standing water or mold? Y/N Smell of mold? Y/N

Does the basement have a dehumidifier? Y/N

Comments:



**Condition of Exterior Structures:**

Porches:

Exterior railings and steps:

Exterior Windows:

Exterior Window screens and storm windows:

Garage/Exterior Storage:

Type: \_\_\_\_\_ Condition: \_\_\_\_\_

Windows/Doors/Siding condition

Comments:

**Landscaping- Condition and concerns:**

Lawn(describe condition):

shrubs/bushes/trees (describe condition):

Pools (if applicable) condition:

Comments:

**Manse Interior****Plumbing:**

Type of pipes

Comments on General Plumbing:

Washer and Dryer: Year purchased: \_\_\_\_\_ Purchased by: Congregation/Pastor/Occupant

Dryer properly vented: Y/N

Washer properly drains: Y/N

Comments on Washer and Dryer:

Water Pipes: Valves: Good/Poor \_\_\_\_\_ clearly marked? \_\_\_\_\_

**Electrical Service:**

100 or 200 AMP?

Circuit Breakers Y/N

Circuit Labels Y/N

Sufficient circuits Y/N

Last upgraded?

Comments on Electrical Service:

**Bathrooms**

Master Bath:

GFCI Outlets: Y/N

Tile: Good/Poor \_\_\_\_\_

Walls: Good/Poor \_\_\_\_\_

Floors/Ceilings: Good/Poor \_\_\_\_\_

ventilation/Fan: Y/N condition?

Comments:

2<sup>nd</sup> Bath

GFCI Outlets: Y/N

Tile: Good/Poor \_\_\_\_\_

Walls: Good/Poor \_\_\_\_\_

Floors/Ceilings: Good/Poor \_\_\_\_\_

Comments:

Additional Baths? Comments:

**Attic:**

What is the access to the attic?

Signs of Water leakage? Y/N

Insulation? Condition? Type of Insulation

Attic Fan? Condition?

Ventilation – windows? Ridge vent?

Signs of Rodents? Bats? Insects?

General Comments:

**Bedrooms:**

#1

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows #	Condition? Good/Poor	Last replaced
Heated Y/N	Air-condition Y/N	condition:

#2

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows #	Condition? Good/Poor	Last replaced
Heated Y/N	Air-condition Y/N	condition:

#3

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows #	Condition? Good/Poor	Last replaced
Heated Y/N	Air-condition Y/N	condition:

#4

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows #	Condition? Good/Poor	Last replaced
Heated Y/N	Air-condition Y/N	condition:

#5

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows #	Condition? Good/Poor	Last replaced
Heated Y/N	Air-condition Y/N	condition:

Comments:

**Living Room**

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced

Heated Y/N Air-condition Y/N condition:

**Family Room/Den**

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced

Heated Y/N Air-condition Y/N condition:

**Dining Room:**

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced

Heated Y/N Air-condition Y/N condition:

**Other Rooms:**

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced

Heated Y/N Air-condition Y/N condition:

**Hallways/Stairways:**

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced

Banisters: Firm & Secure Y/N

**General Comments:**

**Kitchen:**

Grounded outlets? Y/N GFCI Outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced

Heated Y/N Air-condition Y/N condition:

Kitchen last updated?

Refrigerator: Condition? Good/Poor Year purchased? Purchased by Congregation/Pastor/occupant

Dishwasher: Y/N Condition? Good/Poor Year purchased? Purchased by: Congregation/Pastor/occupant

Stove: Condition? Good/Poor year purchased: Purchased by: Congregation/Pastor/occupant

Stove Exhaust System Y/N working? Y/N

Vent Interior Clean? Y/N

Fire Extinguisher? Y/N Inspection date

General Comments:

**Chimney (s)/ Fireplace (s):** Please provide answers for each Chimney and Fireplace

Date last cleaned:

Hood: Y/N

Metal liner: Y/N

Exterior Condition: Good/Poor

Brick work: Good/Poor

Damper Works: Y/N

General Comments:

**ITEMS FOR REPAIR OR REPLACEMENT**

Please list the items or areas of concern and the plans for making repairs or replacement.



## Manse Energy Assessment Addendum

Pursuant to our denomination's determination that as part of our obligation to properly exercise stewardship over God's creation, we are called to endeavor to minimize our carbon footprint in our daily lives and in the use of our church facilities. As part of that commitment while assessing the condition of our manse facilities, we should consider the following questions:

1. Is the manse properly insulated? Attic insulation should be R38 to R39, i.e. 6 inches of fiberglass batt insulation. Walls and floors of occupied areas should also be insulated.
2. Are windows and doors properly caulked to seal against outside air infiltration?
3. Has a smart thermostat been installed? These will usually pay for themselves within the first month or two.
4. Has LED lighting been installed in the most often used lighting fixtures?
5. Have energy efficient HVAC systems been considered?
6. Is your facility suitable for the installation of solar panels? These could well reduce your electric utility bills while reducing your carbon footprint.
7. Have you considered having an energy audit performed?

Please keep in mind that most of the more expensive items above would be eligible for low interest loans under the Presbyterian Investment and Loan Program (PILP).