

Diocese of Nova Scotia and Prince Edward Island



Parish Real Property Inspection Checklist/Report To Be Used For Rectories & Church Halls Policy 2.2.12 (a)

**This Inspection Checklist/Report has been developed
to assist Regional Deans, Parish Officers and others
in the upkeep of the Parish Real Property
including rectory, and church hall, properties etc.**

NOTE: This Quinquennial Inspection Report should be forwarded to the Synod Office no later than 90 days after the date of inspection.

To ensure a detailed record of a Real Property is made, all sections of this Checklist/Report should be completed. Inspection items listed in this record that are either not inspected or not applicable should be so recorded in this report.

Inspectors are encouraged to photographically record the items they inspect and to add them to this report as an addendum. This will aid report readers to visualise the items inspected and follow up inspections will be easier and less time consuming.

Name of Parish/Church or Multi-point Parish Inspected		
Name of Real Property Inspected		
NOTE: A separate Checklist/Report must be completed for each Real Property/Building inspected.		
A	Church	
B	Rectory	
C	Hall	
D	Other Buildings	
E	Property	
Date of Inspection		
Signatures of persons taking part in this Inspection		
Inspectors Title	Signature	Date
Rector		
Warden		
Regional Dean		
Regional Inspector		
Signatures of persons Auditing this Report		
Lead Auditor		
Auditor		

All items found to be “Satisfactory” only require the comment “OK” or a tick. Those items found as “Needs Work” should be indicated by a tick and a description of the work needed should be entered in Part 2 of this report.

Part 1 - Inspection

Section (A) Exterior of Buildings

Description	Condition As Found	
	Satisfactory	Needs Work
1. Foundations		
1.1 Concrete or Concrete Block A) Check foundation for holes, bulging, leaning and cracks. Note if cracks are horizontal or vertical etc. B) Check foundation is adequate to support the load. C) Check for gaps between foundation and exterior wall sills.		
1.2 Field Stone or Field Stone With Rubble Core A) Check foundation for bulging, leaning or sagging. B) Check foundation is adequate to support the load. C) Check for gaps between foundation and exterior wall sills.		
1.3 Cut Stone or Brick A) Check foundation for holes, bulging or leaning and cracks. Are cracks in the stone/brick or mortar? B) Check foundation is adequate to support the load. C) Check for gaps between foundation and exterior wall sills.		
2. Basement or Crawl Space		
2.1 Unfinished or Finished Basement A) Check for water ingress and note where it comes from ie. Walls or floor. B) Check condition of gyproc and/or plaster in a finished basement. C) Check carpets and/or wood flooring for condition. D) Check both unfinished and finished basements for adequate ventilation, musty smells and/or mould. E) Check floor drains and/or operation of sump pump(s) where fitted. F) Check entrance stairs for condition.		
2.2 Crawl Spaces A) Check for adequate ventilation. B) Check for mould C) Check floor drains and/or operation of sump pump(s) where fitted. D) Check sills on top of walls, beams and floor joists for soundness and presence of rot. E) Check interior walls and/or support posts are adequate to support the load. F) Check entrance stairs for condition.		

Section (A) Exterior of Buildings

Description	Condition As Found	
	Satisfactory	Needs Work
3. Cladding		
3.1 Wood Shingles or Clapboard A) Check cladding is complete and no sections are missing. B) Check shingles and/or clapboard for cracking, splitting or holes. C) Check condition of cladding and trim paint, does it require painting? D) Does the cladding need pressure washing?		
3.2 Stone or Brick A) Check condition of mortar joints, does they need re-pointing? B) Check condition of stone and/or brick faces are they firm or eroded. C) Check stone and/or bricks for cracks. D) Check walls for bulging, leaning or sagging. E) Does exterior need pressure washing?		
3.3 Aluminum, Vinyl or Steel Siding A) Check siding is complete and no sections are missing. B) Check joints are firm and not allowing water and wind entry. C) Check siding is secured to walls correctly. D) Does siding need pressure washing? E) Does the siding need painting? (aluminum and steel only)		
4. Roof Structure		
4.1 Sloped Roofs With Asphalt, Slate or Stone Shingles A) Check the condition of the shingles, are any missing? B) Check flashing around roof penetrations (chimneys or vent pipes) use binoculars for close up viewing or hire a contractor. C) Is the roof capable of withstanding "snow loads", if in doubt contact a Structural Engineer.		
4.2 Sloped Metal Roofs A) Check condition of metal sheets, are any missing? B) Check joints between metal sheets are intact. Do any need re-caulking or the sheets re-securing? C) Does the roof need re-painting? D) Check flashing around roof penetrations (chimneys or vent pipes) use binoculars for close up viewing or hire a contractor. E) Is the roof capable of withstanding "snow loads", if in doubt contact a Structural Engineer.		
4.3 Flat Roofs A) Check condition of roof covering for continuity with no cracks or curled asphalt.		

Section (A) Exterior of Buildings

Description	Condition As Found	
	Satisfactory	Needs Work
4. Roof Structures Continued		
4.3 Flat Roofs Continued B) Check gravel on tar and gravel roofs is evenly distributed over the surface of the tar as it provides a barrier from UV light that destroys the tar coatings. C) Check drainage from the roof, there should be no standing water on a flat roof. D) Is the roof capable of withstanding “snow loads”, if in doubt contact a Structural Engineer.		
4.4 Roofs (General) A) Check condition of boarding-in, fascia boards, soffit, gutters and downspouts. Do they need painting? B) In urban areas the gutters and downspouts should flow into storm drains. C) In rural areas the gutters and downspouts should flow away from the foundations.		
5. Chimneys		
5.1 Brick and Stone Chimneys A) Check condition of mortar joints, does it need re-pointing? B) Check condition of stone and/or brick faces are they firm or eroded. C) Check stone and/or bricks for cracks. D) Check chimney for leaning or bulging. E) Check condition of cap. Use binoculars for a close up view or hire a contractor.		
5.2 Metal Chimneys and Stove Pipes A) Check condition of metal, is it rusted, does it need replacing? B) Check support stays and attachment to chimney and roof. C) Check chimney for leaning or damage. D) Check condition of cap. Use binoculars for a close up view or hire a contractor.		

Section (A) Exterior of Buildings

Description	Condition As Found	
	Satisfactory	Needs Work
6. Windows		
6.1 Wood Framed Windows A) Check window frames for rot and weather damage. B) Check glass is still held firmly in the frame. C) Check that double pane windows are still sealed and air has not entered in between the panes (interior of double pane glass will fog if seal is broken. D) For single pane windows check glass putty is in good condition. E) Single pane windows must have storm windows provided, check the condition of the storm windows.		
6.2 Metal Framed Windows A) Check window frames for rust and erosion. B) Check glass is held firmly in the frame. C) Check that double pane windows are still sealed and air has not entered in between the panes (interior of double pane glass will fog if seal is broken. D) For single pane windows check glass putty is in good condition. E) Single pane windows must have storm windows provided, check the condition of the storm windows.		
6.3 Vinyl Windows A) Check window frames for splitting and/or cracking. B) Check glass is held firmly in the frame. C) Check that double pane windows are still sealed and air has not entered in between the panes (interior of double pane glass will fog if seal is broken.		
6.4 Windows (General) A) Check window operation and that closers are securing the window correctly. B) Check stained glass windows leaded connections are tight and that window is not buckled excessively. C) Do the windows need painting? D) Check joints around windows frames and other openings are properly caulked to prevent entry of moisture and drafts.		
7. Doors		
7.1 Wood Doors A) Check door for fit in frame, ie not warped, buckled or damaged. B) Check panels in door are still tight fitting. C) Does the door need painting? D) Wood doors must have storm doors fitted. E) Check storm door is intact and operating correctly. F) Check joints around doors frames and other openings are properly caulked to prevent entry of moisture and drafts. G) Are there security locks on the doors.		

Section (A) Exterior of Buildings

Description	Condition As Found	
	Satisfactory	Needs Work
7. Doors (Continued)		
7.2 Metal Doors A) Check doors for fit in frame ie. Not buckled, warped or damaged. B) Check seals between frame and door are in good condition. C) Check joints around doors frames and other openings are properly caulked to prevent entry of moisture and drafts. D) Do the doors need painting? E) Are there security locks on the doors?		
7.3 Emergency Exit Doors A) Check operation of ALL emergency exit doors. B) Double door emergency exits are required by law to have BOTH doors open by means of a single push bar. Check the operation of both doors.		
8. Decks, Railings and Steps		
8.1 Decks, Railings & Steps A) Wood decks & steps should be checked for rot, wear and damage. Check the deck, posts, beams, joists and railings. B) Concrete patios should be checked for cracks and spalling. C) Check wheelchair ramps the same as items A) & B) above. D) Deck supports and railings should meet Building Code Standards.		

Section (B) Interior of Buildings

Description	Condition As Found	
	Satisfactory	Needs Work
9. Heating Systems		
9.1 Furnace Room A) Is the furnace room clean and no rubbish, especially combustible material such as paint, rags or boxes stored in it.		
9.2 Furnace Oil Tank A) Is the oil tank an Interior [] or Exterior [] B) Has the oil tank got a manufacturers date stamp on it C) If there is a date record it here _____ if it is more than ten years old it will require replacement for insurance purposes.*(See Appendix) D) If there is no manufacturers date the tank is to be assumed as being more than ten years old and will require replacement for insurance purposes. E) Check oil lines for leaks at joints and/or filters		
9.3 Furnace — Hot Air System A) Check for date of last inspection of burner, heat exchanger & combustion chamber. It must be inspected annually. B) Has a burner efficiency test been performed? C) Are the return air filters clean? D) Check hot air trunking is complete and is not leaking. E) Check furnace is not subject to water encroachment during heavy rains if it is located in an unfinished crawl space. F) Check floor registers throughout the building to ensure they are clear and operational with good air flow. G) Check thermostats are working correctly. H) If installed check humidifier is working.		
9.4 Furnace - Hot Water System A) Check for date of last inspection of burner, heat exchanger & combustion chamber. It must be inspected annually. B) Has a burner efficiency test been performed? C) Check boiler water temperature. Hot water baseboard system should be set at 200°F or 93°C. Cast iron Radiator system should set at 175°F or 79°C. D) Check circulation pumps are being lubricated with #20 non detergent oil or as per the manufacturers instructions. E) Check thermostats are working correctly. F) Check baseboard heater fins are clean and free of dust or residue. G) Check cast iron radiators are not leaking and do not have excessive build up of paint that can restrict efficiency. H) Check for air in systems at the bleed offs. I) Check if expansion tank needs draining.		

Section (B) Interior of Buildings

Description	Condition As Found	
	Satisfactory	Needs Work
9. Heating Systems		
9..5 Electric Heating Systems General A) Check electric breaker or fuse is of correct amperage for the system (to be done in conjunction with 22.2 D)		
9.6 Electric Baseboard Heating Systems A) Check condition of baseboard units for damage B) Check electrical connection box is secure C) Check thermostats are working correctly. D) Check baseboard heater fins are clean and free of dust or residue.		
9.7 Electric Forced Air Heating Systems A) Check condition of fan heating units for damage B) Check electrical connection box is secure C) Check thermostats are working correctly. D) Check fan heater elements & fins are clean and free of dust or residue E) Check fan is running at correct speed, if multi-speed unit test at all speed conditions.		
9.8 Geo-Thermal (Heat Pump) Heating Systems A) Check for date of last inspection B) Is the system a) a closed loop liquid <input type="checkbox"/> b) an open loop liquid, or <input type="checkbox"/> c) an air source <input type="checkbox"/> C) Is the system a) hot air <input type="checkbox"/> b) hot water baseboard heaters <input type="checkbox"/> c) hot water under floor radiant heat <input type="checkbox"/> D) Check thermostats are working correctly. E) Check baseboard heater fins are clean and free of dust & residue F) Check under floor radiant heat is still covering the area ie. No blockages or leakage in the under floor piping system		

Section (B) Interior of Buildings

Description	Condition As Found	
	Satisfactory	Needs Work
10. Fireplaces, Woodstoves & Propane Inserts or Stoves		
10.1 Fireplaces A) Is the fireplace open [] or is there an insert [] B) If open check condition of fire bricks and operation of chimney damper. C) If an insert is it wood burning [] or a propane burner [] D) If an insert check:- a. the exhaust pipe is correctly fitted and not leaking carbon monoxide into the room. b. there is a fresh air supply from outside the building. c. if propane was the installation was done by a qualified person? d. if propane the gas line is not damaged or leaking. E) Check thermostat operation for propane installation.		
10.2 Wood, Wood Pellet & Propane Stoves A) Check condition of stove in general. B) Check there is a separate air supply for the stove from outside the building C) Check the exhaust/chimney pipes are tight and not leaking. D) Check the stove is installed to the manufacturers clearances from walls, ceilings and floors etc.. E) Is the stove sitting on a non combustibile floor or pad.		
11. Domestic Water & Hot Water Supply		
11.1 Rural Areas Domestic Water Supply (Dug Or Drilled Wells) A) Check water has been tested on a regular basis and that the results are satisfactory. B) Check pump and pressure tank for leaks. C) Check there is a pressure gauge on pump outlet side and it is working. D) Check operation of pump (note length of time to reach shut off pressure after running faucet for a few minutes, should be able to keep up with demand)		
11.2 Hot Water Tank A) Check tank for leaks. B) Check tank is insulated adequately and it is all in place. C) Check relief valve operates and closes off fully when released. D) For propane heated tanks check:- a) burner has been serviced within last 12 months. b) exhaust pipe condition and is not connected to a fireplace chimney. c) check there is a separate air supply for combustion chamber from outside the building,		

Section (B) Interior of Buildings

Description	Condition As Found	
	Satisfactory	Needs Work
11. Domestic Water & Hot Water Supply (Continued)		
11.3 Water Purifying Units A) Check when last cleaned and serviced. B) Check the salt container has an adequate supply of salt in it. C) Check for leaks. D) Check operating cycle has been set by a qualified person for the size of the building, number of persons using the building and frequency of use.		
12. Septic Systems (Rural Areas With No Central Sewer System)		
12.1 Septic Tank & Septic Fields A) Check septic tank is being pumped on a regular basis (every 3 or 4 years depending on use) B) Check septic field area is undisturbed (no heavy equipment or vehicular traffic has driven over the field area).		
13. Laundry Appliances		
13.1 Laundry Appliances A) Check electrical hook ups for washer and drier are correct for the appliance. B) Check there is an adequate supply of hot and cold water. C) Check drier vent goes to the exterior of the building via a proper exhaust vent with flapper. D) If drier is propane heated check a) system has been serviced within last 12 months by a qualified person. b) there is a fresh air supply for the combustion chamber from outside the building		
14. Safety Systems & Appliances		
14.1 Fire Extinguishers A) Check there is a fire extinguisher on every floor of the building. B) Check date of last inspection on each fire extinguisher (should be done every 12 months) C) Check (if possible) that people occupying the building know how to use the extinguishers.		

Section (B) Interior of Buildings

Description	Condition As Found	
	Satisfactory	Needs Work
14. Safety Systems & Appliances (Continued)		
14.2 Smoke & Carbon Monoxide Detectors A) Check there is a Smoke & CO alarm on each floor of the building. B) Test operation of each alarm unit Note: the Electrical Code now requires all new and electrically upgraded buildings to have alarms hard wired into the electrical system. Battery powered units need new batteries every 12 months.		
14.3 Burglar Alarms A) Test alarm system for operation (if required notify monitoring company before testing) B) Check all doors and windows are alarmed, or motion detectors are fitted.		
15. Kitchens		
15.1 Kitchens General A) Check kitchen has reasonable space for cooking facilities suitable for the purpose the kitchen is being used. B) Are there adequate cabinets and counter top work areas? C) Is there reasonable dining space in or near the kitchen?		
15.2 Kitchen Appliances & Services A) Are the refrigerator and stove in good working order? B) Is the range hood vented externally [] or charcoal recycle type [] C) If vented externally is the piping & external flap in good working condition? D) If charcoal recycle type are the filters clean and still useable? E) Check the electrical hook ups for the appliances are correct for the intended use. F) Check there is an adequate hot & cold water supply for the kitchen sink. G) If a dishwasher is installed check the operation.		
16. Bathrooms		
16.1 Bathroom General A) Is the space adequate for the intended purpose? B) Are there adequate cabinets and cupboards? C) Are the lights working correctly?		
16.2 Bathroom A) Is there an adequate supply of hot & cold water for the sink(s), bath and/ or shower unit? B) Are the sink, bath & shower in good condition? C) Is there a minimum 110cfm fan exhausted outside the building D) Is the exhaust fan working correctly? E) Are there any signs of mould?		

Section (B) Interior of Buildings

Description	Condition As Found	
	Satisfactory	Needs Work
17. Offices & Studies		
17.1 Office In A Rectory or Church Hall A) Is there an adequate desk and/or computer desk? B) Is there seating for 3 or 4 persons? C) Is there adequate shelving, cupboard and cabinet space? D) Is there adequate heat, lighting? E) Is there adequate electrical outlets and service jacks for computer, telephone and answering machines?		
17.2 Secretary's Office In A Rectory or Church Hall A) Is there an adequate desk and/or computer desk? B) Is there seating for 1 or 2 persons? C) Is there adequate shelving, cupboard and cabinet space? D) Is there adequate heat, lighting? E) Is there adequate electrical outlets and service jacks for computer, telephone and answering machines?		
18. Reception, Family, Dining Rooms & Bedrooms		
18.1 Reception, Family & Dining Rooms A) Is the space adequate for the intended use? B) Are there sufficient electrical outlets? C) Is the lighting adequate and suitable for the intended use? D) Is the heat supply adequate? E) Is there any damage to the walls, floors, floor coverings or ceilings? F) Is there any mould? In properties with wooden window frames check below the windows where water damage may occur leading to mould formation.		
18.2 Bedrooms A) Is the space adequate for the intended use? B) Are there sufficient electrical outlets? C) Is the lighting adequate and suitable for the intended use? D) Is the heat supply adequate? E) Is there any damage to the walls, floors, floor coverings or ceilings? F) Is there any mould? In properties with wooden window frames check below the windows where water damage may occur leading to mould formation.		

Section (B) Interior of Buildings

Description	Condition As Found	
	Satisfactory	Needs Work
19. Floors, Hallways, Stairs & Landings		
19.1 Floors A) Check all floors are clean and properly maintained. B) Check hardwood, laminate, brick, stone & sheet flooring for damage. C) Check all carpets for wear and damage.		
19.2 Hallways A) Is the space adequate for the intended use? A) Are there sufficient electrical outlets? B) Is the lighting adequate and suitable for the intended use? C) Is the heat supply adequate? D) Is there any mould? In properties with wooden window frames check below the windows where water damage may occur leading to mould formation.		
19.3 Stairs & Landings A) Check stairs for wear or damage that would render them unsafe for use. B) Check banisters & handrails are adequate and secure sufficient for the use. C) Check landings as for A) & B) above		
20. Attics		
20.1 Attics A) Check there is adequate insulation between the joists. Note the Building Code now requires R40 for attic insulation. B) Check there is an adequate flow of air from the soffit to the roof peak to prevent rot. C) While in the attic check the chimneys, vents and pipes that penetrate the roof for signs of water ingress round their perimeters.		
21. Mould		
21.1 Mould A) Check throughout the building for mould. B) If there is mould where is it located? A) basement [] B) 1st floor [] C) 2nd floor [] D) attic []		

Section (B) Interior of Buildings

Description	Condition As Found	
	Satisfactory	Needs Work
22. Electrical		
22.1 Supply Service Entrance A) Check the lines coming from the utility that they are not being impacted by trees and bushes growing around them. B) Check the service entrance mast is secured to the building correctly. C) Check the size of the service supply (ie is it 60 Amp, 100 Amp, 200 Amp or greater. Note supply ratings today are normally 100 Amp for residential and 200 Amp minimum for churches. D) Check the seal on the electric meter box is unbroken (a broken seal indicates either vandalism or possible electrical work done inside the building without proper permits.		
22.2 Main Supply Breaker & Distribution Panel(s) A) Check the main breaker is accessible so the power can be cut off in case of an electrical fire. B) Check distribution panel is not overloaded (there should be at least two empty fuse or breaker spaces left. C) Check fuses or breakers only supply one electrical circuit.		
22.3 Electrical Outlets A) Check electrical outlets with a test unit to determine if there are any faults in the circuit. Note: the test units will indicate if there is a ground fault, a broken connection and an open ground. Any faults found should be repaired immediately by a qualified electrician.		
22.4 Emergency Exits Signs & Emergency Lighting A) Check "emergency exit" sign lights are operating correctly. B) Check operation of emergency lighting. C) Is emergency lighting adequate? D) Does it cover all the emergency escape routes?		

