

2.2.12

January 22, 2008 (Replaces and expands on 2.2.2b&c)
Committee – Administration & Finance
Source - Mortgage, Loan & Property

PARISH/CHURCH REAL PROPERTY CHECKLIST

DIOCESE OF NOVA SCOTIA & PRINCE EDWARD ISLAND

The enclosed information has been compiled to assist Regional Deans, Parish and Church Officers and others on the upkeep of the Diocesan real properties.

As many of our buildings are old, it is important that annual inspections be made as well as our real property in general.

{A} Exterior of Buildings (Church/Rectory/Hall/Property)

{1} Foundation (Concrete/Concrete Block/Other)

	Satisfactory	Work Necessary	Target Date
Church (C)			
Rectory (R)			
Hall (H)			
Property (P)			
	Check foundation for holes, cracks, etc. Is foundation adequate to support the load?		

{2} Cladding

	Satisfactory	Work Necessary	Target Date
Church (C)			
Rectory (R)			
Hall (H)			
Property (P)			
	Is the general condition of the wood/vinyl siding, shingles, brick, stone, and other satisfactory? Is painting required?		

(A) Exterior of Buildings {Church/Rectory/Hall/Other}

	Satisfactory	Work Necessary	Target Date
<p>1. FOUNDATION (Concrete/Concrete Block)</p> <p>Check foundation for holes, cracks, etc. Is foundation adequate to support the load?</p>	C. H. R.		
<p>2. CLADDING</p> <p>Is the general condition of the wood/vinyl siding, shingles, brick, stone satisfactory? Is painting required?</p>	C. H. R.		
<p>3. ROOF STRUCTURE</p> <p>Is the condition of the shingles, boarding-in, fascia boards, soffett, gutters, and downspouts satisfactory? Check for rot, re-painting, repairing.</p> <p>A building with a <u>FLAT ROOF</u> requires special attention</p> <p>In urban areas, the water from the gutters and downspouts should flow into storm drains; in rural areas, it should flow away from the foundation.</p> <p>Is the Roof capable of withstanding snow loads – if in doubt, contact a Structural Engineer.</p> <p>The church bell tower should be checked to ensure it is structurally safe and free from rot, mold and unwanted birds/animals.</p>	C. H. R. C. H. R. C. H. R. C.		
	Satisfactory	Work Necessary	Target Date
<p>4. CHIMNEY – BRICK/METAL</p> <p>Check all brickwork for cracks or loose bricks?</p>	C. H. R.		
<p>5. WINDOWS AND DOORS</p> <p>Provided the building does not have a metal clad exterior door, a combination storm door should be installed. Check windows for broken glass and rot. Where windows are not insulated, storm windows should be provided.</p> <p>Joints around doors/windows/frames and other openings caulked to prevent entry of moisture and drafts. Ensure windows are in good working condition.</p> <p>Are there security locks on all exterior doors?</p>	C. H. R. C. H. R. C. H. R.		

	Satisfactory	Satisfactory	Target Date
<p>6. DECKS, RAILINGS AND STEPS</p> <p>Decks should be checked for rot (floor/railing); concrete patios should be checked for cracks.</p> <p>Deck supports and railings should meet Building Code Standards.</p>	<p>C.</p> <p>H.</p> <p>R.</p> <p>C.</p> <p>H.</p> <p>R.</p>		

(B) INTERIOR OF BUILDINGS {Church/Rectory/Hall/Other}

	Satisfactory	Work Necessary	Target Date
<p>7. BASEMENT</p> <p>Check concrete walls for cracks/leaks and dampness – check basement floor drain for blockage.</p> <p>The ceiling should be insulated to prevent cold air from entering the first floor.</p> <p>The furnace room should be clear of rubbish, especially combustible material.</p> <p>Basement steps to the main floor and to the exterior of the building should be checked as to their condition.</p>	<p>C.</p> <p>H.</p> <p>R.</p> <p>C.</p> <p>H.</p> <p>R.</p> <p>C.</p> <p>H.</p> <p>R.</p> <p>C.</p> <p>H.</p> <p>R.</p>		
FLOORS 1ST AND 2ND			
<p>[A] Kitchen (Rectory/Church – where applicable)</p> <p>Reasonable kitchen space for cooking facilities; adequate cabinets and counter top work area; refrigerator and stove are in good working order.</p> <p>Range Hood Exhaust Fan vented externally or charcoal.</p>	<p>C.</p> <p>H.</p> <p>C.</p> <p>H.</p>		
	Satisfactory	Work Necessary	Target Date
<p>Adequate kitchen sinks with hot/cold water.</p> <p>Check drainage.</p> <p>Reasonable dining space in or near kitchen.</p> <p>Proper electrical hook-up for appliances.</p>	<p>R.</p> <p>H.</p> <p>R.</p> <p>H.</p> <p>R.</p> <p>H.</p>		

	Satisfactory	Work Necessary	Target Date
<p>[B] Bathroom (Rectory/Church/Hall/where applicable)</p> <p>Adequate bathroom sink with hot/cold water.</p> <p>Adequate bathtub/shower with hot/cold water.</p> <p>Is the shower/tub/washbasin /toilet functioning properly.</p> <p>Bathroom exhaust fan (Min 100 cfm) fan should be exhausted outdoors.</p> <p>Adequate cabinets.</p>	<p>C. H. R.</p> <p>H. R.</p> <p>C. H. R.</p> <p>C. H. R.</p> <p>C. H. R.</p>		
<p>[C] Laundry</p> <p>Appropriate electrical hook-up for washer and dryer.</p> <p>Adequate hot/cold water.</p> <p>Exterior vent for dryer.</p>	<p>H. R.</p> <p>H. R.</p> <p>H. R.</p>		
<p>[D] Bedrooms</p> <p>Smoke Alarms (Electrical or battery to be checked)</p>	<p>R.</p>		
<p>[E] Office/Study (Rectory/church)</p> <p>Seating for 3 or 4 people.</p> <p>Adequate heat/lights/shelving/telephone jack/power supply for computer.</p>	<p>R. C.</p> <p>R. C.</p>		

(C) MISCELLEANOUS ITEMS

1. OIL TANKS – EXTERIOR/INTERIOR

All oil takes and supply lines should be checked for leakage on a regular basis.

For insurance requirements a qualified person should replace tanks every ten years.

NOTE:

For a replacement period in you area please check with your insurance company.

2. DOMESTIC WATER SUPPLY

In rural areas where there is no “central water system”, all drilled and dug wells should be checked to ensure there is a proper supply of clean water. Water tests should be made every few years, depending on soil conditions, through the local Health Department.

3. SEPTIC SYSTEMS

In rural areas where there is no “central” system please ensure the septic tank is properly maintained. Under normal conditions the tank should be cleaned every two or three years.

4. CEMETERY

Please ensure the cemetery is kept clean, including the headstones, walkways, grass, etc.

5. PARISH [CHURCH] PROPERTY BOUNDARIES

Please ensure a property deed to the church, rectory, hall, cemetery, etc., is available. This is important in case of a dispute, or property is sold. Deeds are available, in most cases, at the local Registry of Deeds Office.

6. FIRE EXTINGUISHERS

Fire Extinguishers should be available on each floor and checked annually.

7. AIR EXCHANGE

The filters should be cleaned and inspected annually; the wall and ceiling outlets should be cleaned often particularly in the kitchen and bathrooms.

8. WATER PURIFYING UNIT

This unit should be cleaned and inspected annually. Please ensure that the “salt” container is full at all times.

9. STOVES – WOOD/PELLET/PROPANE – FIREPLACE

The location and condition of the above should be checked and replaced when required.

10. SMOKE ALARMS – EACH FLOOR

The battery on the non-electric units should be checked and replaced when required.

11. ALARM SYSTEM {RE: BREAK-IN}

Alarm Systems, where possible, should be installed in all parish churches, rectories and halls.

12. FLOOR/STAIRS

Ensure all floors, including hardwood, laminated, carpet, sheet flooring, brick, stone, etc., are clean and properly maintained.

13. ATTIC

An inspection of the attic should be made to ensure:

- (a) There is adequate insulation between the joists
- (b) There is an adequate flow of air to prevent rot

14. ELECTRICAL

Electric panel should be checked by an electrician to ensure there is adequate breakers and/or fuses.

15. MOLD – MOST IMPORTANT

Since mold is regarded as a major health risk, it should be removed as soon as possible. For additional information please contact the Canadian Housing Mortgage Corporation {426-3530}

16. When inspections are carried out and work is required, please include the name of the installer and the date.

17. Parishes should maintain a record/log and whether the project is a capitol or maintenance.

18. Vermiculate is a problem that should be addressed.

19. Please provide for carbon monoxide alarms for safety reasons.

20. During the inspection and as a follow-up, taking pictures would be helpful.

CHECKLIST FOR HOT WATER SYSTEM

	CHECKED	DATE
Check boiler water temperature: Hot water baseboard – 200° Cast iron radiators – 175°	C. H. R.	
Oil circulators with #20 non detergent oil Follow manufacturer’s instructions		
Bleed excess air from cast iron radiators and baseboard heaters.		
Vacuum dust and residue from between the fins on heaters.		
Have an efficiency test performed by the oil burner technician. (This is now mandatory any time the burner is serviced.)		
Annual service should be performed on the boiler. Vacuum any soot or residue in the heat exchanger and the combustion chamber.		
See that the thermostats are functioning properly.		
Check expansion tank to see if draining is necessary.		

CHECKLIST FOR FORCED WARM AIR SYSTEM

	CHECKED	DATE
Have annual service and cleaning performed on burner, heat exchanger and the combustion chamber.		
Have a “burner efficiency” test performed on burner.		
Clean or replace the air filters as required.		
Inspect and clean blower wheel with a vacuum cleaner.		
See that floor registers are clean and unobstructed.		
Do not block cold air registers as any restriction can cause the furnace to overheat and rupture the heat exchanger.		
See that thermostats are operating		
See that humidifier float function and evaporator places are clean.		

As many of our parish buildings are old, it is most important that regular inspections be made.

In the event that I may assist, please contact the Diocesan Office. An appointment can then be arranged.

*Prepared by,
Don Pulsifer, Parish Relations Officer*

Parish Real Property Checklist

Diocese of Nova Scotia and Prince Edward Island

The above information has been compiled to assist Regional Deans, Parish Officers and others on the upkeep of the Parish Real Property excluding the church, rectory, hall, properties, etc. The information has been combined with that prepared in 1995 for Rectors only (Canon 20).

Please complete the following:

Name of Parish/Church (Multi-point Parish) Inspected:

Name of Real Property Inspected:

a) Church _____

b) Rectory _____

c) Hall _____

d) Other Buildings _____

e) Property _____

Date of Inspection: _____

Signed by: Rector or Warden: _____ Date: _____

Signed by Regional Dean: _____ Date: _____

NOTE: This annual inspection report covers the period of January 1st to December 31st and should be forwarded to Mr. Don Pulsifer, Parish Relations Officer, the Synod Office {5732 College Street, Halifax, NS B3H 1X3} by March 31st or earlier.