

CHECKLIST WHEN VACATING A PARSONAGE

Please leave a copy of this completed form in the parsonage on the kitchen counter marked "pastor". Also, please send a completed copy to the district superintendent within five (5) days.

CHARGE \_\_\_\_\_ DISTRICT \_\_\_\_\_

PASTOR \_\_\_\_\_ DATE \_\_\_\_\_

I have conferred with the PPR/SPRC/Trustees about the following things which need attention.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

For my part I have completed the following items in preparation to vacating the parsonage:

- 1. Dust around ceiling, corners, door moldings, window sills and ceiling fans  yes  no
- 2. Wash all light globes in ceiling fans, ceiling lights and lamps  yes  no
- 3. Clean all baseboards, moving furniture from walls  yes  no
- 4. Wipe out all drawers, cabinets, shelves and counters  yes  no
- 5. Clean mirrors  yes  no
- 6. Dust and polish all furniture  yes  no
- 7. Clean light switchplates  yes  no
- 8. Wipe down all walls in bathrooms and kitchens  yes  no
- 9. Clean floors. Vacuum if carpets are not being cleaned till later  yes  no
- 10. Clean all appliances—stove, oven, microwave, refrigerator, dishwasher, etc.  yes  no
- 11. Polish/"liquid gold" all woodwork  yes  no
- 12. Wash painted-wood cabinets  yes  no
- 13. Clean garage and storage buildings on parsonage property  yes  no
- 14. Remove all trash and other recyclable/disposable items  yes  no
- 15. Empty all trash/garbage cans  yes  no
- 16. Clean fireplace area  yes  no

The church will be responsible for the following:

- 1. Clean gutters, ducts (vents and filters), drapery and window treatments, carpets, windows and storm windows inside and out  yes  no
- 2. Chimney sweeping  yes  no
- 3. Professional exterminating for pests and termites  yes  no
- 4. Re-caulk bathrooms, kitchen and other tile areas  yes  no
- 5. All mechanical equipment, plumbing, and appliances in proper working order  yes  no
- 6. All lights and lamps have working bulbs  yes  no
- 7. Mow, trim and edge yard. Clear all sidewalks and porches.  yes  no

\_\_\_\_\_  
Signature of PPRC/SPRC Chairperson/Date

\_\_\_\_\_  
Signature of Trustees Chairperson/Date

\_\_\_\_\_  
Signature of Pastor/Date

(Any disputes about cleanliness will be addressed by the District Board of Church Location and Building.)