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.

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<th>DISTRICT</th>
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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.)

05/10