



## Annual Parsonage Evaluation Walk-Through Worksheet 2023

The president of the Board of Trustees or the chairperson of the Parsonage Committee (if one exists), the chairperson of the Staff Parish Relations Committee, and the pastor shall make an annual review of all church-owned parsonage(s) to ensure proper maintenance (¶12533). This worksheet is to be used as a guide for this walk-through and should then be used to record this data online in the Parsonage Evaluation report in Arena. Please answer the following questions.

**Date of parsonage walk-through:** \_\_\_\_\_

**Name of person(s) participating in walk-through:** \_\_\_\_\_

**Parsonage address:** \_\_\_\_\_

**Parsonage's current use (circle one):** Pastor's residence / Church office / Food pantry / Thrift shop / Living quarters (if not pastor) / Rental / Currently vacant

**Pastor this parsonage is available to:** \_\_\_\_\_

**Is this pastor currently living in this parsonage:** Yes / No

**If not the pastor, name of person(s) currently living here:** \_\_\_\_\_

**If the parsonage is being used as a residence by the appointed pastor, does the church have a certificate of renter's insurance from the pastor:** Yes / No

**If not, please explain why:** \_\_\_\_\_

**If the parsonage is being used as a residence by anyone other than the pastor appointed to the church, does the church have a signed lease and a certificate of renter's insurance from the tenant:** Yes / No

**If not, please explain why:** \_\_\_\_\_

**Number of bedrooms:** \_\_\_\_\_

**Number of bathrooms:** \_\_\_\_\_

**Does this parsonage have handicap accessibility:** Yes / No

**If not, can it become handicap accessible:** Yes / No

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### LIVING ROOM

**Church-owned furniture condition:** Excellent / Adequate / Showing Wear / Needs replacement / N/A

**Type of floor:** Tile / Laminate / Hardwood / Carpet

**Floor coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ceilings/walls:** Painted / Wallpaper / Other

**Ceilings/walls:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Window coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical fixtures:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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## DINING ROOM

**Furniture:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Type of floor:** Tile / Laminate / Hardwood / Carpet

**Floor coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Window coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ceilings/walls:** Painted / Wallpaper / Other

**Ceilings/walls:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical fixtures:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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## KITCHEN

**Range/oven:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Refrigerator/freezer:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Dishwasher:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Microwave:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Garbage disposal:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Furniture:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Type of floor:** Tile / Laminate / Hardwood / Carpet

**Floor coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Window coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ceilings/walls:** Painted / Wallpaper / Other

**Ceilings/walls:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical fixtures:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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## FAMILY ROOM/DEN

**Furniture:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Type of floor:** Tile / Laminate / Hardwood / Carpet

**Floor coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Window coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ceilings/walls:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical fixtures:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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## BEDROOM #1

**Bedroom #1 location:** \_\_\_\_\_

**Furniture:** Pastor's family furniture / Church provided

**Type of floor:** Tile / Laminate / Hardwood / Carpet

**Floor coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Window coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ceilings/walls:** Painted / Wallpaper / Other

**Ceilings/walls:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical fixtures:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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## BEDROOM #2

**Bedroom #2 location:** \_\_\_\_\_

**Furniture:** Pastor's family furniture / Church provided

**Type of floor:** Tile / Laminate / Hardwood / Carpet

**Floor coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Window coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ceilings/walls:** Painted / Wallpaper / Other

**Ceilings/walls:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical fixtures:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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### BEDROOM #3

**Bedroom #3 location:** \_\_\_\_\_

**Furniture:** Pastor's family furniture / Church provided

**Type of floor:** Tile / Laminate / Hardwood / Carpet

**Floor coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Window coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ceilings/walls:** Painted / Wallpaper / Other

**Ceilings/walls:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical fixtures:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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### BEDROOM #4

**Bedroom #4 location:** \_\_\_\_\_

**Furniture:** Pastor's family furniture / Church provided

**Type of floor:** Tile / Laminate / Hardwood / Carpet

**Floor coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Window coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ceilings/walls:** Painted / Wallpaper / Other

**Ceilings/walls:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical fixtures:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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### BATHROOM #1

**Bathroom #1 location:** \_\_\_\_\_

**Plumbing:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Floor coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Window coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ceilings/walls:** Tile / Painted / Wallpaper / Other

**Ceilings/walls:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical fixtures:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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## BATHROOM #2

**Bathroom #2 location:** \_\_\_\_\_

**Plumbing:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Floor coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Window coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ceilings/walls:** Tile / Painted / Wallpaper / Other

**Ceilings/walls:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical fixtures:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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## OTHER

**Description:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Floor coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Window coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ceilings/walls:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical fixtures:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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## STUDY

**Study Location:** \_\_\_\_\_

**Desk/Chair:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Filing cabinet(s):** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Adequate shelving:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Additional chairs:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Type of floor:** Tile / Laminate / Hardwood / Carpet

**Floor coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Window coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ceilings/walls:** Painted / Wallpaper / Other

**Ceilings/walls:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical fixtures:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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## GARAGE

**Garage:** Attached / Detached / Part of basement

**Type of floor:** Cement / Dirt / Stone

**Flooring:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Doors:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Is there a safety motion detector on the garage door:** Yes / No

**Are there any entry/exit doors to the garage other than the garage door:** Yes / No

**Walls/insulation:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Are the walls sheetrocked:** Yes / No

**Lighting/electrical:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Is there an electrical panel in the garage:** Yes / No

**Shelving:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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## PORCH(ES)

**Porches:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Cement work:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Screens (if required):** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Railings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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## OUTDOOR/YARD

**Driveway type of floor:** Gravel / Asphalt / Pavers

**Driveway flooring:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Sidewalks:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Type of sidewalks:** Concrete / Stone / Pavers / Stepping stones

**Any visible utility boxes on the property:** Yes / No

**If so, describe the type (electrical, telephone, cable, etc.):** \_\_\_\_\_

**Any visible oil tanks:** Yes / No

**Outdoor lighting:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Lawn:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Landscaping:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Trees/shrubs (if needed):** Removal / Replacement

**Lawn maintenance service:** Yes / No

**Lawn mower:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Snow removal service:** Yes / No

**Snow blower/shovels:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Fencing on property:** Yes / No

**Garbage cans:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ladder:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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## GENERAL

**Roof:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Type of roof:** Slate / Shingles / Terracotta

**Siding:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Type of siding:** Vinyl / Wood siding / Brick / Stone

**Foundation:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Type of foundation:** Poured concrete / Cinder block / Stone

**Crawlspace:** Yes / No

**Gutters:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Downspouts:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Front door:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Back door:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Are all exterior doors keyed the same:** Yes / No

**Front steps:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Railings on steps:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Back steps:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Railings on steps:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Utility lines:** Above ground / Below ground

**Are you in a flood zone:** Yes / No

**Windows:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Screens:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**GFI outlets:** Yes / No

**Plumbing:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Heating/furnace/AC:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Fireplace:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**If so, where is the fireplace(s) located:** \_\_\_\_\_

**Type of fireplace:** Wood / Natural gas / Propane

**When was the fireplace last cleaned and inspected? Is it vented properly:** \_\_\_\_\_

**Fire extinguishers:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Smoke/CO2 detectors:** Battery / Hardwired

**Smoke/CO2 detectors:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Smoke detector location(s):** \_\_\_\_\_

**CO2 monitor location(s):** \_\_\_\_\_

**Alarm system:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Washer/dryer:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Cable/internet:** Yes / No

**In what room are the cable/internet services:** \_\_\_\_\_

**Is there a bathroom on the living level:** Yes / No



Inventory of furnishings: \_\_\_\_\_

Recent major maintenance: \_\_\_\_\_

Plans for near future: \_\_\_\_\_

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### ATTIC

Lighting/electrical: Toggle switch / Pull chain

Lighting/electrical: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Type of entryway: Pull down stairs / Walk-in / Door in the ceiling

Ceiling/walls (if finished): Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Insulation: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Flooring: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Type of ventilation: Ridge vent / Wall vents / Fans

Ventilation: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Moisture controlled: Yes / No

Inventory of furnishings: \_\_\_\_\_

Recent major maintenance: \_\_\_\_\_

Plans for near future: \_\_\_\_\_

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### BASEMENT

Finished basement: Yes / No

Type of floor: Tile / Laminate / Hardwood / Carpet / Cement / Dirt

Flooring (if finished): Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Are there lally columns: Yes / No

Ceilings/walls (if finished): Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Are the wall dry locked: Yes / No

Ventilation: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Moisture control: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Lighting/electrical: Excellent / Adequate / Showing Wear / Needs Replacement / N/A

Is there a French drain around the perimeter of the basement: Yes / No

Are there sump pumps: Yes / No

If so, how many sump pumps: \_\_\_\_\_

Radon detector installed: Yes / No

Radon level acceptable: Yes / No

Date of last radon test: \_\_\_\_\_

**What utilities are located in the basement:** Hot water heater / Heating and AC units

**Electrical panels – if not located in the basement, where are they in the house:** \_\_\_\_\_

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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**OTHER**

**Description:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Floor coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Window coverings:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Ceilings/walls:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Electrical fixtures:** Excellent / Adequate / Showing Wear / Needs Replacement / N/A

**Inventory of furnishings:** \_\_\_\_\_

**Recent major maintenance:** \_\_\_\_\_

**Plans for near future:** \_\_\_\_\_

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**Overall condition of the parsonage:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List any major maintenance/repairs done in the parsonage since the last Parsonage Evaluation report:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List any safety concerns that need attention:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List any long-range plans/goals not already mentioned:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other comments about this parsonage:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_