



Manse Assessment Form – The Presbytery of the Highlands of NJ

Inspection year:

Date of Assessment:

Church:

Manse Address:

Occupied by\Used for: pastor, vacant, rental, other

Year of construction:

Value of manse on current terms of call \$

The annual assessment is to be conducted by the pastor and a person jointly chosen by the pastor and Session

Assessed by (please print name) _____ phone # _____

Email _____

Pastor's signature _____

Please keep the original completed assessment form and send a copy to Presbytery of the Highlands of NJ, Attn: Manse Inspection, 390 Route 10 West, Randolph, NJ 07869 or a scan to office@highlandspresbytery.org

Last replaced? Last painted or cleaned?
Comments:

Gutters/Downspouts:

Type: Condition:
Last replaced Last cleaned or repaired?
Downspouts lead away from the foundation? Y/N
Gutter guards in place? Y/N
Comments:

Driveway:

Type: Condition:
Last replaced or repaired?
Comments:

Condition of Exterior Structures:

Porches:

Exterior railings and steps:

Exterior Windows:

Exterior window screens and storm windows:

Garage/Exterior Storage:

Type: Condition:

Windows/Doors/Siding condition

Comments:

Landscaping- Condition and concerns:

Lawn (describe condition):

Shrubs/bushes/trees (describe condition):

Pools (if applicable) condition:

Comments:

Manse Interior

Plumbing:

Type of pipes

Comments on General Plumbing:

Washer and Dryer:

Washer: Year purchased: Properly drains: Y/N Purchased by:
Congregation/Pastor/Occupant

Dryer: Year purchased: Properly vented: Y/N Purchased by:
Congregation/Pastor/Occupant

When was the dryer vent last cleaned?

Comments on Washer and Dryer:

Water Pipes: Valves: Good/Poor _____ clearly marked? _____

Electrical Service:

100 or 200 AMP?

Circuit Breakers Y/N

Circuit Labels Y/N

Sufficient circuits Y/N

Last upgraded?

Comments on Electrical Service:

Bathrooms

Master Bath:

GFCI Outlets: Y/N

Tile: Good/Poor _____

Caulking: Good/Poor _____

Walls: Good/Poor _____

Floors/Ceilings: Good/Poor _____

Ventilation/Fan: Y/N condition? When were fan ventilation ducts last cleared?

Comments:

2nd Bath

GFCI Outlets: Y/N

Tile: Good/Poor _____

Caulking: Good/Poor _____

Walls: Good/Poor _____

Floors/Ceilings: Good/Poor _____

Ventilation/Fan: Y/N condition? When were fan ventilation ducts last cleared?

Comments:

Additional Baths? Comments:

Attic:

What is the access to the attic?

Signs of Water leakage? Y/N

Insulation? Condition? Type of Insulation

Attic Fan? Condition?

Ventilation – windows? Ridge vent?

Signs of Rodents? Bats? Insects?

General Comments:

Bedrooms:

#1

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows #	Condition? Good/Poor	Last replaced
Heated Y/N	Air-condition Y/N	condition:

#2

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows #	Condition? Good/Poor	Last replaced
Heated Y/N	Air-condition Y/N	condition:

#3

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows #	Condition? Good/Poor	Last replaced
Heated Y/N	Air-condition Y/N	condition:

#4

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced
 Heated Y/N Air-condition Y/N condition:

#5

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced
 Heated Y/N Air-condition Y/N condition:

Comments:

Living Room

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced
 Heated Y/N Air-condition Y/N condition:

Family Room/Den

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced
 Heated Y/N Air-condition Y/N condition:

Dining Room:

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced
 Heated Y/N Air-condition Y/N condition:

Other Rooms:

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced
 Heated Y/N Air-condition Y/N condition:

Hallways/Stairways:

Grounded outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced
 Banisters: Firm & Secure Y/N

General Comments:**Kitchen:**

Grounded outlets? Y/N GFCI Outlets? Y/N # of Outlets

Lighting:

Floors/Carpet: condition?

Windows # Condition? Good/Poor Last replaced
 Heated Y/N Air-condition Y/N condition:

Kitchen last updated?

Refrigerator: Condition? Good/Poor Year purchased? Purchased by Congregation/Pastor/occupant

Dishwasher: Y/N Condition? Good/Poor Year purchased? Purchased by: Congregation/Pastor/occupant

Stove: Condition? Good/Poor year purchased: Purchased by: Congregation/Pastor/occupant

Stove Exhaust System Y/N working? Y/N

Vent Interior Clean? Y/N

General Comments:

Chimney (s)/ Fireplace (s): Please provide answers for each Chimney and Fireplace

Is there a fireplace in the manse?

If so, does the resident use it?

Date last cleaned:

Hood: Y/N

Metal liner: Y/N

Exterior Condition: Good/Poor

Brick work: Good/Poor

Damper Works: Y/N

General Comments:

ITEMS FOR REPAIR OR REPLACEMENT

Please list the items or areas of concern and the plans for making repairs or replacement.

Manse Energy Assessment Addendum

Pursuant to our denomination's determination that as part of our obligation to properly exercise stewardship over God's creation, we are called to endeavor to minimize our carbon footprint in our daily lives and in the use of our church facilities. As part of that commitment while assessing the condition of our manse facilities, we should consider the following questions:

1. Is the manse properly insulated? Attic insulation should be R38 to R39, i.e. 6 inches of fiberglass batt insulation. Walls and floors of occupied areas should also be insulated.
2. Are windows and doors properly caulked to seal against outside air infiltration?
3. Has a smart thermostat been installed? These will usually pay for themselves within the first month or two.
4. Has LED lighting been installed in the most often used lighting fixtures?
5. Have energy efficient HVAC systems been considered?
6. Is your facility suitable for the installation of solar panels? These could well reduce your electric utility bills while reducing your carbon footprint.
7. Have you considered having an energy audit performed?

Please keep in mind that most of the more expensive items above would be eligible for low interest loans under the Presbyterian Investment and Loan Program (PILP).