

Date: _____
Church Name: _____
Contact Person: _____
Address: _____
E-Mail address: _____

1. Church Sign

In a visible location _____
Lighted _____
Well Maintained _____
Changeable Lettering _____
Logo or wording "Church of The Nazarene" _____

2. Mailbox

Clearly Marked with street # _____
Well maintained _____
Easily accessible by mailman _____

3. Driveway

Paved or Gravel _____
Well maintained _____
Allows for how many cars _____

4. Parking Lot

Paved or Gravel _____
Well maintained _____
Potholes _____
Swept _____
Number of Parking Spaces _____

5. Walkways

Concrete, paved, gravel, n/a _____
Well maintained _____

6. Lawns

Well maintained _____
Grass cut _____
Trash picked up _____

7. Trees and shrubs

Well maintained _____
Trimmed away from buildings _____

8. Fencing

Type fencing (wood, wrought iron, chain link, etc)
Well maintained

9. Playground

Fenced
Items installed (swings, slides, etc)

Construction materials (plastic, wood, metal, etc)
Condition

10. Church

Construction: (wood, stone, block, other, etc)
When Constructed

Basement
Single story
Two story

Siding: (wood, brick, vinyl, other)
Condition of siding: (good, in need of paint, etc)
Roof: (shingles, metal, slate, other)

Age of roof
Condition of roof

Gutters:

Well maintained
Drained sufficiently away from building

11. Main Entrance

Handicapped accessible
Ramp
In good condition
Doors (easy to open, secure, etc)
Panic Hardware
Steps in good condition
Handrails on ramps and steps

12. Foyer

Condition (good, in ned of paint etc.)
Signs (nursery, restrooms, classes)

13. Pastor's Office

Desk
Chairs

Bookshelves _____
Computer _____
Copier _____
Answering machine _____
Internet (dial-up or high speed) _____
Condition _____

14. Other Offices

Desk _____
Chairs _____
Bookshelves _____
Computer _____
Copier _____
Answering Machine _____
Internet (dial-up or high speed) _____
Condition _____

15. Sanctuary

Pews or Chairs _____
In good repair _____
Hymnals _____
Bibles _____
Piano _____
Organ _____
Pulpit _____
Altar Rails _____
Communion Table _____
Stage area _____
Lighting _____
Sound equipment _____
Projection equipment _____
Power Point _____
Condition _____

16. Bathrooms

Number of bathrooms _____
Handicapped accessible _____
GFIs _____
Commodes / urinals _____
Sinks _____
Hot water _____
Mirrors _____
Soap available _____

Towels available _____
Vent fans _____
Condition _____

17. Nursery

Sink _____
Hot water _____
Toilet facilities _____
Changing table _____
Cribs (how many) _____
Toys _____
Low windows protected _____
First Aid kit _____
Vinyl / rubber gloves _____
Condition _____

18. Sunday School Rooms

Number of S.S. rooms _____
Tables _____
Chairs _____
Chalk / dry wipe board _____

19. Kitchen

Refrigerator _____
Stove _____
Sink _____
Countertops _____
Cabinets _____
Dishwasher _____
GFIs _____
Vents (if applicable) _____
Microwave _____
Condition _____

20. Heating System

Type (Boiler, furnace, elec.) _____
System inspected _____
Condition _____
Carbon monoxide detector (for gas or oil fired units) _____

21. Air Conditioning

System inspected _____
Condition _____

- 22. Fellowship Hall
 - Can seat how many _____
 - Tables _____
 - Chairs _____
 - Condition _____

- 23. Other rooms
 - Purpose _____
 - Condition _____

- 24. Carpets / Flooring
 - Clean _____
 - Condition _____

- 25. Bulletin Boards
 - Well maintained _____
 - Outdated material _____

- 26. Exits
 - Clearly Marked _____
 - Unobstructed _____

- 27. Emergency Lights
 - Operational _____

- 28. Fire Alarm System
 - Type _____

- 29. Burglar Alarm
 - Type _____

- 30. Basement
 - Dry _____
 - Clean _____
 - Sump pumps
 - Number _____
 - Operational _____
 - Drains to: _____

- 31. Fire Extinguishers
 - Annual Inspection _____
 - Certificate of Inspection _____

Locations:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

32. Outside Trash containers

33. Windows

Clean

Condition

34. Library

35. Water (village or well)

36. Sewer or septic

- if septic, is it on a pumping schedule?

- a general rule of thumb to have the church septic pumped at least every 5 years

37. Other buildings (sheds, garage, etc)

Condition

38. Has an inspection by the local fire/code enforcement officer been conducted within the last year?

39. Remarks:

Pictures:

Picture of Church (front, back, entrance, sanctuary as minimum) and any problem areas

Send pictures to Properties Board

Copies to:

District Office

District Properties Board

Pastor and/or Church Board