

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.)