



**DIOCESE OF NATAL**  
(PROPERTY MATTERS)

169 Langalibalele Street  
3201 Pietermaritzburg

Private Bag 899  
3200 Pietermaritzburg

Tel: +27 33 394 1567  
Cell: 082 893 4154  
Fax: + 27 33 345 6335

**CHECKLIST FOR RECTORY OR  
ASSISTANT PRIEST'S HOUSE PRIOR  
TO NEW CLERGY'S ARRIVAL**

**(SEND COPY TO PROPERTY MANAGER)**

e-mail: gary@dionatal.org.za

**ARCHDEACONRY** : .....

**PARISH** : .....

**DATE OF INSPECTION** : .....

Answer below with either: G = Good; S = Satisfactory; B = Beyond repair or N/A = Not applicable

**1. DWELLING OR HOUSE**

- 1.1 If plastered exterior, when was the building painted last to the best of your knowledge? .....
- 1.2 Condition of walls e.g. are they secure and without cracks? Is their evidence of damp? .....
- 1.3 Is the plaster in good order? Does it need repair? .....
- 1.4 Is the roof tile or sheeting? If metal, does it show rust? Are the roof screws loose, missing? If tiled, are the tiles broken, missing, loose? .....
- 1.5 What type of windows and doors are there? What is their condition? .....
- 1.6 Do they need painting/ varnishing? .....
- 1.7 Are the interior wall surfaces and ceilings in good order? Check for leaks. ....
- 1.8 Do they need to be painted? .....
- 1.9 Are the Bathroom walls and ceiling in good order? Are the tiles secure and in good order? .....
- 1.10 Must there be repainting or retiling? .....
- 1.11 Are there built-in cupboards? Do they need repair and repainting? .....
- 1.12 Are the Kitchen cupboards in good order? Do they need repair or new worktops or repainting? .....
- 1.13 What floor coverings are there?  
- Bedrooms and living rooms e.g. wood, tiles or vinyl .....

- Kitchen, Bathroom and Toilet e.g. vinyl or tiles .....
  - Verandahs e.g. grano(painted cement) or tiles .....
- 1.14 Are they in good order or do some or all need to be replaced? Give details. ....
- 1.15 Is there electrical power at the building? .....
- 1.16 Is there one or more electric geysers? What sizes e.g. in litres .....
- 1.17 Is the electrical Distribution Board in order with all circuits marked? .....
- 1.18 Are all the plug points in good order with all cover plates securely in place? .....
- 1.19 Are all light fittings and light switches in order? Are all light bulbs working? .....
- 1.20 Do any of these fittings need to be replaced? .....
- 1.21 Are there external security light fittings and are they in working order? .....
- 1.22 Is all window glass intact or do some need to be replaced? .....
- 1.23 Are there burglar bars over the window openings? .....
- 1.24 If not, are burglar bars and security doors to be fitted? .....
- 1.25 Is there a burglar alarm system fitted and in working order? .....
- 1.26 If not, is it planned to install a system soon? .....
- 1.27 Is there a stove and fridge in good working order? .....

**2. OUTBUILDING**

- 2.1 If plastered exterior, when was the building painted last to the best of your knowledge? .....
- 2.2 Condition of walls e.g. are they secure and without cracks? Is their evidence of damp? .....
- 2.3 Is the plaster in good order and does it need repair? .....
- 2.4 Is the roof tile or sheeting? If metal, does it show rust? Are the roof screws loose, missing? If tiled, are the tiles broken, missing, loose? .....
- 2.5 What type of windows and doors are there? What is their condition? .....
- 2.6 Do they need painting/ varnishing? .....
- 2.7 Are the interior wall surfaces and ceilings in good order? .....
- 2.8 Do they need to be painted? .....
- 2.9 Are the Bathroom walls in good order? Are the tiles secure and in good order? .....
- 2.10 Must there be repainting or retiling? .....

- 2.11 Are there built-in cupboards? Do they need repair and repainting? .....
- 2.12 What floor coverings are there?
  - Bedrooms and living rooms e.g. wood, tiles or vinyl .....
  - Kitchen, Bathroom and Toilet e.g. vinyl or tiles .....
  - Verandahs e.g. grano(painted cement) or tiles .....
- 2.13 Is there electrical power at the building? .....
- 2.14 Is the electrical Distribution Board in order with all circuits marked? .....
- 2.15 Are all the plug points in good order with all cover plates securely in place? .....
- 2.16 Are all light fittings and light switches in order? Are all light bulbs working? .....
- 2.17 Are there external security light fittings and are they all in good working order? .....
- 2.18 Do any of these fittings need to be replaced? .....
- 2.19 Are there burglar bars over the window openings? .....
- 2.20 If not, are burglar bars and security doors to be fitted? .....
- 2.21 Is there a burglar alarm system fitted and in working order? .....
- 2.22 If not, is it planned to install a system soon? .....

**3. GROUNDS AND BOUNDARY**

- 3.1 Does the boundary have a wire fence, or pre-cast concrete wall or a plastered and painted brick or block wall? .....
- 3.2 Are there wire or wrought iron entrance gates? .....
- 3.3 Are they in good order or do they need repair or replacement? .....
- 3.4 Is there a gate motor on the driveway gate and does it need servicing? .....
- 3.5 What type of driveway is there e.g. gravel, concrete strip, solid concrete or tar macadam? Is it in good repair? .....
- 3.6 Is there a post box and is it in good order? .....

**4. GENERAL**

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**5. RECOMMENDATIONS**

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Archdeacon: .....

Date: .....

Church Warden: .....

Date: .....

Church Warden: .....

Date: .....

March 2012.