

MANSE SELF-APPRAISAL FORMS*—NEWTON PRESBYTERY
Committee on Ministry 2009 Inspection Year

Church _____ Location _____

Manse Address _____ Email Address _____

(Please prepare a report for space if it was ever used as manse. Please answer all questions.)

Occupied by \Used for _____ (Pastor, Vacant, Rental, Purpose of other use)

House Type _____ Number of Bedrooms _____ Year. Built _____

Value of manse last Terms of Call \$ _____ How determined? _____ By Whom _____

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

Inspected by (Please print name) _____ Phone # _____ Date _____

Pastor's Signature _____ Return to Presbytery of Newton: Attn. Manses
390 Route 10 West, Randolph, NJ 07869

Environmental & Health Issues (Place the letter 'X' through the appropriate answer.)

Light Bulbs? Are they being replaced as they burn out with fluorescent bulbs? Yes No (Energy efficient compact fluorescent bulbs including the bulb cost will cut costs in half.) **Radon Testing** No / Yes When? Results _____

Thermostats? Manse zoned for heating/cooling? Yes/ No Do the thermostats work? Yes./ No Turned off when not needed? Yes/ No

Filters on furnace? Changed quarterly Yes/ No Not Applicable **Insulation?** Is it installed throughout the house? Yes /No

Any evidence of lead paint inside or outside? No/Yes If Yes, where? _____

Check doors and window trim closely. Houses built prior to 1978 have a 90% chance that lead paint is present. Manse fueled by? Gas /Oil

Yearly cost to heat **just the manse** \$ _____ Furnace last professionally cleaned & inspected? _____ Efficiency _____%

(New furnaces are about 95%!)

Is there a fuel tank **in the ground**? Yes/No Age _____ In use Yes/No If yes has it been inspected? _____ When _____ Is it insured? Yes?/No

If not on city sewage, when was the septic system last pumped out? Date _____

Source of drinking water? **City / Well** If you are on well water, date of last analysis? _____

Please list the location of **all** smoke detectors _____, _____, _____, _____, _____?

Do they all work (fresh batteries) Yes/No Location of CO/ Explosive gas detectors _____

Does the basement ever have water in it? Yes/No Smell of Mold? Yes/No If Yes, explain _____

Any signs of friable(flaking crumbling) asbestos? Yes/no Check plumbing in basement and floor and exterior wall tiles. If Yes, where? _____

Has the manse been inspected professionally for termites/carpenter ants/rodents/bats? No/Yes Date _____ Results _____

Exterior of Manse

Roof: Type _____ Last replaced _____ Siding Type _____ Asbestos tiles? Yes/No

If yes, condition _____ Manse last painted/power washed _____

Dry wells: Any present? **Yes/No** If so, do they work? **Yes/No**

Landscaping: Neat and clean appearance? **Yes/ No** Trees and shrubs close to manse trimmed regularly to prevent wind damage to exterior

surfaces? Yes/ No Comments _____ Any areas constantly wet or damp? **Yes/ No**

All roof surfaces, rain, gutters and down spouts(Do they lead away from building? Yes/ No?) inspected annually for

potential leaks, water damage or water bck-up, and necessary repairs promptly made **Yes/No**

Explain _____

Condition: Doors **Good/Poor** Windows & Sills **Good/ Poor** Are the Storms & Screens **Good/ Poor?**

Explain _____

Condition: Porches **Good/ Poor** Railings & Steps? **Good/Poor**

Lead Paint **Yes/No**

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General Plumbing

All pipes, boilers, valves, hot water heaters, dishwashers, sinks and plumbing fixtures checked at least semi-annually for potential cracks, leaks, or related problems, valves tested by turning handle/lever to prevent seizing up, and necessary repairs are promptly made?

Comments _____

Are the clothes washer & dryer energy efficiently? Yes/ No (Older than 10 years?)

Are the hoses to the clothes washer metallic reinforced? Yes\ No? Is the dryer exhaust pipe metal? Yes \ No Clear of lint ? Yes/no

Electrical Service (amps) 100/200 Circuit Breakers Yes/No Circuit Labels Yes/No Sufficient Circuits: Yes/ No

Water Pipes Valves: Good/ Poor (Corroded or Leaking; Able to turn off and on) Clearly Marked: Yes/ No Comments _____

Master Bath GFCI Outlets: Yes/ No Tile: Good/ Poor Walls: Good/ Poor Floors/Ceiling: Good/ Poor Any leaks? _____

Any Recommendation/Comments? _____

2nd Bath GFCI Outlets: Yes/ No Tile: Good/ Poor Walls: Good/ Poor Floors/Ceiling: Good/ Poor

Any Recommendations/Comments? _____

Additional Baths? Condition? _____

3rd Fl/Attic

Bedroom Grounded Outlet: Yes? No # Outlets ____ Floor/Carpet: Good/Poor Ceiling: Good/Poor Heated: Yes/No

Hallway Grnded Outlets: Yes/No #Outlets____ Floor/Carpet: Good/Poor Ceiling: Good/Poor Heated: Yes/No **Bannister** Firm & Secure: Yes/No

Stairway Carpet/Treads Yes? No Condition: Good/Poor Lighting: Good/Poor/None

Any Recommendations/Comments _____

2nd Floor

Master Bdrm Grounded Outlet: Yes/No #Outlets____ Floors: Good/Poor Ceiling: Good/Poor Heated: Yes/No

Bedrm#2 Grounded Outlet: Yes/No #Outlets____ Floors: Good/Poor Ceiling: Good/Poor Heated: Yes/No

Bedrm#3 Grounded Outlet: Yes/No #Outlets____ Floors: Good/Poor Ceiling: Good/Poor Heated: Yes/No

Bedrm#4 Grounded Outlet: Yes/No #Outlets____ Floors: Good/Poor Ceiling: Good/Poor Heated: Yes/No

Hallway Grounded outlets: Yes/No #Outlets____ Floor/Carpet: Good/Poor Ceiling: Good/Poor Heated: Yes/No

Bannister Firm & Secure: Yes/No

Stairway Carpet/Treads Yes/ No Condition: Good/Poor Lighting: Good/Poor/None

1st Floor

Living Room Grounded Outlet: Yes/No Floors/Carpet: Good/Poor Ceiling: Good/Poor Heating: Good/Poor

Sitting Room Grounded Outlet: Yes/No Floors/Carpet: Good/Poor Ceiling: Good/Poor Heating: Good/Poor

Dining Room Grounded Outlet: Yes/No Floors/Carpet: Good/Poor Ceiling: Good/Poor Heating: Good/Poor

Hallway Grounded Outlet: Yes/No Floors/Carpet: Good/Poor Ceiling: Good/Poor Heating: Good/Poor

Kitchen GFCI Outlets Yes/No Floor Type:_____ Condition: Good/Poor Kitchen Last Updated _____

Stove Exhaust System Type _____ Working? Yes/No Is vent interior clean? Yes/no Fire Extinguisher: Yes/No Last Inspected _____

Garage Attached: Yes/No Lights: Yes/No Working?____ Clean: Yes/No Termites/Rot: Yes/No

Chimney(s) [Please provide answers for each Chimney and Fireplace. Check Chimneys.com for assistance]

Date last cleaned _____ Never Hood: Yes/No Metal Liner: Yes/No Exterior: Good/Poor

Fireplace Type _____ Working: Yes/No Damper Works: Yes/No Brickwork-any damaged? _____

Any recommendations/Comments? _____

Did we miss a room or problem? Please note room, condition and any remedial work that is needed. _____

If there is any situation concerning the manse or you would like it to be checked, please feel free to contact John Thomas 973-267-9424.

Insurance What is the insurance value of the house as covered on the Church's master policy?

\$ _____ Name of carrier _____

Does the Pastor have renter's coverage to insure the contents of the manse? YES/No _____ *This is very important as the Church's policy does not cover such property.*

Energy Checklist (This should be included with your manse report sent to Presbytery)

With the rapid increase in energy costs and concern for the environment, it is very important that all reasonable steps are taken to maximize the efficiency of your manse as well as other church buildings. The following items provide a basic checklist to review the energy readiness of your manse and other buildings. In addition, there are web-based resources to assist you. Please refer to www.njcleanenergy.com/html/. This site provides some tools to assist you in the cost analysis of various improvements.

1. Are there any **cracks** in the foundations around plumbing and wire penetrations where outside air can get into the building? No If yes, list location in each case by building.

Church _____

Christian Ed. Building _____

Manse _____

2. Are **windows** to the cellar in good shape, i.e. no broken panes, double-glazed or protected by window well covers?

Church _____

Christian Ed. Building _____

Manse _____

3. Are **windows** in working order (don't rattle for example), free of broken panes, preferably double glazed, have storms if not doubled glazed and screens that work?

Church _____

Christian Ed. Building _____

Manse _____

4. Do all **doors** fit tightly in their frames, weather stripped, and is the hardware including the door latches in good shape? Are the bottoms of the doors snug to the saddle? Are storm doors, preferably other than metal, in good shape including the glass and screens? Are they available for all entryways including the cellar?

Church _____

Christian Ed. Building _____

Manse _____

5. Are the **chimneys** cleaned out regularly (at least every three years), fitted with caps, and with a damper? Do you need to install a liner in the chimney?

Church _____

Christian Ed. Building _____

Manse _____

6. Is the **attic** insulated even if not in use with at least R30 and the ceiling of the **cellar** with R22?

Church _____

Christian Ed. Building _____

Manse _____

7. **Heating Plant:** Has it been professionally cleaned, inspected and checked for efficiency? If 85% or less (Think of the soot released into the atmosphere.) it should be replaced since new plants run at about 94%. (The state advises that new plants pay for themselves in less than five years.) In hot air systems are the filters changed regularly? Better yet, are washable filters used. Are the vents/radiators clean? Do the radiators need to be purged and valves freed up?

Church _____

Christian Ed. Building _____

Manse _____

8. **Hot water pipes:** Are they insulated? Are all water pipes copper? If not, are dialectic couplers used where iron meets copper piping? (If there is any lead pipe, it should be removed immediately.)

Church _____

Christian Ed. Building _____

Manse _____

9. **Hot water heater:** a. Is it covered with an insulation blanket and is the temperature set at 120° for non-public areas? Consider replacing if more than seven years old.

b. Is it the proper size? (In many cases the heater is sufficient to clean an army wasting valuable energy.)

Church _____

Christian Ed. Building _____

Manse _____

10 **Heating and Cooling:** a. Are facilities zoned?

b. Are there programmable thermostats in place with locked covers in public areas?

c. Is heating set at no more than 68° (Sweaters are very fashionable!) and air conditioning at 78°?. Do you physically turn off one plant before running the other?

e. Have you installed overhead fans in areas with high ceilings?

Church _____

Christian Ed. Building _____

Manse _____

11. Are openings to **crawl spaces** and **half cellars** closed off?

Church _____

Christian Ed. Building _____

Manse _____

12. Are **humidifiers** used? (68° will feel like 76°.)

Christian Ed. Building _____

Manse _____

13. **Kitchen & Bathroom:** a. Are aerators used on all faucets? What about low flow or restricted showerheads?

b. Have leaking faucets been fixed? Note all faucets should be checked

c. Can exhaust fans to the outside be closed off when not in use?

Church _____

Christian Ed. Building _____

Manse _____

14. **Kitchen:** a. Are the coils on refrigerators and freezers cleaned regularly?

b. Is the dishwasher run only when filled, dishes allowed to air dry rather than by heat?

c. Are you using a convection stove? (Consider when replacing your present one.)

Church _____

Christian Ed. Building _____

Manse _____

14. **Lighting:** a. Are you replacing incandescent bulbs as they burn out with compact cold start fluorescent bulbs?

b. Are you turning off lights when not in use?

c. Have you removed halogen type bulbs including Touchier fixtures? (More fires are caused by this type of fixture than all other fixtures combined.)

d. Do you use table lamps instead of overhead lights where possible? (One 75w bulb is more efficient than two low watt bulbs.)

Church _____

Christian Ed. Building _____

Manse _____

15. **Electrical Equipment:** a. Do you make a practice of **completely turning off** computers, copiers and similar equipment at least at the end of the day? How about TVs?

b. Have you replaced computer monitors with flat screen monitors?

Church _____

Christian Ed. Building _____

Manse _____