

<b>RECTORY INSPECTION SCHEDULE</b>
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## ANNUAL INSPECTION OF RECTORY

Conducted by the Church Wardens with Rectory Residents

### RECTORY INSPECTION FORM

Rectory Address: \_\_\_\_\_

**Date of Inspection** .....

**Legend:**

<p><b>C Clean</b></p> <p><b>F Fair</b></p> <p><b>B Broken/Damaged</b></p> <p><b>N Not Working</b></p>	<p><b>D Dirty</b></p> <p><b>G Good</b></p> <p><b>S Scratched/Marked</b></p>
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Main Entry	Condition/Comments
Bell	
Front Door/Screen Door	
Walls	
Floor	
Light Fitting	
Ceiling	
Other	
Security System if present	
Study	
Blinds/Curtains	
Book Shelves	
Robe/Storage Cupboard	
Ceiling	
Light Fitting	
Window/Screens	
Walls	
Floor Covering	
Door	
Power Points/Switches	
Telephone/Answering	
Soundproofing	
Heating/Cooling	
Other	

Initials.

<b>Living Room</b>	<b>Condition/Comments</b>
Walls	
Door	
Power Points/Switches	
Ceiling	
Light Fittings	
Heating/Cooling	
Floor Covering	
Blinds/Curtains	
Windows/Screens	
Other	
<b>Dining Room</b>	
Walls	
Door	
Ceiling	
Floor Coverings	
Windows/Screens	
Blinds/Curtains	
Light Fitting	
Power Points/Switches	
Other	
<b>Family Room</b>	
Walls	
Door	
Ceiling	
Floor Coverings	
Windows/Screens	
Blinds/Curtains	
Light Fittings	
Power Points/Switches	
Other	

Initials.

<b>Kitchen</b>	<b>Condition/Comments</b>
Stove Top	
Oven	
Griller	
Power Points/Switches	
Sink/Disposal Unit	
Cupboards/Drawers	
Bench Tops	
Exhaust Fan	
Floor	
Blinds/Curtains	
Walls	
Doors	
Ceiling	
Light Fitting	
Window/Screen	
Other	
<b>Main Bedroom</b>	
Walls	
Ceiling	
Door	
Light Fitting	
Window/Screen	
Floor covering	
Blinds/Curtains	
Power Points/Switches	
Built-Ins	
<b>En suite</b>	
Shower/Screen	
Basin	
Mirror	
Wall Ceiling Door	
Light Fitting	
Window/Screen	
Tiles	
Toilet	
Power Points/Switches	
Floor	

Initials.

<b>Bedroom 2</b>	<b>Condition/Comments</b>
Wall	
Ceiling	
Door	
Light Fitting	
Floor Covering	
Blinds/Curtains	
Window/Screen	
Built-Ins	
Power Points/Switches	
<b>Bedroom 3</b>	
Wall	
Ceiling	
Door	
Light Fitting	
Floor Covering	
Blinds/Curtains	
Window/Screen	
Built-Ins	
Power Points/Switches	
<b>Bedroom 4</b>	
Wall	
Ceiling	
Door	
Light Fitting	
Floor Covering	
Blinds/Curtains	
Window/Screen	
Built-Ins	
Power Points/Switches	

<b>Toilet</b>	<b>Condition/Comments</b>
Toilet	
Floor	
Walls	
Door	
Ceiling	
Light Fitting	
Other	
<b>Main Bathroom</b>	
Bath	
Basin	
Shower/Screen	
Cabinet/Mirror	
Tiling	
Floor	
Walls	
Door	
Ceiling	
Light Fitting	
Power Points/Switches	
Other	
<b>Laundry</b>	
Trough	
Floor	
Walls	
Doors	
Ceiling	
Electrical - power points and light	
Window/Screen	
Cupboards	
Washing Machine and Dryer	
Other	
<b>Outside</b>	
Lawns	
Drains/Pipes	
Garden	
Other	

Initials.

**PLEASE SIGN AND DATE**

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PRIEST OR TENANT

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DATE

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WARDENS/AGENT

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DATE

Please initial all pages

Initials.