

## CHECKLIST FOR LEAVING PARSONAGE

*Give a copy of this completed form to Chair of Trustees, Chair of Pastor Parish Relations Committee, Chair of Parsonage Committee, and the District Superintendent. Please refer to the “Policy for Transition of Pastors” for details on who is responsible for the items below.*

### General Cleaning for each room

#### Windows

Washed inside and out

Clean screens

Clean window sills

Clean blinds or shades

Wash or have curtains cleaned

#### Woodwork

Wipe down all woodwork, baseboards

Doors, Door Facings, Stair Railings

#### Walls

Clean off any spots

Remove nails where pictures were and fill holes

#### Furniture

Dust and vacuum

Clean or have cleaned any soiled upholstery

#### Floors

Carpet (Vacuum)

*(The Church is responsible for steam-cleaning  
of carpets as needed.)*

Vinyl (scrub and wax)

Hard wood (cleaned and waxed)

#### Shelves

Dust and clean shelves, cabinets

*Remove drawers and vacuum behind them. You'd be  
amazed at what is often behind them.*

Air Duct Filters – replace with new filters if needed.

### Kitchen

*If any appliance is not working properly, please notify Trustees or Parsonage Committee in a timely manner so the problem can be fixed prior to the next family moving in.*

Stove: Be sure it's in good working order

Clean outside, around and under all burners

Replace drip pans if they can't be cleaned.

Hood over stove—clean (especially grease filter and fan)

Oven—clean inside

Refrigerator – be sure it's in good working order

Clean outside (especially top) and inside

Take out shelves and drawers to clean properly

Remove all food items

Freezer—thaw if needed, remove all food and clean

Cabinets—clean inside and out (polish outside of wooden cabinets)

Shelves—wipe down

Counter tops—clean and remove stains if possible \_\_\_\_\_  
Sink—clean (leave a bar of unopened soap for next family) \_\_\_\_\_  
Dishwasher—clean inside and out (leave a small amount of dishwasher  
detergent for next family) \_\_\_\_\_  
Exhaust Fans—clean \_\_\_\_\_

### **Bathrooms**

Commode – clean inside and out \_\_\_\_\_  
Lavatory - clean \_\_\_\_\_  
Tub and shower \_\_\_\_\_  
Clean glass sliding door for shower (include the track) \_\_\_\_\_  
Shower curtains (replace with new) \_\_\_\_\_  
Medicine Cabinet - remove all items and clean \_\_\_\_\_  
Drawers, and counter tops - clean \_\_\_\_\_  
Mirrors - clean \_\_\_\_\_  
*(Please leave behind a full roll of toilet paper, new soap)* \_\_\_\_\_

### **Bedrooms**

Mattress and Box Springs (if supplied) (Vacuum and clean) \_\_\_\_\_  
Mattress Covers - wash (replace if needed) \_\_\_\_\_  
*(If worn or uncomfortable, report to Trustees)* \_\_\_\_\_

### **Laundry Room**

Washer - clean inside and out \_\_\_\_\_  
Dryer - clean inside and out (Clean filter) \_\_\_\_\_

### **Attic and Unfinished Basement**

Sweep \_\_\_\_\_  
Remove all personal items \_\_\_\_\_

### **Yard**

Cut grass \_\_\_\_\_  
Trim shrubbery \_\_\_\_\_  
Haul away clippings and yard debris \_\_\_\_\_

### **Extras**

Leave a flower arrangement or potted plant to welcome the new family.  
Remind Parsonage Committee to have food in the house for the new family.  
Remind Church to organize a welcoming reception for the new family.  
Leave parsonage in condition you hope to find the parsonage you will be moving to.

## **Confirmation of Parsonage Inspection**

We find the parsonage of \_\_\_\_\_ United Methodist Church to have been left in proper condition.

Date \_\_\_\_\_

Pastor \_\_\_\_\_

Parsonage Committee Chair \_\_\_\_\_

P/SPR Committee Chair \_\_\_\_\_