**WORKSHEET FOR PROPERTY INSPECTION**

 **Report for Year Ending:  \_\_\_\_\_\_\_\_**

 The Wesley Foundation of the Virginia Annual Conference, Inc.

**Due by October 1.** Send to Wesley Foundation, Inc. Administration, Becky Tate at (beckytate@vaumc.org)

Campus Ministry Unit:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Property Management Chairperson:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | Doesn’t Apply | Needs No Correction | Needs CorrectionYear Year Within  1 2 4 Years | Estimated  Cost | Ck. if local funds will probably cover costs. |  Remarks |
| **Exterior – Site Work** Walks |  |  |  |  |  |       |  |        |
|  Drives |  |  |  |  |  |       |  |        |
|  Parking |  |  |  |  |  |       |  |       |
|  Drains |  |  |  |  |  |       |  |       |
|  Play Equipment |  |  |  |  |  |       |  |       |
|  Planting |  |  |  |  |  |       |  |       |
|  Grass |  |  |  |  |  |       |  |       |
|  Trees |  |  |  |  |  |       |  |       |
|  Lights |  |  |  |  |  |       |  |       |
|  Trash/garbage pickup  |  |  |  |  |  |       |  |       |
|  Steps |  |  |  |  |  |       |  |       |
|  Fences |  |  |  |  |  |       |  |       |
|  Signs |  |  |  |  |  |       |  |       |
| **Exterior – Building** Cracks |  |  |  |  |  |       |  |       |
|  Settlement |  |  |  |  |  |       |  |       |
|  Roof |  |  |  |  |  |       |  |       |
|  Flashing |  |  |  |  |  |       |  |       |
|  Gutters/Down Spouts |  |  |  |  |  |       |  |       |
|  Doors |  |  |  |  |  |       |  |       |
|  Windows |  |  |  |  |  |       |  |       |
|  Paint |  |  |  |  |  |       |  |       |

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|  | Doesn’t Apply | Needs No Correction | Needs CorrectionYear Year Within  1 2 4 Years | Estimated  Cost | Ck. if local funds will probably cover costs. |  Remarks |
|  Caulking |  |  |  |  |  |       |  |       |
|  Trim |  |  |  |  |  |       |  |       |
|  Bell Tower/Spire |  |  |  |  |  |       |  |       |
|  Fire Escapes |  |  |  |  |  |       |  |       |
| **Fire Protection** Extinguishers |  |  |  |  |  |       |  |       |
|  Sprinkler System |  |  |  |  |  |       |  |       |
| **Plumbing, Heating****Air Conditioning**Boiler Room |  |  |  |  |  |       |  |       |
|  Kitchen |  |  |  |  |  |       |  |       |
|  Toilets |  |  |  |  |  |       |  |       |
|  A-C Equipment |  |  |  |  |  |       |  |       |
|  Fans |  |  |  |  |  |       |  |       |
|  Hot Water Heater |  |  |  |  |  |       |  |       |
|  Pumps |  |  |  |  |  |       |  |       |
|  Pipes and Covering |  |  |  |  |  |       |  |       |
| **Interior – Building** Cracks |  |  |  |  |  |       |  |       |
|  Settlement |  |  |  |  |  |       |  |       |
|  Doors  |  |  |  |  |  |       |  |       |
|  Windows |  |  |  |  |  |       |  |       |
|  Walls |  |  |  |  |  |       |  |       |
|  Ceilings |  |  |  |  |  |       |  |       |
|  Floors |  |  |  |  |  |       |  |       |
|  Floor Coverings |  |  |  |  |  |       |  |       |
|  Moveable Partitions |  |  |  |  |  |       |  |       |
| **Leaks**  Roof |  |  |  |  |  |       |  |       |
|  Walls |  |  |  |  |  |       |  |       |
|  Basement |  |  |  |  |  |       |  |       |
|  Chairs and Seats |  |  |  |  |  |       |  |       |
| Tables |  |  |  |  |  |       |  |       |
| ***S****torage Areas* |  |  |  |  |  |  |  |  |

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|  | Doesn’t Apply | Needs No Correction | Needs CorrectionYear Year Within  1 2 4 Years | Estimated  Cost | Ck. if local funds will probably cover costs. |  Remarks |
| **Offices**Equipment |  |  |  |  |  |       |  |       |
|  Safe |  |  |  |  |  |       |  |       |
|  Cabinets |  |  |  |  |  |       |  |       |
| Library |  |  |  |  |  |       |  |       |
| Cleaning Equip/Supplies |  |  |  |  |  |       |  |       |
| Trash |  |  |  |  |  |       |  |       |
| Stairs |  |  |  |  |  |       |  |       |
| Railings |  |  |  |  |  |       |  |       |
| Balcony |  |  |  |  |  |       |  |       |
| Choir Area |  |  |  |  |  |       |  |       |
| Nursery |  |  |  |  |  |       |  |       |
| Hardware |  |  |  |  |  |       |  |       |
| Signs |  |  |  |  |  |       |  |       |
| Paint |  |  |  |  |  |       |  |       |
| Elevator |  |  |  |  |  |       |  |       |
| Pianos |  |  |  |  |  |       |  |       |
| Computer Equipment |  |  |  |  |  |       |  |       |
| Audio/visual Equipment |  |  |  |  |  |       |  |       |
| Telephones |  |  |  |  |  |       |  |       |
| **Electric**Service |  |  |  |  |  |       |  |       |
|  Wiring |  |  |  |  |  |       |  |       |
|  Switches |  |  |  |  |  |       |  |       |
|  Outlets |  |  |  |  |  |       |  |       |
|  Lights |  |  |  |  |  |       |  |       |
|  Panels |  |  |  |  |  |       |  |       |
|  Sound System |  |  |  |  |  |       |  |       |
| Alarm System |  |  |  |  |  |       |  |       |
| Exit Lights |  |  |  |  |  |       |  |       |
| Security Lights |  |  |  |  |  |       |  |       |
| Extension Cords |  |  |  |  |  |       |  |       |

PREVENTATIVE MAINTENANCE PROGRAM

(On Call – Familiar with Buildings)

Carpenter

Electrician

Plumber

Heating/Air Conditioning

Organ

Roofer

Known Location of Utilities

MISCELLANEOUS:

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If there are needs above which have “emergency” or “near emergency” status, please list and explain below: (Prioritize stated needs.)

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| Signed: | Date |

 Chairperson, Property Management Group