**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](mailto:beckytate@vaumc.org))

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

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Doesn’t Apply | Needs No Correction | Needs Correction  Year 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 |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Doesn’t Apply | Needs No Correction | Needs Correction  Year 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* |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Doesn’t Apply | Needs No Correction | Needs Correction  Year 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:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

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

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Signed: | Date |

Chairperson, Property Management Group