

DISTRICT MANSES COMMITTEE – VISIT REPORT	SCHEDULE J
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- NOTES:**
- *Ensure that visits are arranged in advance, to a date and time convenient for all the parties concerned*
 - *This form is designed to allow basic responses to questions; if more detailed information is required then this should be entered in the box at the end of the form or on a separate sheet*
 - *This visit is an expression of the District's pastoral and oversight responsibility towards a minister or deacon, their family members and the circuit. It is a 5-year check to address issues since the last inspection as well as to judge if the property is adequate housing for the minister. It is not a replacement for a formal Quinquennial Report that provides a detailed assessment of the property.*
 - *See Standing Order 965 for the purposes and circulation of this report*
 - **Items 1-6 should be completed by the District Manses Committee Secretary before the visit**

SUMMARY INFORMATION

1	Resident Name	
2	Manse Address	
3	District	No.
4	DMC Secretary	
	<i>Name</i>	
	<i>Address</i>	

5	Date of last visit	
	Date of Last Quinquennial Inspection	
	Date of current visit	

6	<p>Visitor Information (1)</p> <p style="text-align: center;"><i>Name</i></p> <p style="text-align: center;"><i>Address</i></p> <p style="text-align: center;"><i>Date</i></p> <p style="text-align: center;"><i>Signature</i></p> <p>Visitor Information (2)</p> <p style="text-align: center;"><i>Name</i></p> <p style="text-align: center;"><i>Address</i></p> <p style="text-align: center;"><i>Date</i></p> <p style="text-align: center;"><i>Signature</i></p>
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7	Was the last Quinquennial Report made available for the visit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Has all the recommended work been carried out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'no' then identify all outstanding work below:		

8	Date of last annual property inspection (Schedule C)		
	Was Schedule C made available for the visit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Was the Manse Log Book available for the visit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Has all the recommended work been carried out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'no' then identify all outstanding work below:		

Condition Codes	
A	<i>Requires immediate attention</i>
B	<i>Attention within 12 months</i>
C	<i>Attention before next QI</i>
D	<i>Satisfactory</i>
N/A	<i>Not applicable</i>
Schedule of Rooms	
9	Living Room
Decoration	
Curtains/Blinds	
Floor Coverings	
10	Dining Room
Decoration	
Curtains/Blinds	
Floor Coverings	
11	Entrance Lobby, Hall, Stairs, Landing
Decoration	
Curtains/Blinds	
Floor Coverings	
12	Bedroom 1
Decoration	
Curtains/Blinds	
Floor Coverings	
13	Bedroom 2
Decoration	
Curtains/Blinds	
Floor Coverings	
14	Bedroom 3
Decoration	
Curtains/Blinds	
Floor Coverings	
15	Bedroom 4
Decoration	
Curtains/Blinds	
Floor Coverings	
16	En-Suite to Bedroom 1/2/3/4
Decoration	
Curtains/Blinds	
Floor Coverings	
Sanitary Fittings	
Tiling, panelling, seals etc.	
Additional Comments:	

17	Cloakroom
Decoration	
Curtains/Blinds	
Floor Coverings	
Sanitary Fittings	
Tiling, panelling, seals etc.	
Near to study/reception room?	Y/N
Additional Comments:	
18	Study
Decoration	
Curtains/Blinds	
Floor Coverings	
Adequate electrical points?	Y/N
Adequate desk size?	Y/N
Adequate filing/storage space?	Y/N
Adequate book shelves (30yd/27m)	Y/N
Adequate number/suitable chairs	Y/N
Additional Comments:	
19	Kitchen
Decoration	
Curtains/Blinds	
Floor Coverings	
Kitchen cupboards & fittings	
Adequate storage provided?	Y/N
Adequate electrical points?	Y/N
Fire blanket provided near the cooker?	Y/N
Space & plumbing for washing machine?	Y/N
Cooker provided?	Y/N
If 'yes' then what?	Gas Hob Y/N
	Gas Oven Y/N
	Electric Hob Y/N
	Electric Oven Y/N
Adequate condition & efficient?	Y/N
Additional Comments:	
20	Main Bathroom
Decoration	
Curtains/Blinds	
Floor Coverings	
Sanitary fittings	
Tiling, panelling, seals etc.	
Separate shower fitted?	Y/N
Additional Comments:	

21	Utility Room
Decoration	
Curtains/Blinds	
Floor Coverings	
Sanitary fittings	
Tiling, panelling, seals etc.	
Additional Comments:	
22	Conservatory or similar garden room
<i>Name?</i>	
Decoration	
Curtains/Blinds	
Floor Coverings	
Glazing, seals, structure etc.	
Additional Comments:	
23	Other Rooms
<i>Name?</i>	
Decoration	
Curtains/Blinds	
Floor Coverings	
Additional Comments:	
24	Other Rooms
<i>Name?</i>	
Decoration	
Curtains/Blinds	
Floor Coverings	
Additional Comments:	
25	Other Rooms
<i>Name?</i>	
Decoration	
Curtains/Blinds	
Floor Coverings	
Additional Comments:	
26	Any Additional Comments
Additional Comments:	

27	Utilities & Services	
Is there mains drainage?		Y/N
Other drainage (e.g. septic tank etc.)?		Y/N
Gas fuel supply?		Y/N
Alternative fuel supply (e.g. oil, solar etc.)?		Y/N
Is there a central heating system?		Y/N
If 'yes', then by what means:		
If 'no', how is the manse heated:		
Is the heating system adequate & efficient?		Y/N
Are there additional heating methods?		Y/N
If 'yes', then what are they:		
Is the mains water supply metered?		Y/N
Is there a central hot water system?		Y/N
If 'yes', then by what means:		
If 'no', how is hot water provided:		
28	Maintenance Inspections	
Gas appliances inspected?		Y/N
Date of last inspection		
Electrical installations inspected?		Y/N
Date of last inspection		
Oil fired appliances & storage inspected?		Y/N
Date of last inspection		
Other installations inspected (e.g. security system)		
<i>Name?</i>		
Date of last inspection		
<i>Name?</i>		
Date of last inspection		
<i>Name?</i>		
Date of last inspection		
Are any of the above on annual contracts?		Y/N
If 'yes' then which ones:		
29	Energy Performance	
Is there an energy performance certificate?		Y/N
Date of last certificate		
What is the current rating?		
What is the potential rating?		
What changes can achieve the higher rating:		

30 Safety and Security Measures			
Are all doors fitted with five lever mortice deadlocks or deadlocking rim locks?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are all ground floor and accessible windows fitted with key operated locks?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do all main locks meet current insurance standards?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is an intruder alarm fitted?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is a panic alarm fitted in the study?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are carbon monoxide detectors fitted in the appropriate locations?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are smoke detectors fitted in the appropriate locations?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are heat detectors fitted in the appropriate locations?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
31 General			
Is there a general incoming telephone connection?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is there are suitable telephone extension to the study?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is there a suitable telephone connection to receive broadband?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is there adequate means of television reception?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are there adequate off street parking or garage facilities?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are there adequate garden storage facilities?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is a suitable lawn mower provided?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is there adequate internal and external space for clothes drying?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is there adequate, safe and secure external amenity space for children?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
32 Conclusions			
Does this house offer reasonable standards of comfort at an economical cost?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is the house suitable as a manse?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is the manse well-sited in relation to existing pastoral responsibilities?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
33 Further Comments			
<i>Please use this section for any additional comments not covered in the pro-forma</i>			