



ANGLICAN DIOCESE OF NEWCASTLE 2019 ANNUAL PARISH RETURNS

SECTION 2

PART B - BUILDING CHECKLISTS (all sites excluding rectories) SUBMISSION FOR THE PARISH OF:

Incumbent:	_____	_____
	[Print Name]	[Signature]
Churchwarden	_____	_____
	[Print Name]	[Signature]
Churchwarden	_____	_____
	[Print Name]	[Signature]
Churchwarden	_____	_____
	[Print Name]	[Signature]

Please submit the completed Parish Returns document along with any other supporting documentation as outlined in the Information Pack to:
parishreturns@newcastleanglican.org.au

PART B: BUILDING CHECKLISTS

Section 1 - BUILDING CHECKLIST *(Church, Hall and other buildings excluding Rectories)*

This checklist is required to be completed for every Parish site.

[Parish] _____

[Site name] _____

Item		Response	Comments ATTACHED yes/no
1.	Have all issues identified in the 2019 Building Reports been attended to? If not, please list what is outstanding and comment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have the Guidelines for Inspection of Parish Buildings for Maintenance Purposes (attached) been effectively managed throughout the year and all checks completed during the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	How much has the parish spent on Building Maintenance in 2019?	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have all issues identified in WHS checks (Parish Council Safety Delegate Reviews, Incident Reports, Property and Risk Officer Reports, Fire Audit, Hazardous Substances Reports) been addressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have any significant building works or maintenance been carried out in 2019 which has not previously been submitted to the Diocesan Property Services Unit or NACC Board, e.g. work valued over and \$25,000? If "Yes" please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are any significant building works or maintenance scheduled for 2020 e.g. works valued over \$25,000? If "Yes" please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Are the Churchwardens aware of any outstanding issues or problems regarding parish property which require investigation or rectification? If "Yes" please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Have the annual pest inspections and treatments been carried out? Note: A copy of the inspection sheet from your pest service company is required to be attached to this return.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Pest Inspection reports attached
9.	Has the 6 monthly fire certification been completed? Note: A copy of the inspection sheet from your fire service company is required to be attached to this return.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Fire Provider report and/or invoices

	Item	Response	Comments ATTACHED yes/no
10.	Is your Emergency Management Plan (EMP) current and are evacuation diagrams on display? (These are required for churches, halls, and parish offices) Note: if any part of the EMP has been amended since its initial issue a copy is required to be attached to this return.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Have security arrangements been reviewed and are they considered adequate for other parish buildings?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Is external lighting adequate for people using the site for evening functions, activities or programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Has all external lighting been checked to see if it is in working order on a regular basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Have all timber structural posts that are installed directly into the ground been checked for signs of deterioration to the base or termite damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Are all handrails structurally sound with no signs of deterioration?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Is there any visible damage to the paint applied to external timber windows, doors and architraves?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	Is there any visible damage to the paint applied to external timber weather boards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Are there any uneven or damaged steps or stairs on site? NOTE: - uneven or damaged steps or stairs are a high-risk trip hazard and must be repaired immediately.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
19.	Are there any steps or stairs that are 1 metre or more above adjacent ground or floor levels that do not have a handrail? If "Yes" please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
20.	Has all stored timber or timber debris been relocated or removed from areas against, under or around any of the properties on site? NOTE: Timber and timber products stored on ground or near buildings are a high termite risk.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Item	Response	Comments ATTACHED yes/no
21.	Are all services in and to your buildings in good working order i.e. no leaking internal or external taps and no damaged or leaking internal or external pipes that can be determined? NOTE: if your water bill has increased dramatically with no apparent increase in water use, or your water meter ticks over when you are not using any water you may have a broken or leaking pipe or tap.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
22.	Are all vents to subfloor areas and any weep holes in between brickwork exposed and clear of vegetation or other? NOTE: it is vital to keep all ventilation devices clear from any obstacles which may reduce air flow under buildings. Blocked vents dramatically increase the risk of damage to structural timber due to increased condensation in the sub floor area.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
23.	Have all hot water service overflows and any air conditioning overflows been diverted away from the side of any buildings?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
24.	Is all stormwater coming from downpipes properly connected to the stormwater system?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
25.	Has only termite treated timber been used to construct any garden beds, retaining walls or fence posts? If "no" please provide details and photographs.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
26.	Have you made sure that there are no plants, trees or the like with an invasive root system growing against or near any buildings or structures? NOTE: Allow at least a 30cm clearance between the building and any plants to reduce the risk of termites entering the building.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
27.	If any of your buildings have a "concrete slab on ground" construction, is there a minimum of 75mm of concrete slab edge exposed above the ground showing as per Australian Standards? NOTE: it is critical to keep the top of gardens and grassed areas below the concrete slab level to reduce the risk of termite access to internal timber elements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
28.	Are all external windows and doors to all buildings lockable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
29.	Is there a Key register for all keys to all buildings and is someone in charge of monitoring where the keys are being held?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
30.	Are all garbage and clothing donation bins stored away from Parish buildings?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Item	Response	Comments ATTACHED yes/no
	NOTE: Due to vandalism and fires being lit in donation bins it is advised to keep Donation Bins away from Parish Buildings were possible.		
31.	Have you made sure that there are no highly flammable liquids, chemicals or materials being stored in close proximity to any of the parish buildings?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
32.	Does the parish run an Op Shop? If "Yes" please provide details of the address of the Op Shop.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
33.	Does the Parish have property that is leased out on a regular/ongoing basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
34.	If yes, what is the address/es of the listed Property? <i>Please list below:</i> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
35.	Are the properties listed above managed by a licenced Real Estate agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

^^^Please complete this document for each site.