



ANGLICAN DIOCESE OF NEWCASTLE 2019 ANNUAL PARISH RETURNS

SECTION 2

PART B: BUILDING CHECKLIST (RECTORY CHECKLIST) 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 *continued*

Section 2: RECTORY CHECKLIST

This checklist is required to be completed for the Parish Rectory.

_____ [Parish]

Item	Response	Comments ATTACHED yes/no
1. Have all issues identified in the 2019 Building Reports regarding the rectory 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 Rectory Maintenance in 2019?	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have all issues identified in any 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 or 2021 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 rectory 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. Have security arrangements for the Rectory been reviewed by the Churchwardens as per Section 6.1 of the Diocesan Handbook?	<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
10.	Is external lighting adequate and in working order?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	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
12.	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
13.	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
14.	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
15.	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
16.	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
17.	Has all stored timber or timber debris been relocated or removed from areas against, under or around the rectory? 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
18.	Are all services in and to the rectory 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
19.	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
20.	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"/> Yes <input type="checkbox"/> No

	Item	Response	Comments ATTACHED yes/no
		<input type="checkbox"/> N/A	
21.	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
22.	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
23.	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
24.	If the rectory is "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
25.	Are all external windows and doors to the rectory lockable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
26.	Are all keys held and are locks in working order?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
27.	Have you made sure that there are no highly flammable liquids, chemicals or materials being stored in close proximity to the rectory?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
28.	Is the rectory 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
29.	If yes, what is the address/es of the listed Property? <i>Please list below:</i> _____ _____	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
30.	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

Item		Response	Comments ATTACHED yes/no
31.	Does the rectory comply with current Rectory Standards? If not, please specify (attach list if convenient)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
32.	How would you assess the condition of the kitchen? Please provide photos	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Requires attention	Photos attached <input type="checkbox"/> Yes <input type="checkbox"/> No
33.	How would you assess the condition of the main bathroom? Please provide photos	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Requires attention	Photos attached <input type="checkbox"/> Yes <input type="checkbox"/> No
34.	How would you assess the condition of the second/ensuite bathroom? Please provide photos	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Requires attention	Photos attached <input type="checkbox"/> Yes <input type="checkbox"/> No
35.	How would you assess the condition of the furnishings to the rectory e.g. flooring carpet/tiles/floorboards, window furnishings – blinds/curtains, light fixtures etc.	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Requires attention	<input type="checkbox"/> Yes <input type="checkbox"/> No
36.	Does the rectory have a dedicated study / office space	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
37.	Does the rectory have an interview room which does not require access to the living area of the house?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
38.	Is there an office and meeting/interview space available for the clergy to use at the Church/parish hall?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No