



Property Checklist for Annual Inspections by the Property Stewards

This form is made available so that the inspection can be carried out during the light summer evenings. When the inspection and supplement has been completed (one for each property for which the Circuit Meeting acts as Managing Trustees), it should be forwarded for approval by the Autumn Circuit Meeting.

Name of Property	Name of Circuit	Date Year Ending
	East Lincolnshire	31/08/

The Site and Building Surroundings	1	2	3
Are the boundary walls, fences and gates in good condition?		Yes ☐	No ☐
Are paths, steps and ramps in good condition and free from hazards?		Yes ☐	No ☐
Are the manhole covers sound and are drains running freely?		Yes ☐	No ☐
Are there any other external features on which to report?	NA ☐	Yes ☐	No ☐

The Exterior of the Building	1	2	3
General Structure: Wall			
Are the external walls satisfactory?		Yes ☐	No ☐
Are there any indications of penetrating dampness?		Yes ☐	No ☐
Is the external ground level at least 150mm below damp course level?		Yes ☐	No ☐
Are all airbricks clear?		Yes ☐	No ☐
Is the building free of timber decay?		Yes ☐	No ☐
Is there damage due to vandalism?		Yes ☐	No ☐
Roof structure and coverings			
Are all roof coverings (pitched and flat) in good condition?		Yes ☐	No ☐
Are all flashings, edges and junctions satisfactory?		Yes ☐	No ☐
Are all roof spaces free of water penetration?		Yes ☐	No ☐

The Exterior of the Building	1	2	3
Rainwater disposal			
Are all gutters and downpipes clear and working properly?	Yes ☐	No ☐	
Are all gullies clear?	Yes ☐	No ☐	
External doors & windows			
Are all external doors in good condition?	Yes ☐	No ☐	
Are all window frames in sound condition?	Yes ☐	No ☐	
External decorations			
Are all the decorations to woodwork, metal work etc., in good condition?	Yes ☐	No ☐	

The interior of the building	1	2	3
Ceilings, walls, partitions & doors			
Are all ceilings satisfactory and in good decorative order?	Yes ☐	No ☐	
Are all walls internally and partitions etc satisfactory?	Yes ☐	No ☐	
Are there any signs of dampness and or timber decay?	Yes ☐	No ☐	
Are all internal doors and windows sound and secure?	Yes ☐	No ☐	
Floors & balconies etc			
Are all floors sound and the floor coverings clean and in good order?	Yes ☐	No ☐	
Are all stairs and steps in good order?	Yes ☐	No ☐	

The Building Services	1	2	3
Heating System			
Is the heating system satisfactory and in good working order?	Yes ☐	No ☐	
Has there been an annual boiler inspection?	NA ☐	Yes ☐	No ☐
Is the gas installation satisfactory?	NA ☐	Yes ☐	No ☐
Electrical Installation & appliances			
Is the electrical installation satisfactory?	Yes ☐	No ☐	

The Building Services	1	2	3
Kitchen & sanitary facilities			
Are all the kitchen facilities in good order?	Yes ☐	No ☐	
Are the toilet facilities and all the sanitary fittings clean and in good order?	Yes ☐	No ☐	

Security, Access, Health and Safety	1	2	3
Fire Precautions (see Methodist Insurance Guidance notes)			
Are fire precautions adequate e.g. smoke alarms, fire extinguishers/blankets etc.?	Yes ☐	No ☐	
Are there satisfactory means of escape from the building?	Yes ☐	No ☐	
Health and Safety			
Has the mandatory Health & Safety Risk Assessment been carried out? (see Methodist Insurance Guidance notes)	Yes ☐	No ☐	
Environment Audit			
Has an environmental audit been carried out as a recommended contribution to the Connexional Environmental policy? (see the Carbon Reduction page for more information)	Yes ☐	No ☐	
Facilities for the disabled			
Equalities Act (2010) Has full provision been made to comply with the Equalities Act?	Yes ☐	No ☐	
Have you undertaken an access audit of the premises?	Yes ☐	No ☐	

Signed: _____	Position Held: _____	Date: _____
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