



# ON LEAVING THE PARSONAGE

## A CHECKLIST FOR PASTORS

*Give a copy of this completed form to Chair of Trustees, Chair of Staff/Parish Relations, and/or Chair of Parsonage Committee.*

### General Cleaning for each room

#### Windows

Washed inside and out \_\_\_\_\_

    Clean screens \_\_\_\_\_

    Clean window sills \_\_\_\_\_

    Clean blinds or shades \_\_\_\_\_

    Wash or have curtains cleaned \_\_\_\_\_

#### Woodwork

    Wipe down all woodwork, baseboards \_\_\_\_\_

    Doors, Door Facings, Stair Railings \_\_\_\_\_

#### Walls

    Clean off any spots \_\_\_\_\_

    Remove nails where pictures were and fill holes \_\_\_\_\_

#### Floors

    Carpet (Vacuum and clean or have cleaned) \_\_\_\_\_

*If you have pets, deodorize carpets and be certain that no fleas or flea eggs are left.*

    Vinyl (scrub and wax) (Get the corners and kick spaces) \_\_\_\_\_

    Hard Wood (cleaned and waxed) \_\_\_\_\_

#### Shelves

    Dust and clean shelves, cabinets \_\_\_\_\_

*Remove drawers and vacuum behind them.*

*You'd be amazed at what is often behind them.*

    Air Duct Filters - replace with new filters if needed \_\_\_\_\_

### Kitchen

*If any appliance is not working properly, please notify Trustees or Parsonage Committee in a timely manner so the problem can be fixed prior to the next family moving in.*

Stove: Be sure it's in good working order \_\_\_\_\_

    Clean outside, around and under all burners \_\_\_\_\_

Replace drip pans, if they can't be cleaned \_\_\_\_\_

Hood over stove –clean (especially grease filter and fan) \_\_\_\_\_

Oven–clean inside \_\_\_\_\_

Refrigerator–be sure it's in good working order \_\_\_\_\_

    Clean outside (especially top) and inside \_\_\_\_\_

    Take out shelves and drawers to clean properly \_\_\_\_\_

    Remove all food items \_\_\_\_\_

Freezer–thaw, remove all food and clean \_\_\_\_\_

Cabinets–clean inside and out (polish outside of wooden cabinets) \_\_\_\_\_

Shelves–wipe down \_\_\_\_\_

Counter tops—clean and remove stains if possible \_\_\_\_\_  
 Sink—clean (leave a bar of unopened soap for next family) \_\_\_\_\_  
 Dishwasher—clean inside and out (leave a small amount of \_\_\_\_\_  
 dishwasher detergent for next family) \_\_\_\_\_  
 Exhaust Fans—clean \_\_\_\_\_  
 Hot and cold air ducts—clean \_\_\_\_\_

**Bathrooms**

Commode—clean inside and out \_\_\_\_\_  
 Lavatory—clean \_\_\_\_\_  
 Tub and shower \_\_\_\_\_  
     Clean glass sliding door for shower (include the track) \_\_\_\_\_  
     Shower curtains (replace with new) \_\_\_\_\_  
 Medicine Cabinet—remove all items and clean \_\_\_\_\_  
 Drawers and counter tops—clean \_\_\_\_\_  
 Mirrors—clean \_\_\_\_\_  
 (Please leave behind a full roll of toilet paper, new soap) \_\_\_\_\_

**Laundry Room**

Washer—clean inside and out \_\_\_\_\_  
 Dryer—clean inside and out (clean filter) \_\_\_\_\_

**Attic and Basement**

Sweep \_\_\_\_\_  
 Remove all discarded items \_\_\_\_\_

**Yard**

Cut Grass \_\_\_\_\_  
 Trim Shrubbery \_\_\_\_\_  
 Haul away clippings and yard debris \_\_\_\_\_

**Extras**

Leave a flower arrangement or potted plant to welcome the new family.  
 Remind Parsonage Committee to have food in the house for the new family.  
 Remind Church to organize a welcoming reception for the new family.  
 Leave parsonage in condition you hope to find the parsonage you will be moving to.

**Confirmation of Parsonage Inspection**

We find the parsonage of \_\_\_\_\_ United Methodist Church to have  
 been left in proper condition.

Date \_\_\_\_\_

Pastor \_\_\_\_\_

Parsonage Committee Chair \_\_\_\_\_

Staff/Parish Relations Chair \_\_\_\_\_