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 __________________________