

CONTACT PERSON: _____

DATE: _____

PROPERTY HEALTH ASSESSMENT

The purpose of this tool is for you to gather an overall picture on the history and current condition of your property. This can be used as a resource to build a complete picture of its current health. Fill out the following pages to the best of your ability. There might be some details you are not sure of. If you have any questions in filling out this form, don't hesitate to use the contact information provided at the bottom of page 5.

GENERAL PROPERTY INFORMATION

CHURCH NAME:	PROPERTY ADDRESS:
BUILDING(S) SQUARE FOOTAGE: Include year built for each building.	PROPERTY ACREAGE:
WORSHIP SPACE(S): Include seating capacity.	CEMETERY ON CAMPUS? Y/N: Is it contiguous? Y/N Cemetery Acreage: _____
ANY LEASES IN THE BUILDING(S)? Y/N: If yes, please list and include expected duration, etc: _____ _____ _____	

NOTES

PROPERTY HEALTH ASSESSMENT

HVAC(S)/BOILER SYSTEM

NOTE | What type of system do you have? _____

GOOD

- Regular maintenance
- Everything is in working order
- Units and system are less than 10 years old

FAIR

- Able to address basic minor repairs
- Units and system are between 10–15 years old

POOR

- Units and system are greater than 15 years old
- Major repairs needed

NOTES

WINDOWS

GOOD

- Properly sealed based on climate
- No visible signs of damage
- No noticeable change in utility cost
- No sign of air flow coming from windows

FAIR

- Minor damage
- Change in utility cost or sign of minor air flow coming from windows

POOR

- Known damage to windows
- Noticeable lack of sealing/air flow from windows
- Change in utility cost frequently

Does your building contain stained glass windows? **Y/N** If yes, condition: Good Fair Poor

NOTES

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PARKING

NOTE | How many spaces? _____ Parking Lot On-Street Parking

GOOD

- Sealed
- Paint lines visible
- No Potholes
- No extreme wear & tear visible

FAIR

- Some visible potholes
- Paint lines faint
- Functional condition with some wear & tear visible

POOR

- Potholes present
- No paint lines or markers
- Unsafe condition

NOTES

ADDITIONAL EXTERIOR SURFACES **NOTE** | What is the condition of your additional exterior surfaces including any sidewalks, breezeways, courtyards, etc.? Good Fair Poor

HANDICAP ACCESSIBLE

GOOD

- All of property is ADA accessible including bathrooms

FAIR

- Most property is ADA accessible for worship/main areas, some hallways, classrooms and bathrooms not ADA accessible

POOR

- None of the property is ADA accessible

NOTES

PROPERTY HEALTH ASSESSMENT

FIRE SAFETY

NOTE | This greatly depends on local city, county, and state regulations. It is recommended to maintain what you have in place, and if you have further questions, contact the Foundry team using the contact information provided at the bottom of page 5.

GOOD

- Property seems safe based on current system in building
- Fire emergency exit signs are maintained and have posted exit plans

FAIR

- Unsure of property fire emergency system

POOR

- Known issues with fire emergency system and received code violations/warnings from local municipality

NOTES

ROOF

NOTE | Much roof maintenance depends on type of roof, please list type of roof here _____.

GOOD

- Age is less than 10 years old
- Any known leaks have been repaired
- Yearly roof maintenance inspection

FAIR

- Age is between 10–20 years old
- Have addressed minor repairs

POOR

- Age is over 20 years old
- Debris on roof
- Major repairs or replacement needed

Does your building have gutters? **Y/N** If yes, condition: Good Fair Poor

NOTES

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WHAT ELSE WOULD BE HELPFUL FOR YOU TO KNOW?

It is helpful for you to understand as much about your property as possible. Use these lines to fill in additional details that you feel would be helpful for you to have easily accessible. Some questions to touch on could be: Is there any other deferred maintenance? Is there any water damage? What is the functional accessibility of the property in regards to layout (is there adequate classroom/office space, etc.)? Are there cell towers or solar panels present? Are there any landscaping, maintenance, or drainage issues?

NOTES

Is there insurance in place? **Y/N**

NEXT STEPS:

- Keep this document as a record of property condition.
- You would like a follow-up to discuss concerns you have about your property.
- You are interested in hearing about ways to possibly leverage the value in your property.

FOR MORE INFORMATION:

If you have any questions, please contact us at:

Matt Messier, SIOR, CCIM
Principal/Managing Director

Carlin Beekman
Vice President



MISSION
PROPERTY
GROUP

Olanda Carr, Jr.
Assistant Vice President, Senior Ministry Relations Officer - East Region
olanda.carr@presbyterianfoundation.org
1.888.711.1318

Rev. Sandra Moon, JD
Vice President of Church Finance & Property and Adaptive Initiatives
sandra.moon@presbyterianfoundation.org
1.833.391.4756

