

Appendix 12

Basic Accommodation Requirements

Where there is no office available in the church, a separate entrance to the study/meeting room should be available. (Ideally this entrance should be external, or at least from the hallway at ground level). A burglar alarm should be fitted.

Kitchen:	Electric/gas cooker or solid fuel/oil cooker Washing machine/tumble drier Fridge/freezer or fridge and freezer Dishwasher Vacuum cleaner Built-in cupboards and work tops
Lounge:	Floor covering & curtains Three piece Suite (or 5 armchairs)
Dining room:	Floor covering & curtains Table & chairs or small suite
Study/Meeting room:	Floor covering & curtains Book shelves Filing Cabinet Desk with Drawers Chairs Telephone/Fax sockets Power sockets
Bathroom and toilet:	Floor covering and curtains
Hall and stairs:	Door mat Floor covering and curtains
Cloakroom/toilet:	Floor covering Coatrack
Bedrooms (4):	Floor covering and curtains Built-in wardrobes
Central heating, including good water heating facilities, and one portable heater (preferably not electric)	
Double glazing on all windows and doors	
All rooms:	Light fittings, shades and adequate sockets
Burglar alarm	
Basic garden tools, including good lawnmower	

(Ministers who supply any of the items listed above, do so at their own expense — these items should then be removed when leaving the manse at a later date. Disposal of existing items should be done in consultation with Circuit Steward, with the proceeds of any sale allocated to the manse account.)

Appendix 2

Cleaning Checklist

(for use by Manse families and Circuit Stewards when a change is taking place.)

Cleaning when leaving

It is expected that each manse family will leave the manse in the state in which they would like to find it. Since those expectations and standards vary from person to person, some thought has been given to determining what should be regarded as normal. Adequate planning should be made and action taken to ensure that the house is left in a thoroughly clean condition. The incoming family should find that in addition to a general thorough cleaning, the following has been done:

All woodwork in the house washed down — doors, frames and skirting, especially behind the cooker, fridge, wardrobes, etc.

Picture rails, window sills, plastic/glass lamp shades, etc. washed. Kitchen cupboards washed out with bleach and left ready for use. All top surfaces dusted and unit exterior surfaces washed down. Fridge, freezer and ovens cleaned properly inside and out. All other appliances washed down and left ready for use. Bathrooms and toilets thoroughly cleaned. All curtains dry- or steam-cleaned and re-hung. All carpets cleaned as necessary, in consultation with the Circuit, who shall bear the cost. The entire house dusted and vacuumed — all furniture moved cleaned behind and underneath.

All external surfaces, including tops, dusted and cleaned.

All interiors dusted, cleaned and left ready for use. All windows thoroughly cleaned, inside and out.

Garages, outhouses, yards, patios and side-passages cleared and left clean. Bins bleached/cleaned, dried and left empty. All hedges and shrubs trimmed or pruned as appropriate.

Lawns cut, beds weeded and rubbish removed.

All furniture left in the room for which it is listed in the Furniture Book. All items no longer required disposed of.

GUIDELINES

Funding decoration & refurbishment

As a guideline, the annual sum would be the equivalent of 0.5% of the capital cost of replacing the building, plus 20% of the cost of external redecorating. In addition, provision should be made for the replacement of heating systems, softwood windows and felt flat roofs at 15/20 year intervals; provision should be made for the replacement of plastic gutters and the refurbishment of kitchens and fittings at 30 year intervals; provision should be made for the recovering of pitched roofs and asphalt flat roofs at 60 year intervals.

Frequency of maintenance

Re-decoration should be carried out on an on-going basis. As a guideline, one room per year should be decorated. Ideally, the entire house should be entirely re-decorated every eight years. Responsibility for this rests with the Quarterly Meeting.

Responsibilities

While the Church provides a house and the Circuit maintains it, the minister will turn it into a home, by means of furniture and decoration, keeping in mind that the decor should be in character with the main function of the premises, i.e., that of a manse. The function of Circuit officers is related to the condition of the decor, rather than the nature of same.

The maintenance of manse furniture in good condition is primarily the responsibility of the minister — this shall be taken into account when inspections and/or replacement is taking place.

The thorough cleaning and preparation of the manse for the arriving minister is primarily the responsibility of the departing minister — this shall be taken into consideration where costs are incurred due to unsatisfactory conditions being reported.

The Basic Accommodation Requirements set out in Appendix 1 list what is seen as an appropriate level of furnishing. It is likely, however, that there will have to be a period of transition, where furniture is bought or disposed of as appropriate.

2. The Conference directs that the appropriate sum to be set aside for the allowance referred to in paragraph. 12.07 shall be €350 or £250, to be administered through the General Purposes Fund.