

## **Circuit Property Role**

### **Manses**

#### **Statutory Requirements**

Annual gas safety checks / certificate.

Smoke / CO detectors annual check and replace prior to expiry date 8 -10 year life span.

5 yearly Electrical Inspection Condition Report (EICR) – building wiring check.

Energy Performance Certificate (EPC) - check in date renewal every 10 years.

#### **Reactive Works**

Respond to fault reports / concerns / requests raised.

Review Quinquennial Inspection report and implement schedule of work to address highlighted items.

Respond to any issue raised from District manse inspections.

Manage Manse changeovers, including preparing the manse and removals for incoming ministers. This may include implementing any or some of the improvement works identified below.

#### **Proactive / Improvement Works**

*Look at longer term improvements required e.g. Bathroom / Kitchen upgrades / Accessibility improvements etc. and make recommendations to CLT / CM.*

*Look at Environmental / Energy efficiency improvements in line with connexional guidelines / recommendations.*

**Annual Returns** – *assist with completion of circuit return and remind / encourage churches to complete their returns.*

#### **Property For Mission**

Encourage and support churches to look at how their buildings are enabling their mission and to look at alternatives / improvements.

#### **Quinquennial Inspections ( Property Secretary ?)**

Manage the schedule of inspections for manse and churches in the circuit. Seek quotes and engage surveyors at the appropriate time and distribute complete reports accordingly.