

Presbytery of Aberdeen

Property Register & Manse Condition Report

To assist in providing evidence of compliance with the requirements to satisfying the Due Diligence Audit of property registers the following list sets out the various records, certificates, and approvals which are required to be presented at the annual due diligence audit

In some cases the actual documents may not be available. In such cases details of the location where the current documents can be located should be provided.

The **Property Register** and **Manse Condition** schedule documents, along with useful guidance, are available to download from the Church of Scotland web pages at:-

http://www.churchofscotland.org.uk/resources/building_and_property_resources

● **Property Record**

- ✓ Properties
- ✓ Church and attached buildings (**attached** halls, rooms etc)
- ✓ Separate (church) buildings.
- ✓ Inventories
- ✓ Insurances (Certificate of current Insurances held by church. Normally available from Treasurer)
- ✓ Inspection (Annual Inspection Report)
- ✓ Quinquennial Report, and,
- ✓ Annual record of expenditure (Properties @ Equipment)

- ✓ **Approval** of the **Property Register(s)** by Financial Court, and Minister (signed and dated)

● **Manse Condition Schedule**

- ✓ Updated maintenance tasks completed
- ✓ Annual record of expenditure (Properties @ Equipment)
- ✓ 5 year planned maintenance plan

- ✓ **Approval** of the **Manse Condition Schedule** by Financial Court, and Minister (signed and dated)

● **Safety and Statutory requirements**

- ✓ Safety Policy
- ✓ Electrical Safety Certificate (by "SELECT" contractor) for each property
- ✓ PAT certification (by competent person(s)) (including manse portable electrical equipment)
- ✓ Gas Safety Certificate (by "GasSafe" contractor)
- ✓ Risk Assessments for each property
- ✓ Risk Assessment Register (Risk Assessments for User Groups)
- ✓ Fire Safety Assessment (inc. record of Fire Extinguisher Check)
- ✓ Asbestos Register
- ✓ Record of Accidents, Incidents & Dangerous Occurrences
- ✓ Theatre/Entertainment license. (where held)