**CHURCH OF SCOTLAND**

**GENERAL TRUSTEES**

**Manse Handbook**

**Section 2**

**Manse Schedule**

**To be completed annually for all manses**

|  |  |
| --- | --- |
| **Congregation Name:** |  |
| **Manse Address:** |  |
| **Postcode:** |  |
| **Date of Completion:**  |  |

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**2A**  **BACKGROUND INFORMATION**

|  |  |
| --- | --- |
| **INFORMATION** | **ANSWER** |
| Approximate Date of Construction |  |
| Is the manse Listed?*(state Historic Environment Scotland Listing)* |  |
| Is the manse in a Conservation Area? *(yes/no)* |  |
| Type of Property*(eg detached, semi, terrace, flat etc)* |  |
| Occupancy status*(eg. Occupied by Minister, vacant, let)* |  |
| Insurance Cover (Buildings)*(state where certificate retained)* |  |
| Council Tax Band*(state A to H)* |  |
| Property Ownership*(General Trustees or Locally Vested)* |  |
|  |  |
| Number of public rooms |  |
| Number of bedrooms |  |
| Number of bath/shower rooms |  |
| Number of separate cloakrooms/toilets |  |
|  |  |
| **RECORD OF KEY DOCUMENTS** | **DATE**  |
| Gas Safety Inspection |  |
| Electrical Inspection Condition Report |  |
| Installation of Carbon Monoxide detectors |  |
| Installation of interlinked smoke detectors |  |
| Energy Performance Certificate |  |
| Portable Appliance Testing |  |
| Asbestos inspection report |  |
| Legionella risk assessment |  |

**2B MANSE REQUIREMENTS – LOCATION**

To be considered when purchasing a new manse or when carrying out an appraisal of existing manses to assess suitability.

|  |  |  |
| --- | --- | --- |
| **REQUIREMENT** | **STATUS** | **COMPLIANCE WITH REQUIREMENTS** *(Detail any works undertaken within last 12 months or planned works within next 12 months)* |
| Is the manse within the bounds of the United Parish? | Recommended |  |
| Is the manse accessible using public transport? | Recommended |  |
| Is there access to car parking for visitors? | Essential |  |
| Is there off-street parking for the Minister? | Recommended |  |

**2C MANSE REQUIREMENTS – LAYOUT/SIZE**

To be considered when purchasing a new manse or when carrying out an appraisal of existing manses to assess suitability.

|  |  |  |
| --- | --- | --- |
| **REQUIREMENT** | **STATUS** | **COMPLIANCE WITH REQUIREMENTS** *(Detail any works undertaken within last 12 months or planned works within next 12 months)* |
| Is there step free/level access to the public entrance? | Recommended |  |
| Is there a study for the minister? | Essential |  |
| Is there a public room for small meetings? | Recommended |  |
| Is there private living space for the family? | Essential |  |
| Is there a kitchen of adequate size? | Essential |  |
| Is there a ground floor wc for use by visitors? | Essential |  |
| Is there a separate family bathroom with shower? | Essential |  |
| Is there a ground floor shower room | Suggested |  |
| Are there at least 3 bedrooms (in addition to the study)? | Essential |  |
| Is there at least one bath/shower room per every two bedrooms? | Recommended |  |
| Is there sufficient storage space? | Recommended  |  |

**2D MANSE REQUIREMENTS – FIXTURES AND FITTINGS**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENT** | **STATUS** | **COMPLIANCE WITH REQUIREMENTS** *(Detail any works undertaken within last 12 months or planned works within next 12 months)* |
| Is there a fridge provided by the Congregation? | Essential |  |
| Is there a freezer provided by the Congregation? | Essential |  |
| Is there a washer provided by the Congregation? | Essential |  |
| Is there a tumble drier provided by the Congregation? | Recommended |  |
| Is there a dishwasher provided by the Congregation? | Essential |  |
| Is there a fitted kitchen with cooking facilities and sufficient workspace? | Essential |  |
| Is there a fire extinguisher and fire blanket in the kitchen? | Essential |  |
| Are blinds and curtains provided by the Congregation to the study and public areas? | Essential |  |
| Are blinds and curtains provided by the Congregation to private family rooms and bedrooms? | Recommended |  |
| Are carpets and floor coverings provided by the Congregation? | Essential |  |
| Are the internal decorations in good condition? | Essential |  |

**2E MANSE REQUIREMENTS – MECHANICAL SERVICES**

**(INCLUDING ESSENTIAL HEALTH AND SAFETY TESTING REQUIREMENTS)**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENT** | **STATUS** | **COMPLIANCE WITH REQUIREMENTS** *(Detail any works undertaken within last 12 months or planned works within next 12 months)* |
| Are there efficient heating and hot water systems in good working order? | Essential |  |
| Is there Mains or LPG Gas supplies to the manse?If so, has it been certified by a qualified engineer within the last 12 months? | Essential (if gas provided) |  |
| Is a maintenance contract in place to deal with urgent repairs required to heating and hot water systems? | Recommended |  |
| Are there carbon monoxide alarms located at all gas fired appliances? | Essential (if gas provided) |  |
| Is there an oil-fired boiler or stove?Has it been serviced within the last 12 months? | Essential (if oil provided) |  |
| Is there mechanical ventilation in the kitchen and any separate utility rooms? | Essential |  |
| Is there mechanical ventilation in all bathrooms, wcs and bathrooms? | Essential |  |
| Is there a septic tank serving the manse? | Essential (only when there is no connection to public foul sewer) |  |

**2F MANSE REQUIREMENTS – ELECTRICAL SERVICES**

**(INCLUDING ESSENTIAL HEALTH AND SAFETY TESTING REQUIREMENTS)**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENT** | **STATUS** | **COMPLIANCE WITH REQUIREMENTS** *(Detail any works undertaken within last 12 months or planned works within next 12 months)* |
| Is there a modern electrical system?When was the last Electrical Inspection Condition Report (EICR) completed? | Essential |  |
| Are there interlinked smoke alarms on all floors – and an interlinked heat detector in the kitchen area? | Essential |  |
| Has Portable Appliance Testing (PAT) been undertaken within the last 5 years? Is a record available? | Essential |  |
| Is suitable external lighting provided to footpaths and entrance doors? | Essential |  |
| Are there security systems (such as intruder alarm, cctv and panic alarm)?Do these meet the requirements of the minister and their family? | Recommended  |  |
| Does the manse have access to broadband services? | Essential |  |
| Are there sufficient electrical sockets to habitable rooms? | Essential  |  |

**2G MANSE REQUIREMENTS – ENERGY PERFORMANCE AND EFFICIENCY**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENT** | **STATUS** | **COMPLIANCE WITH REQUIREMENTS** *(Detail any works undertaken within last 12 months or planned works within next 12 months)* |
| Does the manse have an Energy Performance Certificate (EPC)rating of C or above?What is the rating?Have the recommendations been implemented? | Essential |  |
| Does the manse have double glazing or secondary glazing? | Essential |  |
| Does the manse have sufficient insulation to roof spaces? | Essential |  |
| Does the manse have low energy light fittings? | Essential |  |
| Is there a SMART meter for gas and electric? | Recommended |  |
| Is draft proofing provided to windows and external doors? | Essential |  |
| Is the heating and hot water controlled by a smart thermostat? | Recommended |  |
| Is there insulation to any timber suspended floors? | Recommended |  |
| Are there any renewable sources of energy such as solar panels or heat pumps? | Suggested |  |
| Is an electric vehicle charging point provided? | Suggested |  |

**2H MANSE REQUIREMENTS – GARDEN AND EXTERNAL AREAS**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENT** | **STATUS** | **COMPLIANCE WITH REQUIREMENTS** *(Detail any works undertaken within last 12 months or planned works within next 12 months)* |
| Is there a garage? | Recommended |  |
| Are there storage facilities in the garden? | Essential |  |
| Is there bicycle storage? | Recommended |  |
| Is there dedicated space for bin and recycling storage? | Essential |  |
| Is there an area and facilities for the drying of clothes? | Essential |  |

**2I HOUSING ACT TOLERABLE STANDARDS CHECKLIST**

The Housing (Scotland) Act 1969 introduced the tolerable standard which is a basic standard of habitability and applies to all housing in Scotland, regardless of tenure. This is the MINIMUM standard for housing in Scotland.

A property meets the tolerable standard if it: -

|  |  |  |
| --- | --- | --- |
| **TOLERABLE STANDARD** | **YES/NO** | **COMPLIANCE WITH STANDARDS***(Detail any works undertaken within last 12 months or planned works within next 12 months)* |
| Is structurally stable |  |  |
| Is substantially free from rising or penetrating damp |  |  |
| Has satisfactory provisions for natural and artificial lighting, for ventilation and for heating |  |  |
| Has satisfactory thermal insulation |  |  |
| Has an adequate piped supply of wholesome water available within the property |  |  |
| Has a sink provided with a satisfactory supply of both hot and cold water within the property |  |  |
| Has an indoor toilet for the exclusive use of the occupants of the property |  |  |
| Has a fixed bath or shower and a wash-hand basin, each provided with a satisfactory supply of both hot and cold water and suitably located within the property |  |  |
| Has an effective system for the drainage and disposal of foul and surface water |  |  |
| complies with the relevant requirements in relation to the electrical installation for the purposes of that supply |  |  |
| Has satisfactory facilities for the cooking of food within the property |  |  |
| Has satisfactory access to all external doors and outbuildings |  |  |

**2J CONDITION**

This section confirms the condition of the manse and the urgency of any repairs. It also allows for a budget to be prepared for any Category 3 or 2 items.

Repairs should be categorised as follows

**Category 3** Urgent repairs or replacement needed now. Failure to deal with them may cause problems to other parts of the manse or cause a safety hazard.

**Category 2** Repairs are replacement required within the next 12 months

**Category 1** No immediate action or repair is needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Building****Element** | **Repair Category****1 to 3** | **Works Carried out within****the last Twelve Months** **and works proposed with next 12 months** | **Budget for planned works** |
| Structural movement |  |  |  |
| Dampness, rot and infestation |  |  |  |
| Chimney stacks |  |  |  |
| Roofing including roof space |  |  |  |
| Rainwater fittings |  |  |  |
| Main walls |  |  |  |
| Windows, external doors and joinery |  |  |  |
| External decorations |  |  |  |
| Conservatories and porches |  |  |  |
| Communal areas  |  |  |  |
| Garages and permanent outbuildings |  |  |  |
| Outside areas and boundaries |  |  |  |
| Ceilings |  |  |  |
| Internal walls |  |  |  |
| Floors (including subfloors) |  |  |  |
| Internal joinery and kitchen fittings |  |  |  |
| Chimney breasts and fireplaces |  |  |  |
| Internal decorations |  |  |  |
| Cellars |  |  |  |
| Bathrooms |  |  |  |
| Drainage |  |  |  |

**2K OTHER ESSENTIAL HEALTH & SAFETY REQUIREMENTS**

|  |  |  |
| --- | --- | --- |
| **SAFETY REQUIREMENTS** | **YES/NO** | **COMMENTS** |
| Is there suspected or confirmed asbestos at the property? |  | Date of last inspection:  |
| Is there a legionella risk assessment? |  | [Legionella and landlords' responsibilities - HSE](https://protect.checkpoint.com/v2/r02/___https%3A//www.hse.gov.uk/legionnaires/legionella-landlords-responsibilities.htm___.YzJlOmNodXJjaG9mc2NvdGxhbmQ6YzpvOjYxY2M2ODBmNTk3NjJhMzZjYWM4YWIxNjM1NTlhMTRlOjc6MzFiNTowM2RjOTQxMzI4ZGM5MjQ4NzEzYjdkZjc4Y2U0YjI4NzY4YTg3YWZkMjdlOTIwY2MyMWIyZTY4NzM4MmM5MGUxOnA6RjpO) |

**2L** **PLANNED AND PREVENTATIVE MAINTENANCE PROGRAMME**

**To be updated to reflect individual property**

|  |  |  |  |
| --- | --- | --- | --- |
| **SUGGESTED PLANNED/****PREVENTATIVE MAINTENANCE**  | **CYCLE** | **APPROX DATE LAST COMPLETED** | **PLANNED FUTURE DATE** |
| External redecoration of painted surfaces | Every 5 - 7 years |  |  |
| Clearing of gutters and downpipes | Annual |  |  |
| Cyclical Internal redecoration | Every 5 years |  |  |
| Replacement of flooring coverings | Approx every 10 years |  |  |
| Replacement of bathroom fittings | Approx every 15 years |  |  |
| Replacement of fitted kitchen | Approx every 15 years |  |  |
| Replacement of heating boiler | Approx every 12 to 15 years |  |  |

**2M OFFICE BEARERS’ SIGNATURES**

Signature **………………………………………………….… *(Minister / Interim Moderator)***

Date **………………………………………………..…..**

Signature **…………………………………………..………..** ***(Fabric or Property Convener/Session Clerk / Treasurer)***

Date**………………………………………………..…..**

Signature **………………………………………………..…. *(Presbytery Clerk or***

***Property Convener)***

Date **……………………………………………….…..**

**Inspection carried out by:**

Signature **…………………………………………………**

Designation **…………………………………………………**

Date **………………………………………………...**