



The Uniting Church in Australia  
THE SYNOD OF VICTORIA AND TASMANIA

**MANSE INSPECTION REPORT**

CONGREGATION(S): Glen Waverley Uniting Church Manse

ADDRESS: 17 Southdown Avenue

DATE: 31/01/2016

INSPECTED BY: Mark Porter

Safety and Building Officer

SIGNED:

**Mark Porter**

Digitally signed by Mark Porter  
DN: cn=Mark Porter, o=Uniting Church, ou=OHS,  
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Date: 2017.01.31 16:16:36 +11'00'

**SUMMARY:**

The manse is very good condition.

The garden is presentable with low shrubs and timber fences. The interior of the manse is in very good condition and well maintained.

**ATTENTION REQUIRED:** Bathroom to be maintained to avoid mildew and mould build up. Garage to be cleaned to mitigate fire hazard

**EXTERNAL**

Location of manse vis-à-vis the church, public transport and shopping

Ideally, the manse should be located within a "reasonable" distance from public transport, shopping and the church itself. If the manse is located on the same block of land as the church or an adjacent block of land to the church, consideration should be given to the ability of the family to enjoy some privacy.

**Comment:** The manse is situated next to the church but there is a fence between the manse and church which creates the sense of separation.

**Garden**

A neat, practical garden incorporating a self-managing design with low maintenance plantings is desired. Trees and shrubs should be clear from the house and from electrical and telephone wires. Lawns or replacements for lawns need to be well-bordered and simple to maintain. Space for a vegetable garden is desirable.

**Comment:** The garden is in very good reasonable condition but a maintenance program would be of benefit to ensure that the garden maintains it low profile. (Weeds and over grown foliage to be rectified).

**Vehicle and Storage Facilities**

Provision of a garage, car-port, garden/work shed, each with power and lighting, is required. Drive-way should be paved. External to the house storage facilities are desirable.

**Comment:** The garage is in good condition but the hording condition needs to be rectified to mitigate the fire hazard.

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**Buildings and fencing**

The house, fencing and outbuildings should be in good order externally, without unrepaired cracking or other surface defects. Paintwork should be in good condition. Windows all in operable conditions. Storm water spouting and downpipes in good condition without evidence of corrosion, defective joints or water leaks. Fencing should provide security for children or dogs.

**Comment:** The fence surrounding the house is in good condition. The gutters to be kept clean to mitigate water damage to the building and the garage.

EXTERNAL	GOOD	FAIR	POOR	COMMENTS
LETTERBOX	X			
HOUSE NUMBER	X			
GROUNDS/GARDENS	X			
CONCRETE PATHS/DRIVE	X			
FOUNDATIONS	X			
FENCES	X			
ROOFING	X			
GUTTERING	X			
OUTSIDE PLUMBING	X			
HOT WATER SERVICE	X			
CLOTHESLINE	X			
GARAGE/CARPORT			X	Vehicles to be removed for safety and security
OTHER EXTERNAL BUILDINGS				
WINDOWS & FLYWIRE SCREENS	X			
SUNBLINDS	X			
ENTRANCES ARE WEATHERPROOF	X			
SECURITY OR FLYWIRE DOORS	X			
EXTERNAL DOORS	X			
SECURITY LIGHTING	X			
STEPS/STAIRS	X			
CIRCUIT BREAKERS	X			
TV ANTENNA	X			

**INTERNAL**

**Heating & Cooling**

Heating should be provided to lounge, dining room, family room, and study. Cooling should be provided, preferably, to living areas and study, particularly if these rooms are subject to excessive summer heat due to the aspect of the house. The building should be insulated.

**Comment:** The cooling and heating system is working perfectly.

**Electrical connections**

All rooms except toilets should have at least four electrical outputs and the kitchen and study should have a minimum of eight outputs. All GPOs should be in serviceable condition. A safety switch is required at the meter.

**Comment:** Safety switches to be tested for continuity by a qualified electrician. All fuse lines tested for even electrical flow

**Hot Water**

Hot water system should be mains pressure and large enough to supply a family of six persons. Solar heating is advantageous. The hot water system should be regularly serviced and fitted with appropriate temperature limiting equipment.

**Comment:** Hot water service to be by qualified tradesman and a schedule to be implemented for future servicing

**Smoke Detectors**

Should be fitted and working

**Comment:** Smoke detector to be replaced by a photoelectric smoke alarm which is much faster at detecting smoke than ionisation alarm.

ENTRANCE/HALLS	GOOD	FAIR	POOR	COMMENTS
SECURITY DOOR	X			
DOORS/WALLS	X			
WINDOWS/SCREENS	X			
BLINDS/CURTAINS	X			Cord to be attached to the wall
CEILING/LIGHT FITTINGS	X			
FLOOR/FLOOR COVERINGS	X			
POWER POINTS	X			
LINEN CUPBOARDS	X			
STORAGE CUPBOARDS	X			
BROOM CUPBOARD	X			

**Study**

Minimum preferred area is 14 sqm, with direct access from entrance hall and separation from living areas to allow for family privacy. Bookshelves, minimum 20 linear metres, need to be provided, preferably with adjustable shelving. Landline telephone connection is essential. If built-in furniture is provided, space for a desk, four drawer filing cabinet, and provision for computer equipment and printer are needed. Space for seating three people is required.

**Comment:** The minister study is well set out and shows the minister’s involvement.

STUDY	GOOD	FAIR	POOR	COMMENTS
DOORS/WALLS	X			
WINDOWS/SCREENS	X			
BLINDS/CURTAINS	X			Cord to be attached to the wall
CEILING/LIGHT FITTINGS	X			
FLOOR/FLOOR COVERINGS	X			
POWER POINTS	X			
TELEPHONE EXTENSION	X			
HEATING	X			
STORAGE CUPBOARDS	X			
BOOK SHELVES	X			
EXTERNAL SECURITY DOOR	X			
SEPARATE TOILET				No separate toilet

**Toilet**

A separate toilet is desirable, with direct access from the study. The toilet should have a small basin and mirror, with a dual flush cistern and exhaust fan.

**Comment:** There is only a toilet, no hand basin

**Living areas**

There should be a separate lounge and, preferably, a dining room. A family room is desirable, either connected to the kitchen or as a separate room. The total combined space for lounge, dining room and family room should be no less than 50 sqm. Each room needs to have at least four electrical connection points, with television aerial connection points to lounge and family room.

**Comment:** There is plenty of room for the minister and family away from the study for life separation.

<b>LOUNGE ROOM</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
DOORS/WALLS	X			
WINDOWS/SCREENS	X			
BLINDS/CURTAINS	X			Cord to be attached to the wall
CEILING/LIGHT FITTINGS	X			
FLOOR/FLOOR COVERINGS	X			
POWER POINTS	X			
T.V POINT	X			
HEATING/COOLING	X			
OTHER	X			
<b>FAMILY ROOM</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
DOORS/WALLS	X			
WINDOWS/SCREENS	X			
BLINDS/CURTAINS	X			Cord to be attached to the wall
CEILING/LIGHT FITTINGS	X			
FLOOR/FLOOR COVERINGS	X			
POWER POINTS	X			
T.V POINT				Unknown
HEATING/COOLING	X			
STORAGE	X			
<b>DINING ROOM</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>COMMENTS</b>
DOORS/WALLS	X			
WINDOWS/SCREENS	X			
BLINDS/CURTAINS	X			Cord to be attached to the wall
CEILING/LIGHT FITTINGS	X			
FLOOR/FLOOR COVERINGS	X			
POWER POINTS	X			
HEATING	X			
STORAGE CUPBOARDS	X			

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**Kitchen**

The kitchen should be a minimum of 10 sqm in size, with ample built-in cupboards, pantry, hard-wearing sealed surfaces and splash-backs. Space to provide a dishwasher is desirable. Space for a refrigerator is essential, and for a freezer in addition is desirable. The stove and oven need to be in good order and clean. A fume exhaust system is needed.

**Comment:** The kitchen is good order and all areas are as required

KITCHEN	GOOD	FAIR	POOR	COMMENTS
DOORS/WALLS	X			
WINDOWS/SCREENS	X			
BLINDS/CURTAINS	X			
CEILING/LIGHT FITTINGS	X			
FLOOR/FLOOR COVERINGS	X			
POWER POINTS	X			
TELEPHONE EXTENSION	X			
CUPBOARDS/DRAWERS	X			
BENCH TOPS/ TILING	X			
SINK/TAPS	X			
STOVE TOP	X			
GRILLER	X			
OVEN	X			
EXHAUST FAN	X			
SPACE FOR REFRIGERATOR	X			
OTHER	X			

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**Bedrooms**

There should be four bedrooms, each having built-in wardrobes and space for a dressing table, bedside table, and chest of drawers. Ideally, the master bedroom should have an en-suite, and the smaller bedrooms should have room for a study desk.

Comment: All bed rooms are in good condition.

MAIN BEDROOM	GOOD	FAIR	POOR	COMMENTS
DOORS/WALLS	X			
WINDOWS/SCREENS	X			
BLINDS/CURTAINS	X			Cord to be attached to the wall
CEILING/LIGHT FITTINGS	X			
FLOOR/FLOOR COVERINGS	X			
POWER POINTS	X			
WARDROBE/DRAWERS	X			
TELEPHONE EXTENSION	X			
OTHER	X			

BEDROOM 2	GOOD	FAIR	POOR	COMMENTS
DOORS/WALLS	X			
WINDOWS/SCREENS	X			
BLINDS/CURTAINS	X			Cord to be attached to the wall
CEILING/LIGHT FITTINGS	X			
FLOOR/FLOOR COVERINGS	X			
POWER POINTS	X			
WARDROBE/DRAWERS	X			
OTHER	X			

BEDROOM 3	GOOD	FAIR	POOR	COMMENTS
DOORS/WALLS	X			
WINDOWS/SCREENS	X			
BLINDS/CURTAINS	X			Cord to be attached to the wall
CEILING/LIGHT FITTINGS	X			

FLOOR/FLOOR COVERINGS	X			
POWER POINTS	X			
WARDROBE/DRAWERS	X			
OTHER	X			

BEDROOM 4	GOOD	FAIR	POOR	COMMENTS
DOORS/WALLS				
WINDOWS/SCREENS				
BLINDS/CURTAINS				
CEILING/LIGHT FITTINGS				
FLOOR/FLOOR COVERINGS				
POWER POINTS				
WARDROBE/DRAWERS				
OTHER				

**Bathrooms and Showers**

Ideally, there should be a bathroom with full-sized bath and shower, and a separate shower or en-suite. A second toilet could be located in the bathroom. The bathroom(s) and shower/en-suite should be tiled, with storage cabinet, mirror, towel rails, heating (if not ducted), and operable exhaust fan.

**Comment:** The bathroom is in very good condition.

BATHROOM	GOOD	FAIR	POOR	COMMENTS
DOORS/WALLS	X			
WINDOWS/SCREENS	X			
BLINDS/CURTAINS	X			
CEILING/LIGHT FITTINGS	X			
FLOOR/FLOOR COVERINGS	X			
POWER POINTS	X			
BATH	X			
SHOWER	X			
SHOWER SCREEN	X			
WASH BASIN/VANITY	X			



TILING	X			
MIRROR/CABINET	X			
TOWEL RAILS	X			
TOILET (WC)	X			No wash basin for visitors other than in the bathroom
HEATING	X			
EXHAUST FAN	X			

**Laundry**

A separate laundry is needed, equipped with a single bowl trough and storage cupboards for brooms, laundry equipment. Room for a washing machine and dryer is needed, and room for ironing is desirable. Direct access to the clothes line/hoist is desirable.

**Comment:** The laundry is functional with plenty of room for appliances

LAUNDRY	GOOD	FAIR	POOR	COMMENTS
DOORS/WALLS	X			
WINDOWS/SCREENS	X			
BLINDS/CURTAINS	X			
CEILING/LIGHT FITTINGS	X			
FLOOR/FLOOR COVERINGS	X			
POWER POINTS	X			
BROOM CUPBOARD	X			
OTHER STORAGE	X			
SINK/CABINET/TAPS	X			
TILING	X			
WASHING MACHINE TAPS	X			
WASHING MACHINE SPACE	X			
TOILET (WC)				
OTHER				

UCA – Asbestos Audit Review Report 2016

Congregation: Glen Waverley Uniting Church Manse

Building Address: 17 Southdown Ave Glen Waverley

Contact Person: Warren Greenwood

Phone:

Date of previous Asbestos Audit: *Unknown*

**NO KNOWN ASBESTOS ONSITE**

**SECTION A:** Current state of asbestos containing materials since the previous Asbestos Audit

Please tick appropriate box:

There have been **no** changes or damage to Asbestos containing materials since the previous Asbestos Audit

There have been **changes or damage** to Asbestos containing materials since the previous Asbestos Audit (Complete Section B)

Signature:

**Mark Porter**

Digitally signed by Mark Porter

DN: cn=Mark Porter, o=Uniting Church, ou=OHS,  
email=mark.porter@victas.uca.org.au, c=AU  
Date: 2017.01.31 15:44:59 +11'00'

Date:

**SECTION B:** What changes or damage has occurred since the previous Asbestos Audit?

Building Address:

Building Function:

Audit Team: Mark Porter

Date:

**UCA – Asbestos Audit Review Report 2016**

List any Asbestos materials that have been removed from the building:

<i>Type of asbestos-containing material</i>	<i>Specific Location</i>	<i>Who was the asbestos removalist</i>	<i>Date of removal</i>	<i>Report available Yes / No</i>
<i>Example</i>				
Vinyl tiles	Kitchen floor	Absolute Asbestos Removal Pty Ltd	Dec 2007	Yes, attached

**UCA -- Asbestos Audit Review Report 2016**

List any asbestos materials that have been damaged and are still to be made safe and note what actions will be taken to make them safe.

<i>Specific Location</i>	<i>What action is to be taken to make the material safe</i>	<i>Expected completion Date</i>	<i>Person responsible for overseeing this action</i>	<i>Date action has been completed</i>

**Remember:**

1. Maintain all copies of Asbestos Audits and Review documents (this then becomes the Asbestos Register).
2. Re-inspect asbestos periodically and if damage is found ensure that measures are taken to rectify the damage to a safe state.
3. Ensure users of the facility (especially Maintenance) are aware of locations and procedures.
4. Do not attempt to remove asbestos. **Use only licensed removalists.**