



Seasonal Maintenance

84 year-old Mary Cochrane walked out of Church on a bright Sabbath afternoon as she had done countless times in the past. She walked down the same aisle, same exit door, same stairs down the front of the Church, same railing that she used for many years. This time there was an unfortunate difference. On this week Mary lost her balance and because the railing leading down the stairs had not been secured, it had become progressively looser with every week of use. Some people may have noticed but the problem had been left uncared for week after week. When Mary leaned on the support to catch herself, the railing gave way, causing Mary to fall down 15 stairs putting her in bed for the rest of her life.

A maintenance program is a great way of keeping track of when work needs to be done and at what time of year. We hope that this guide and the Seasonal Maintenance Forms will be helpful as you plan your maintenance and set aside a budget prioritizing the needs of your church. Some issues will be easy to solve, as they require little labor and/or tools. Other needs may cost a lot of money. You will need to bring these projects to the attention of the church board as they may require a loan or to raise money.

The Seasonal Maintenance Forms are organized by season and for each season you have major categories like Interior Maintenance, Equipment, and Roofing etc. As you go through a form you may check "No" in answer to a question, which will indicate that something needs to be completed. Some items will be very simple and you will be able to do them yourself and others may require professional help and may cost enough to require board approval and funds. We have built the forms so you can mark progress on these items as you acquire estimates, board approval, funding and to mark when the project is complete.

We hope this approach will be of value as you track the progress of these items and work with your church processes.

AUTUMN



■ SITE MAINTENANCE

Have all drains been cleaned?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Have brush and weeds been cleared from around buildings?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Have screens been removed and storm windows installed?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Have lawn mowers been cleaned and serviced?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

■ BUILDING EXTERIOR MAINTENANCE

Have tree limbs resting on buildings and roofs been cut back?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Has weather stripping and storm windows been installed?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Have summer screen windows been repaired and stored?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Has missing or cracked caulking been replaced on doors and windows?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Have all exterior awnings been removed?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Has the exterior been painted (as required)?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

■ ROOF MAINTENANCE

Have roof valleys been cleaned?

YES

NO

Work Completed

Have roof drains been cleaned?

YES

NO

Work Completed

Have gutters been cleaned?

YES

NO

Work Completed

Have downspouts been cleaned?

YES

NO

Work Completed

■ BUILDING INTERIOR MAINTENANCE

Has the emergency lighting system been tested?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Has the fire alarm system been tested?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Have the smoke detectors been tested (replace batteries twice yearly)?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Have non-functioning switches, receptacles and outlets been repaired or replaced?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Have extension cords and "octopus" electrical connections been removed or re-wired properly?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Has frayed wiring been replaced?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Have all exit lights been tested and bulbs replaced as necessary?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Are carpets free of wear or tears?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

■ WINTERIZING MAINTENANCE

Have all radiators and air registers been cleaned?

YES

NO

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Has the crawl space and basement windows been closed and prepared for winter?

YES

NO

N/A

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Have the chimney flues been cleaned?

YES

NO

N/A

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Have the air conditioners been covered and secured?

YES

NO

N/A

Estimate Acquired
Board Approved

Target
Amount Funded

Work Completed

Has the boiler room been cleaned and cleared of debris?

YES

NO

Work Completed

Has the propane gas equipment and pipes been cleaned and serviced?

YES

NO

Estimate Acquired

Target

N/A

Board Approved

Amount Funded

Work Completed

Have the furnace air filters been cleaned and/or replaced?

YES

NO

Work Completed

Have the exterior water faucets been shut off? (Winter climate zones)

YES

NO

Work Completed

Do you have winter snow plow contracts in place?

YES

NO

Estimate Acquired

Target

N/A

Board Approved

Amount Funded

Work Completed
