



## 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.

# SPRING



## BUILDING EXTERIOR MAINTENANCE

### Has any damage from frost, snow or wind been repaired?

YES

NO

Estimate Acquired  
Board Approved

Target

DATE

Amount Funded

\$

Work Completed

DATE

### Have awnings been installed or repaired?

YES

NO

Estimate Acquired  
Board Approved

Target

DATE

Amount Funded

\$

Work Completed

DATE

### Have storm windows been removed and screens installed?

YES

NO

Estimate Acquired  
Board Approved

Target

DATE

Amount Funded

\$

Work Completed

DATE

### Have windows been washed?

YES

NO

Work Completed

DATE

### Has missing or cracked putty been replaced?

YES

NO

Work Completed

DATE

### Has broken glass been replaced?

YES

NO

Estimate Acquired  
Board Approved

Target

DATE

Amount Funded

\$

Work Completed

DATE

### Is the paint on building exterior OK?

YES

NO

Estimate Acquired  
Board Approved

Target

DATE

Amount Funded

\$

Work Completed

DATE

## ROOF MAINTENANCE

### Have the roof valleys been cleaned?

YES

NO

Work Completed

DATE

### Have the roof drains been cleaned?

YES

NO

Work Completed

DATE

**Have the gutters been cleaned and secured?**

YES

NO

Work Completed

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**Have the downspouts been cleaned and secured?**

YES

NO

Work Completed

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**Have any necessary roof repairs been performed?**

YES

NO

Estimate Acquired

Target

Board Approved

Amount Funded

Work Completed

---

**BUILDING INTERIOR MAINTENANCE**

**Have battery-powered smoke detectors been checked and batteries replaced (twice yearly)?**

YES

NO

Work Completed

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**Have fire extinguishers been checked and serviced?**

YES

NO

Work Completed

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**Have automatic fire extinguishers over cook stoves and fryers been tested and certified (twice yearly)?**

YES

NO

Estimate Acquired

Target

Board Approved

Amount Funded

Work Completed

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**Have sprinkler (fire suppression) systems been tested (tested twice yearly and certified every five years)?**

YES

NO

Estimate Acquired

Target

Board Approved

Amount Funded

Work Completed

---

**Are all fire doors adjusted and able to close properly unassisted?**

YES

NO

Estimate Acquired

Target

Board Approved

Amount Funded

Work Completed

---

**Have exit doors that are for emergency use only been tested to be sure they open easily?**

YES

NO

Estimate Acquired

Target

Board Approved

Amount Funded

Work Completed

---

**Have all unused books, paper, debris been disposed of?**

YES

NO

Work Completed

---

**Have windows, blinds, draperies etc. been cleaned or replaced?**

**YES**

**NO**

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

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**Has the crawl space and basement windows been opened or prepared for summer ventilation?**

**YES**

**NO**

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

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**EQUIPMENT MAINTENANCE**

**Has the heating system been shut down?**

**YES**

**NO**

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

---

**Have the pumps been serviced per manuals?**

**YES**

**NO**

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

---

**Have fireplaces and incinerator ash pits been cleaned?**

**YES**

**NO**

Work Completed

---

**Have all air-conditioning units been serviced (and exterior covers removed and stored)?**

**YES**

**NO**

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

---

**Has all ventilating equipment been serviced?**

**YES**

**NO**

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

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**Have all fuel and gutter heating cables been checked?**

**YES**

**NO**

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

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