

[Church Name] Church Preventative Maintenance Schedules

The following is an example of some recommended time frames. Begin by developing a list of your facilities and equipment and then determine the normal inspection and/or maintenance frequency should be. Other additional inspections and process will be required. Annual inspections will help identify risk exposures and maintenance issues.

FACILITY/EQUIPMENT	FREQUENCY	INSPECT FOR
Roofing, flashings, caulking, coatings and tiles	Semi-Annually	Leaks, cracks; missing or broken tiles or shingles; damaged edging and other conditions that might lead to leakage, further damage in high winds, etc.
Exterior Building Condition	Quarterly	Loose nails or screws; loose or missing panels, siding or trim (that might blow off in high winds or allow leakage); termite infestation; rodents, etc.
Rain Gutters	Quarterly	Leaves, limbs, bird nests and other blockage; loose gutters and hardware, rust, etc.
Windows and Doors	Weekly	Damaged or missing weather stripping, cracked or broken glass; thresholds loose, damaged or missing; hinges loose, damaged or rusty; damaged or worn door closers, locks or other hardware that can result in security issues, etc.
Sidewalks, Steps and Parking Lots	Weekly	Snow, ice or water that can cause slips and falls; debris (limbs, gravel); cracks and potholes; handrails in place and secure, etc.
Lawn Sprinklers	Weekly	Broken heads; running water with system off; erosion; spraying roads and sidewalks, etc.
Lighting (Interior and Exterior)	Monthly	Burned out; damaged fixtures; defective motion sensors, photo cells, timers and other conditions that can cause trips and falls or affect security, etc.
Pipes	Annually (Before Winter)	Proper building insulation; exterior pipes wrapped with appropriate insulation or sleeves; building temperatures maintained at 55 degrees F (12.78 degrees C.) or more; pipes where heating will not be provided drained and blown out, etc.
Storm Drains	Semi-Annually	Clear of debris or other blockages; gratings in place
Balcony and Stairwells	Weekly	Loose handrails; steps in good condition, balcony railings secure; spacing between rails less than 4 inches, stairwells free of storage, etc.

Flooring, Halls and Rooms	Weekly	Carpeting free of tears, wrinkles; tiles secure, not chipped; no cords across walkways; free of storage
Kitchen Stoves, Ovens and Hoods and Stove/Hood Extinguishing Systems	Semi-Annually	Grease build-up; filters in place; igniters work properly; gas line (with shutoff valve) or electrical in good condition, etc.
HVAC System	Annual Maintenance Filters Monthly or as Required	Change filters; inspect motors; lubrication per manufacturer, etc.
Water Heater(s)	Annually	Drain, de-scale, inspect per manufacturer recommendations.
Wiring and Electrical Panels	Annually (More than Five Years Old)	Damage to wiring, plugs, conduit; signs of overheating in electrical panels (Licensed contractors can perform this service), etc.
Sound and Projection Systems	Monthly	Maintenance and testing as required by manufacturer, etc.
Piano and Organ	Semi-Annually	Tuning or system checks as required by manufacturer
Office, Computers, Printers, Copiers	Annually & Per Manufacturer	Not overloading electrical systems; See manufacturer requirements, etc.
Safety and Fire Codes	Annually	No extension cords for permanent installations; power strips not "ganged", etc.
Fire Extinguishers	Monthly/Annually	Loss of pressure; tampering; safety seal broken; tag initialed (monthly); maintenance (annually).
Fire Alarm System	Annually	Annual system check or as required by system manufacturer, the local authority having jurisdiction, etc.
Emergency Lighting	Monthly	Lights stay on when test button is activated for not less than 39 seconds, etc.
Lighted Exit Signs	Monthly	Operate at all times while building is occupied (more frequent inspections may be needed if burnout rates are excessive), etc.
Vehicles	Before Each Use and Per Manufacturer's Recommendations	Critical components in good condition; all fluid levels full before each trip; regular preventative maintenance per manufacturer's specifications, etc.

Maintenance personnel must work within safety guidelines established by the Occupational Safety and Health Administration and other regulatory bodies. As such, they will be required to wear applicable personal protective equipment (goggles, gloves, dust mask, etc.). If the appropriate equipment is not available or personnel are not trained and competent in the work to be performed, such maintenance should be contracted out to certified, licensed personnel. Only qualified licensed electricians should perform electrical work and maintain electrical equipment.