



# 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.

# SUMMER



## ■ SITE MAINTENANCE

### Has any excessive growth been removed?

YES

NO

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

### Have fences been repaired and painted?

YES

NO

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

### Has asphalt roads and walkways been patched, repaired and sealed?

YES

NO

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

### Has outside perimeter lighting been checked?

YES

NO

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

## ■ BUILDING EXTERIOR MAINTENANCE

### Have building surfaces been washed of accumulated dirt?

YES

NO

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

### Has ivy been removed from building walls and fences?

YES

NO

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

### Has the building exterior been painted (as required)?

YES

NO

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

### Have door hinges and hardware been lubricated?

YES

NO

Estimate Acquired  
Board Approved

Target   
Amount Funded

Work Completed

**Has broken glass been replaced?**

YES

NO

Estimate Acquired

Target

DATE

Board Approved

Amount Funded

\$

Work Completed

DATE

**Has loose and disintegrated mortar been replaced?**

YES

NO

Estimate Acquired

Target

DATE

Board Approved

Amount Funded

\$

Work Completed

DATE

**BUILDING INTERIOR MAINTENANCE**

**HAS RUBBISH, BOXES, DEBRIS AND COMBUSTIBLES BEEN REMOVED FROM:**

**Paths of exit**

YES

NO

Work Completed

DATE

**Doorways**

YES

NO

Work Completed

DATE

**Stairs**

YES

NO

Work Completed

DATE

**Under stairs**

YES

NO

Work Completed

DATE

**Furnace and utility rooms (never use for storage)**

YES

NO

Work Completed

DATE

**Around flues and chimneys**

YES

NO

Work Completed

DATE

**Around any heating equipment**

YES

NO

Work Completed

DATE

**Electrical Panel areas**

YES

NO

Work Completed

DATE

## EQUIPMENT MAINTENANCE

### Has the boiler been checked?

YES

NO

Estimate Acquired  
Board Approved

Target

Amount Funded

Work Completed

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### Has the boiler and pipes been checked for leaks?

YES

NO

Estimate Acquired  
Board Approved

Target

Amount Funded

Work Completed

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### Has the septic tank been pumped out? (pump septic tanks at least once every 4 years or per manufacturer recommendation) Date of last cleaning (date)

YES

NO

Estimate Acquired  
Board Approved

Target

Amount Funded

Work Completed

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### Have burned out light bulbs been replaced?

YES

NO

Estimate Acquired  
Board Approved

Target

Amount Funded

Work Completed

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