



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 building walls?			YES	NO
Estimate Acquired		Board Approved		
Target:	Amount Funded		Work Completed	
Have lawnmowers 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	
Are windows and doors in good condition?			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
Estimate Acquired		Board Approved		
Target:	Amount Funded		Work Completed	
Have roof drains been cleaned?			YES	NO
Estimate Acquired		Board Approved		
Target:	Amount Funded		Work Completed	
Have gutters been cleaned?			YES	NO
Estimate Acquired		Board Approved		
Target:	Amount Funded		Work Completed	
Have downspouts been cleaned?			YES	NO
Estimate Acquired		Board Approved		
Target:	Amount Funded		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 a year)?			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	

WINTERISING MAINTENANCE

Have all radiators and air vents been cleaned?		YES	NO
Estimate Acquired		Board Approved	
Target:	Amount Funded	Work Completed	
Have the air conditioners been covered and secured?		YES	NO
Estimate Acquired		Board Approved	
Target:	Amount Funded	Work Completed	



Has the boiler room been cleaned and cleared of debris?		YES	NO
Estimate Acquired		Board Approved	
Target:	Amount Funded	Work Completed	
Have the propane gas equipment and pipes been cleaned and serviced?		YES	NO
Estimate Acquired		Board Approved	
Target:	Amount Funded	Work Completed	
Have the furnace air filters been cleaned and/or replaced?		YES	NO
Estimate Acquired		Board Approved	
Target:	Amount Funded	Work Completed	
Have the exterior water taps been shut off?		YES	NO
Estimate Acquired		Board Approved	
Target:	Amount Funded	Work Completed	
Do you have winter snow ploughing contracts in place?		YES	NO
Estimate Acquired		Board Approved	
Target:	Amount Funded	Work Completed	



Adventist Risk Management,® Inc. (ARM) is invested in the safety and success of your ministry. We provide risk management resources to help you protect the people and physical assets at the heart of your ministry. Our ministry is to **protect** your ministry. Learn more at AdventistRisk.org/About-Us. #ARMcares



REPORT YOUR CLAIM RIGHT AWAY
1.888.951.4276 • CLAIMS@ADVENTISTRISK.ORG

STAY INFORMED
ADVENTISTRISK.ORG/SOLUTIONS



This material is fact based general information and should not, under any circumstances, be considered specific legal advice regarding a particular matter or subject. Please consult your local attorney or risk manager if you would like to discuss how a local jurisdiction deals with any specific circumstances you may be facing.