



# Seasonal Maintenance

84-year-old Mary C. walked out of church on a bright Sabbath afternoon as she had done countless times in the past. She walked down the same aisle and used the same exit as always. The stairs in front of the church were the same she had used for many years, as was the railing. This time, however, was different.

Over time the railing leading down the stairs had become progressively looser every week. Some people may have noticed but the problem had been left uncared for for months. As Mary started down the stairs this week, she lost her balance and reached out to the railing to catch herself. The loose railing gave way, causing Mary to fall down 15 stairs. Mary survived the fall but was confined to her bed for the rest of her life. ***This horrible incident could have been prevented with a screwdriver and a few short minutes.***

Regular maintenance helps keep your facility from falling into disrepair and also serves to protect members and visitors from injury. A seasonal maintenance program is a great way of keeping track of when work needs to be done throughout the year. Conducting seasonal maintenance is also helpful as you plan your maintenance budget to prioritize the needs of your church. Some issues will be easy to solve, as they require little labor and/or tools. Other needs may be more involved, in terms of time and 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.

Equipment, and Roofing etc. As you use the form to inspect your facility, if you check "No" in answer to a question, this will indicate the areas that need immediate attention.

The forms also allow you to track progress on these items as you acquire estimates, board approval, and funding. There is also a place to record the date the project is complete. You should keep these records on file in case there is ever a lawsuit pertaining to the upkeep of your facility. Records showing regular inspections and timely attention to needed repairs can help you defend against a claim brought against your church.

Adventist Risk Management, Inc. (ARM) has created our Seasonal Maintenance Forms to help you prepare for the needs of your facility in the upcoming season. Each for is divided into major categories, such as Interior Maintenance,

Hopefully this approach will be of value as you track the progress of these items and work with your church processes to ensure the safety of your members and a longevity of your facility.



- Look for any damage from winter
- Prepare ventilation system
- Check emergency exits & fire doors
- Inspect fire detection & suppression equipment

**SPRING**



- Patch and seal asphalt & concrete
- Inspect building exteriors
- Remove rubbish from storage areas & paths of egress
- Service boiler and septic tank

**SUMMER**



- Service landscaping equipment
- Clean roof, gutters & downspouts
- Inspect electrical components
- Winterize buildings

**AUTUMN**



- Bleed radiators
- Replace air filters
- Inspect handrails, doors, & windows
- Check bulbs and light fixtures

**WINTER**