

PROPERTY SUPPORT GUIDELINES #5

TITLE: CHECKLIST FOR SEASONAL MAINTENANCE

The congregation is the steward of the buildings it needs for its ministries. This stewardship is a necessary part of its overall ministry. The Book of Order G-10.0102o defines this session responsibility: To provide for the management of the property of the church, including determination of the appropriate use of church buildings and facilities, and to obtain property and liability insurance coverage to protect the facilities, programs, and officers, including member of the session, staff, board of trustees, and deacons.

A Checklist for Fall Maintenance of your Building Exterior and Grounds

Fall is a good time for a review of the exterior of your building facilities and the grounds that they sit upon should be paramount to your church's building maintenance team. If you don't already have one, you should consider implementing a comprehensive Preventative Maintenance Program.

Please refer to Implementing a Preventive Maintenance Program which was written by Douglas D. Chasick CPM, specifically for a new apartment complex. The process he defines is very applicable to church building facilities. It includes:

1. Identifying items to be included in your Preventive Maintenance Program.
2. Defining what needs to be done to each included item.
3. Determining how often the items need maintenance.
4. Creating a written schedule of inspections and maintenance.
5. Creating a written Inspection and Maintenance Checklist.

Implementing this Program and preparing the results manual will prove a very useful tool for the operation and maintenance of your facilities, as well as providing the best planning tool to assist you in establishing your short-range and long-range budgeting needs.

Please also refer to the [Repair and Maintenance Guide](http://www.sacredplaces.org), available on-line from the Partners for Sacred Places (www.sacredplaces.org). Partners for Sacred Places is a national, non-sectarian, non-profit organization dedicated to the sound stewardship and active community use of America's older religious properties. Their mission is to provide assistance to the people who care for sacred places while promoting a new understanding of how these places sustain communities. You will find extensive information about the need for and management of preventative maintenance, energy systems, all types of roofing systems, stained glass, fire prevention and other common issues. And you will also find recommendations for managing and administering this program.

Checklist for Seasonal Maintenance of your Building Exterior and Grounds

A. Landscaping and Grounds (site elements):

1. **parking lots** – concrete or asphalt – inspect for loose cracked parts, open joints and trip hazards; recoat asphalt as needed and re-stripe lines, including accessible spaces. Check signs for damage.
2. **public and private sidewalks and driveways**, including trench or other types of drains – same as parking lots.
3. **snow removal** (provision) – where to pile snow – protection for trees, shrubs and light posts – mark edges with flags (for plowing).
4. **landscaped areas** (winter protection) – lawn – trees – shrubs – flowers – leaves – mulch, winter pruning and snow concerns.
5. **fences or retaining walls** – structural integrity - any damage?
6. **irrigation systems**, including hose bibs and automatic sprinkler system – bleeding of pipes for winter freeze protection.
7. **flagpoles** – remove flags and halyards?
8. **signage systems**, including sermon board – any problems?
9. **exterior electrical outlets and lighting** – building – parking lot – sidewalks – signage – GFI and exterior covers for receptacles – mark exterior lights for snow removal.
10. **playground and equipment** – remove during cold weather.
11. **emergency generators** – need to test during winter months.
12. **storage areas** – permanent (trash and recyclables) and temporary (discarded items and dumpsters) – accessibility during winter months.

B. Exterior Structure (building elements)

1. **concrete and stone foundations and crawl spaces** – free from cracks, holes, shifting and water damage? Inspect crawl spaces for dampness, vermin, and rot. Protect against termite invasion.
2. **exterior stone** – wall, lintels, copings and other decorative elements – inspect for looseness, cracks, shifting, mildew, integrity of mortar and sealant joints. Look for damage from vegetation.
3. **exterior masonry walls** – same as above, plus integrity of flashing, counter-flashing, weep holes, and mortar and sealant joints. Check for water infiltration adjacent to or below walls.
4. **wood, metal or vinyl siding** – inspect for weatherproof and watertight integrity, including sealant joints; structural soundness, water damage and condition of painted or other finishes.
5. **historic or traditional stucco** – patch damaged areas as required; check for mold, blistering, cracking, delaminating, staining, flaking and detachment.
6. **porches, entranceways, balconies and fire escapes** – inspect for structural integrity of element and its attachment to the building; check for cracks, rot trip hazards, security of any railings and steps, rust or other finish protection problems.

7. **roofing systems** – should be inspected in early spring, late fall and especially during winter after heavy snowfalls and subsequent thaws:
 - a. **clay, stone, slate or concrete tiles** – check for loose or broken tiles, shifting, mildew and damaged flashing. Inventory extra tiles.
 - b. **Wood or asphalt shingles** – check for curled or missing shingles, loss of granules, excessive moss, damaged flashing, improper repairs that are no longer valid, and evidence of leaks to the interior.
 - c. **flat roof** – built-up, composite adhered or ballasted membrane – inspect for ponding, loose flashing and counter flashing, air pockets, blisters, cracking (alligating), debris (particularly blocking roof drains), ballast or pavers shifting or missing, previous repairs that are cracked and suspect of leaking, and protection of membrane.
8. **roofing penetrations** – access hatches, elevator penthouses, skylights, flues, exhaust pipes, plumbing risers, electrical conduit, HVAC vents, TV antennas, etc. – inspect for condition and stability of devices, integrity of collar flashing, finish condition and “clouding” of skylights. Check for origin of known leaks below these elements.
9. **HVAC equipment cabinetry** – installed on roofs – check for integrity of equipment housing (rusting) and roof supports, deterioration of pipe wrapping, flashings and electrical connections.
10. **elastomeric and metal flashings** – inspect for continuity of flashing, deterioration of joints, termination bar and counter flashing protection, and condition of any previous repairs.
11. **roof drains, scuppers and gutters** – inspect for plugged drains and water infiltration below. Look for missing elements.
12. **snow and ice melting systems** – inspect electrical heating cable installed on roofs. Check any bird control devices (owls).
13. **exterior doors and frames** – swing, sliding, overhead, and fixed with aluminum, steel, wood and painted finishes. Inspect for forced entry, leaks and weatherstripping, condition of finishes and operation of door closers and screen/storm units.
14. **automatic door systems** (for handicapped accessibility) inspect for weatherproof and structural integrity, operation, security of controls and safety to users. Contact installer for service.
15. **door hardware**: lock and latch sets – check for correct operation; change lock cylinders as desired for security.
16. **chimneys, bell towers and steeples** – inspect masonry or other cladding for structural integrity and weatherproof ness, inside of clay tile flue for effluent buildup (clean), and lightning protection system.
17. **exterior windows** – fixed, casement and sliding systems with screen/storm units – inspect for forced entry, leaks and weatherstripping, condition and operation of hardware, and finishes.
18. **stained glass windows** – inspect condition of windows relative to any added protective glazing, including integrity of seal around windows, corrosion of metal supports, water damage to glass, clouding of added glazing and moisture penetration on interior surfaces. Recommend retaining independent consultant if any of these conditions exist! May need to consider removing added glazing if it has been a contributor to the problems.
19. **security systems** – contact service company for maintenance.

Ask for the “Detail Inspection and Seasonal Maintenance Manual” from the Property Support manager at the Presbytery of NYC office.