



# 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.



## BUILDING INTERIOR MAINTENANCE

Are the walls and ceilings free of damage and faded paint?

YES

NO

Estimate Acquired

Board Approved

Target

Amount Funded

Work Completed

Is the wood trim secure and free from peeling?

YES

NO

Estimate Acquired

Board Approved

Target

Amount Funded

Work Completed

Are the handrails, doors, windows secured, recently painted or re-painted?

YES

NO

Estimate Acquired

Board Approved

Target

Amount Funded

Work Completed

Are entryway floors free of exterior salt and sand?

YES

NO

Work Completed

Are all bulbs or light fixtures working?

YES

NO

Estimate Acquired

Board Approved

Target

Amount Funded

Work Completed

Has the kitchen ventilation hood been cleaned?

YES

NO

Work Completed

## EQUIPMENT MAINTENANCE

Are furnace air-filters clean and/or replaced monthly? (Air filters should be replaced monthly during December, January and February)

YES

NO

Work Completed

Are water levels in boilers checked and blown down weekly?

YES

NO

Work Completed

Has the air been bled from radiators?

YES

NO

Work Completed