

# CHURCH MAINTENANCE PLAN

September 21, 2024 from the Commission on Church Architecture and Allied Arts

## Maintenance matters!

- ✦ Consistent vigilance and early issue detection can prevent or minimize costly repairs.
- ✦ Discussion and research of issues is vital, but never attempt or allow a repair or process that may have uncertain results, especially involving plumbing, electrical, structural issues, or heights. Discern when to hire a professional and ask for referrals and references. Get several quotes for projects and make sure contractors are adequately licensed and insured.
- ✦ When undertaking a maintenance task, use proper skin, ear, and eye, and respiratory protective equipment.
- ✦ Prior to beginning an outdoor project (i.e. Planting trees and shrubbery, building a fence, installing a sprinkler system, building a deck, constructing concrete driveways, patios, and sidewalks, installing a mailbox post) Make a “locate request” online at [www.kansas811.com](http://www.kansas811.com), call 811, or 1-800-DIG-SAFE. This agency takes calls 24 hours a day, seven days a week. If you are unsure, make the call.
- ✦ Maintenance is everybody’s concern. Repeatedly ask staff and church members for any observed issues related to building maintenance. Make a list, prioritize the tasks, and promote a regular “Work Day” that includes food/fellowship for greater capacity to address issues in a timely manner.
- ✦ Buildings and locations are different, and this list is not comprehensive. Alter this document as required for specific needs. Consider adding maintenance items onto an additional calendar for pop-up reminders.

## Aesthetics matter!

- ✦ What is the curb appeal of the church? What is your best feature and what are ways to promote or improve it? What would a visitor with “fresh eyes” have to say about the condition and appeal of physical plant and grounds?

## **Spring Maintenance**

- Inspect HVAC ducts for debris and dust buildup.
- Service AC units and clean coils.
- Clean and prep the landscaping. Reseed bare areas of lawn and place sprinklers with timers for consistent watering/best results.
- Trim trees and shrubs. Clean debris from garden beds and landscaping.
- Aerate and apply pre-emergent weed control and grass fertilizer (late Feb to April). Aeration optional and may be every 2-3 years depending on foot traffic and composition. Can also be done in fall instead of spring
- Split perennials, move or propagate small plantings from densely populated plant areas for use in areas that need it. When digging in new areas, make a “locate request.”
- Check the irrigation system and establish a watering schedule for grass/plants.
- Inspect the grounds for water run-off or erosion issues.
- Clear downspouts, gutters, scuppers, internal drains. Evaluate any loosening or loss of gutter slope affecting water drainage. Add downspout extenders if necessary to channel water away from foundation. Change grade around foundation if necessary to increase water runoff away from buildings.
- Evaluate French drains for improper function caused by clogs, root intrusion, pipe damage; evaluate swale drains for leaf or trash debris or invasive plant growth.
- Pressure wash hardscapes, walkways, and building exterior. An eco-friendly cleanser additive can remove unsightly dark mold and algae.
- Inspect outdoor lighting for damage.
- Check backup electrical/power systems (if applicable).
- Apply late Spring broadleaf weed control and grass fertilizer 6-8 weeks after Spring treatment (April -June).

## **Summer Maintenance**

- Clean debris from the roof and check for damage. Evaluate valleys, chimney flashing, flat top roof drains, and other roof features for cracked or missing sealant that may cause future leaking.
- Apply Summer root growth and grass fertilizer 6-8 weeks after Spring treatment (June - August).
- Confirm that the trash and recycling area is in good condition, rebuild fencing or other perimeters.

- Inspect green spaces for noxious weeds or problematic vegetation (i.e., poison ivy/oak/sumac, Virginia creeper, oleander, castor bean) and evaluate removal or control.
- Inspect the windows for proper operation and proper seal.
- Inspect structural materials for rot, peeling paint, rust, and more.
- Inspect the condition of the parking lot, asphalt striping, and signage.

### **Fall Maintenance**

- Rake and remove debris and fallen leaves.
- Apply Fall broadleaf weed control and root growth grass fertilizer 6-8 weeks after Summer treatment (August-November). If fertilized around Labor Day, optional fall treatment again just after Halloween
- Check handrails for secure footings and inspect for rot or corrosion. Install/replace grip tape on stairways to prepare for wet weather and melting snow.
- Service the furnace/boiler and inspect filters.
- Winterize the irrigation lines. Remove hoses from outside faucets, turn off the water supply to exterior pipes, drainpipes by turning on outside valves.
- Mark the streets/driveways with stakes for snowplows. Seal any cracks in your parking lots or asphalt.
- Check interior and exterior pipes for proper insulation. Identify water supply lines near exterior walls inside unheated kitchen or bathroom cabinets, unheated basements, or crawlspaces. Troubleshoot ways to heat these areas during freezing weather (i.e., cabinet heater, heat tape, heat lamp) or plan for strategic faucet drip to avoid a pipe freezing and breaking. Evaluate outside features for reduction of wind draft.
- Check windows and doors for proper insulation.
- Inspect heating system, vents, and thermostat.
- Hire snow/ice removal services. Confirm winter emergency plans. Begin ordering quantities of chloride, as suppliers sell out quickly.

### **Winter Maintenance**

- Prepare sensitive landscaping and structures for winter weather.
- Inspect the roof and gutters for ice dams and evaluate whether heat wire would assist in prevention.

## Year-Round Building Maintenance

- Designate a toolbox, closet or cabinet and assemble standard tools including flashlight; keep well organized; replace lost or misplaced items for efficient response to emergencies.
- Mow grass, edge sidewalks, trim around beds and shrubs
- Check for proper operation of all GFCI outlets and light switches. Outlets should hold plugs firmly. Assess all plumbing shut off valves and replace if corroded or leaky.
- Replace burned-out interior and exterior light bulbs and transition all to eco-friendly, energy efficient LED bulbs.
- Clean window glass, tracks, and hardware. Note any cracked panes or damage that requires repair or replacement.
- Check the batteries in your smoke and carbon monoxide detectors (monthly).
- Replace the HVAC air filters (monthly).
- Inspect interior stairways or single step elevations and install visibility tape where needed.
- Inspect the property for signs of rodent or pest damage and implement preventive control measures.
- Check the building for visible signs of leaks or water damage, especially ceiling and floors.
- Check appliances for poor seals, dripping water or leaking gas lines. Clean dishwasher filters. Check water fountains for proper function.
- Check drains in bathrooms and kitchen areas to ensure proper draining. If using a zip-strip to clear clogs, assess its flexibility first. They get brittle with age and can break off in the drain, causing a much larger problem.
- Have the fire alarm and fire suppression system serviced. Test the fire alarm (monthly).
- Replace refrigerator or other water filters according to manufacturer recommendation.
- Have the fire extinguishers inspected. Add a yearly training session for key staff for knowledge of location and use. Add additional fire suppression blankets that can quickly smother small fires.
- Have all OSHA fall prevention devices, fire ladders, elevators, and lift equipment inspected.
- Inspect door closers, latches, hinges, and locks for proper operation. WD40 keeps deadbolts and hinges moving freely.
- Clear clutter from stairways, hallways, lobbies to minimize fire hazards.
- Inventory storerooms periodically. Donate or dispose of non-used items. Invest in off-floor racking or pallets in basement areas to avoid dampness from basement seepage. Consider plastic stackable containers that protect and endure better than cardboard boxes and do not harbor mildew, mold, pests, bugs, and vermin.