



# ANGLICAN DIOCESE OF PITTSBURGH

## *Board of Trustees Strategic Planning Committee Church Maintenance Guidelines*

Maintenance is an important part of keeping a facility operating safely and efficiently. This responsibility typically falls to the Junior Warden, whose task is traditionally to maintain the upkeep of the building(s) and grounds. A written routine maintenance schedule supports performing this function efficiently.

The guidelines below are intended to aid in identifying items requiring maintenance and developing corresponding maintenance and replacement schedules.

### **General**

- Assemble a master key set.
- Develop a master document for passwords, combinations (i.e., safe, lock box, padlocks, et al).
- Assemble warranty documents including purchase receipts.

### **Maintenance Log Book**

The creation and upkeep of a Maintenance Log Book can be a useful tool in supporting a program for equipment care and facilities maintenance. A record of equipment information is also helpful in developing a replacement plan. In addition, a Maintenance Log Book can also make the transfer of responsibility smoother and easier.

- Record the following for equipment as applicable:
  - + Equipment name (i.e., furnace, refrigerator, A/C unit)
  - + Manufacturer's name
  - + Model
  - + Serial Number
  - + Purchase date
  - + Purchased from (name, address, phone, etc.)
  - + Warranty information
- Develop equipment/structure(s)/grounds maintenance schedules as applicable.
- Develop replacement schedules as applicable.
- Develop contact list of suppliers, contractors, service & repair organizations.
- Track repairs and/or replacement of major items (i.e., date, warranty, supplier, etc.).

### **Structure(s)/Grounds**

- Develop routine maintenance/upkeep plans:
  - + Painting
  - + Snow removal
  - + Grass cutting
  - + Plantings

- Establish Grounds Committee (if applicable).
- Perform Spring and Fall walkdown of grounds and identify areas requiring upkeep.
- Perform annual walkdown (plumbing/electrical/structural) of all interior and exterior structures:
  - + Record damage (include photos if applicable).
  - + Develop repair plans as needed.
- Assemble site drawings (architectural, electrical, mechanical, plumbing, et. al).
- Record location and label all main electrical box breakers and timers.
- Record location and label all major plumbing fixtures (shut off valves, regulators, etc.)
- Assemble and label master key set.

### **Equipment**

- Establish routine service inspections and maintenance:
  - + Furnace: Beginning of heating season.
  - + A/C: Beginning of cooling season.
  - + All other equipment (i.e., lawn mowers, computers).
- Inspect air filters monthly.
  - + Replace and/or clean as required.

### **Safety**

- **Fire:**
  - + Perform annual walk through with local fire department/fire marshal.
  - + Annual inspection/refill/replacement of fire extinguishers by fire department.
- **Safety/Health:**
  - + Develop an emergency evacuation plan.
  - + Ensure adequate evacuation route signage.
  - + Inspect all emergency exits quarterly.
  - + Keep emergency evacuation routes clear of obstruction.
  - + Test emergency lighting quarterly.
  - + Inspect/test AED monthly.
  - + Assemble/maintain basic first aid kit.