

Preventative Maintenance

Parish and school buildings should receive continuous care and maintenance throughout the year. A thorough inspection and assessment of your facilities should be done to allow preplanning for needed repairs and replacement. The following information is provided to assist you in keeping buildings well maintained and safe for your parishioners, employees, and visitors.

Building Interior

Safety Equipment

- Check all fire extinguishers to ensure they have current inspection tags.
- The building's fire alarm system should be inspected at least annually by a qualified inspector to ensure it is in proper operating condition.
- If the building has a fire protection sprinkler system, it should be inspected and tested annually by a qualified inspector to ensure proper operation.
- Check and resupply first aid kits.
- Check all rooms for proper posting of evacuation plans.
- Test emergency lights and battery back-up exit lights for a 1½-hour period to ensure the batteries have adequate stand-by power.

Storage rooms

- Keep storage rooms clean and well organized.
- If the room is equipped with shelves, store heavier objects on middle shelves. Overhead objects are more difficult to control when lifting. Lower objects require more bending, which may cause greater stress on your back. All storage shelves should be stable and secure.

Bathrooms

- Check all bathroom fixtures and plumbing. Have a qualified plumber make any needed repairs to pipes and fixtures.
- Remove and clean all "P" traps.
- Repair or replace damaged items such as toilet seats, soap dispensers, towel dispensers, electric hand dryers, etc.
- Repair or replace any damaged or missing floor covering such as tile or vinyl.

Miscellaneous

- Check all room and exit doors to ensure they close and latch properly.
- Ensure all electrical receptacles and cover plates are in good condition.
- Check for good clearance around electrical equipment. Electrical panels should not have any open areas. Circuits should be labeled and not taped in the "on" position. The panel door should close and latch.
- Clean all stoves, hood filters, and cooking areas to ensure they are free of grease and other flammable waste. If so equipped, the exhaust hood extinguishing system should be inspected every 6 months.

Building exterior and grounds

- Inspect areas around the buildings for overgrown trees, shrubs, and plantings that are extending over roofs, sidewalks, parking areas and entry doors.
- Trim trees, shrubs, and vines to prevent damage to roofs and mortar joints and to prevent clogging of gutters and downspouts.
- Inspect roofs for worn, loose, or missing shingles, loose or damaged flashing, and the condition of gutters and downspouts.
- Check exterior walls constructed of brick, stone or block for any cracks, spalling, or mortar joint problems.
- Check buildings for peeling paint and worn or lifting wood shingles. Also, check for wood siding and trim that is cracked or warped, which may allow moisture into your building.
- Check the building foundation for cracks and moisture seepage.
- Inspect all sidewalks. Any areas of the sidewalks that are cracked but not uneven should be filled with a high quality silicone caulk or other suitable material. Any areas that have become uneven should be replaced.
- Check all driveways and parking areas for potholes, depressions and unusual settling. If your parking lot/driveway is asphalt, you may need to reapply a waterproof seal to prevent damage and extend the life of the asphalt surface.
- Check for any raised areas such as ramps, curbs, and steps. These areas should be painted with a 2-3 inch strip to highlight change in elevation.

The following pages contain Preventative Maintenance Checklists, which include a daily, weekly, monthly and yearly task list.