

**MAINTENANCE MANUAL  
FOR  
CHURCH BUILDINGS  
AND EQUIPMENT**

# MAINTENANCE MANUAL

The Maintenance Manual is intended to assist in planning long term maintenance for this property. Specific areas to be monitored are identified and maintenance activities are scheduled for routine work.

A permanent Maintenance Manual is of great use to church organizations because they typically rely on committees that frequently change members. Annual and seasonal checklists are included in the Manual in order to provide a consistent framework for inspection content and a permanent record of each inspection. Equipment Logs, Service Logs, Finishes Logs, and Documents Logs are also included for recording purposes. These sheets may be photocopied as required to assist in the recording of maintenance activities.

The Maintenance Manual is presented in a 3-ring binder so that it can be updated continually. Repair reports, copies of invoices, warranties, equipment instructions, etc. can all be placed in the binder. At least two copies of the Manual should be kept - one on site and one off site for reference in case of disaster.

## **Equipment Logs**

Record purchase of each piece of equipment. Insert into the 3-ring binder originals or copies of product data, specifications, drawings, and installation instructions.

## **Service Logs**

Record all services and work performed at the church.

## **Finishes Logs**

Coatings and finishing materials are of various chemical composition. Coatings of only a few decades ago contained materials such as lead and mercury which are now known to be a health hazard and environmentally unfriendly. Therefore, it is important to know the manufacturer and type of all coatings used at the site in case these products are found to be environmental problems in the future. This log may also be critical in the event of a disaster and for the information of fire department while fighting a fire in the building. This log will also assist in redecorating programs as colours can be matched and new coating systems selected for compatibility with previous finishes.

## **Documents Logs**

Record type and location of drawings, specifications, reports, etc.

Maintenance Report

# GENERAL MAINTENANCE NOTES

Inspect roofs and roof spaces after bad storms to determine if weather has penetrated roof system.

Inspect roof after severe weather

Inspect roof monthly

Have fire safety company regularly certify fire extinguishers.

Repoint masonry mortar joints using lime mortar only.

Do not sandblast masonry.

Should protective screening over windows require replacement, use galvanized wire mesh welded in galvanized steel frame. Screw fasten frame to wood window to facilitate removal of screening. Paint galvanized mesh and frame.

Inspect building during spring run-off and after exceptionally heavy rains to locate leakage problem areas.

Refinish wood trim using enamel paint and finishes to provide more durable finishes. Where trim is of a natural (varnished) finish, this may be at longer intervals.

## MONTHLY MAINTENANCE

Change filters monthly.

Filter locations are

### Annual and Seasonal Maintenance

Refer to Annual and Seasonal Checklists

### 5 Year Intervals

Inspect building for spalling of finishes or deterioration of copings. Repair as required as soon as damage is evident.

Maintenance Report

Check AC every 5 years and expect replacement at 15 to 20 years.

Develop a routine to budget for repairs

Inspect condition of leaded windows with experienced/qualified contractor.

### **7 - 10 Year Intervals**

Inspect exterior wood trim for weathering and re-paint as required.

Re-paint and re-putty windows. Check bottoms of window for rot during painting and repair or replace as required.

Re-paint walls and ceilings as required at approximately 10 to 20 year intervals.

Inspect exterior brick surfaces for weathering, cracking, and mortar joint failure and re-point as required.

Re-painted or re-varnished doors. Enamel paints should be used for durability and water sealing properties.

Inspect trim and soffit details and repaint.

Maintenance Report

# ANNUAL CHECKLIST \_\_\_\_\_ (Year)

	<b>Interior</b>

Maintenance Report

	<b>Mechanical &amp; Electrical Systems</b>


## Maintenance Report

# SEASONAL CHECKLIST \_\_\_\_\_ (Year)

	Inspection Performed by:			
	(Name) Spring	(Name) Summer	(Name) Fall	(Name) Winter
<b>Site</b>				
<b>Foundation &amp; Crawlspace</b>				
	Inspection Performed by:			

Maintenance Report

	(Name) Spring	(Name) Summer	(Name) Fall	(Name) Winter
<b>Roof</b>				
<b>Roof Space</b>				
	Inspection Performed by:			

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### Maintenance Report

	(Name)	(Name)	(Name)	(Name)
<b>Doors</b>				
<b>Windows</b>				

	Inspection Performed by:			

## Maintenance Report

	(Name) Spring	(Name) Summer	(Name) Fall	(Name) Winter
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## Interior

## Mechanical & Electrical Systems

# EQUIPMENT LOG

# Service Log

# Finishes Log

## Documents Log

# Documents Log

