

PARKING LOTS

- ☐ Check and clean all entrances
- ☐ Clean all debris from parking areas
- ☐ Check striping and directional arrows, repaint as needed
- ☐ Check all signage and repair as needed
- ☐ Patch any cracks or holes, especially along walkways
- ☐ Check all parking lot lighting, replace/repair as needed

EXTERIOR LANDSCAPING

- ☐ Clean all debris as necessary
- ☐ Check operation of all irrigation, repair as necessary
- ☐ Schedule irrigation back-flow preventer inspection (if necessary)
- ☐ Trim all trees and plantings, especially around entrances, and walkways

- ☐ Refresh all signs
- ☐ Inspect all exterior signage, repair and replace as necessary
- ☐ Check operation of any landscape lighting, repair/replace as needed

FACILITY EXTERIOR

- ☐ Check all entrances, remove any collected debris
- ☐ Check operation of all exterior doors, lubricate hardware as needed
- ☐ Clean, replace, or add entrance matting as needed
- ☐ Check all exterior facility lighting, repair/replace as needed
- ☐ Ensure any pest control stations are still operational
- ☐ Inspect and clean all awnings (if applicable)
- ☐ Inspect porte-cochere (drive-thru's), clean as necessary
- ☐ Clean and sanitize all playgrounds, exterior children's areas

FACILITY EXTERIOR (cont.)

- ☐ Check all fencing, repair as required. Lubricate all

gates
and locks

☐ Inspect dumpster storage area, clean as necessary

☐ Inspect all accessible parking and routes, ensure all
contrasting color sections are correct

☐ Clean all exterior glass. Check all seals and caulking.
Repair/repaint all trim as needed

☐ Check all downspout discharge areas, ensure they are
clear of debris

GAS ☐ Check all gas appliances for proper operation,
re-light as necessary

☐ Inspect gas meter(s), visual inspection only. If anything

appears incorrect, contact utility company

☐ Run all gas appliances for a typical cycle before you
allow operations to resume

PLUMBING & WATER

for a
bit.

☐ Ensure all fill valves and flappers function, inspect all fire or emergency exit
replace pathways/routes as
necessary

☐ Empty and clean ice makers. Let them fill one
time,
dump the ice, then
refill

☐ Inspect any back-flow preventer valves in the
facility
(if applicable)

☐ Pour at least a half-gallon of water down every
active
floor
drain

☐ In restrooms, check all fixtures and run/flush/let them
run

ELECTRIC AL

- ☐ Inspect all panels for clearance and tripped breakers
- ☐ For tripped breakers: investigate for cause, resolve issue, reset breaker
- ☐ Take a section of the facility at a time to restore power/turn-on equipment/reset power strips
- ☐ Inspect all GFCI outlets/circuits for correct operation
- ☐ Inspect all automatic doors, low-voltage operators

) Inspect any extension cords in use for proper usage, condition, and necessity. Replace as required

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-) Inspect all exterior components. Clean coils, remove any debris, check for proper operation of electrical disconnect, and ensure suction line insulation is intact
-) Inspect interior components. Replace filters as required, check the piping for the over-flow pan, ensure disconnects function, and inspect coil (if applicable)
-) Operate all the HVAC equipment in both modes to ensure proper equipment operation and control operation

- ☐ Inspect back-flow preventer valves (if applicable)
- ☐ Clean all HVAC supply vents in the facility
- ☐ Check belts for proper tension/condition. Ensure spares are available for all equipment
- ☐ Set correct temperatures at all units.

LIFE SAFETY

- ☐ Inspect AED pads and equipment. Check dates and ensure spare pads and batteries are present
- ☐ Inspect all first-aid supplies, especially dates, replace as required
- ☐ Check all portable fire extinguishers (monthly inspections)
- ☐ If applicable, check firefighter operation of elevator(s)
- ☐ Check all emergency exit signs and lighting for proper operation. Replace fixtures/batteries as required

LIFE SAFETY (cont.)

- ☐ Inspect any foodstuffs in the facility for condition and date range
- ☐ Inspect all flashlights and any other emergency operations materials

- ☐ Check operation of all locking systems
- ☐ Inspect fire, intrusion alarms, sprinkler systems for proper operation. Will require a licensed company to perform

VEHICLES

- ☐ is current
- ☐ Ensure all insurance on motor vehicles and trailers is current
- ☐ Check all fluids (washer, oil, transmission, etc.)
- ☐ Check tires, replace/rotate as required
- ☐ Inspect wipers, window seals and gaskets. Replace as required
- ☐ Check all lights for proper operation, replace as required
- ☐ Drive all motor vehicles to ensure proper operation prior to taking on passengers
- ☐ Ensure all first-aid and safety supplies are in vehicles. This includes a first-aid kit, fire extinguisher, safety cones, spare fuses, jumper cables, flashlight, etc.

FACILITY INTERIOR

- ☐ Check ceiling tiles for stains and/or

☐ En trailers

damage.

Replace/repair as
required

☐ Ensure proper operation of all space
lighting

☐ Clean, disinfect, and sanitize all tables and
chairs,
paying attention to the underside of each

☐ Clean, disinfect, and sanitize all
toys

☐ Clean, disinfect, and sanitize all “high touch”
areas.

This can include keyboards, phones, door hardware,
elevator call buttons, handrails, water fountains,
bathroom partition hardware, backs of chairs/pews,
offering plates, touchscreens, badge printers, etc.

FACILITY INTERIOR (cont.)

☐ Clean, disinfect, and sanitize all trash
receptacles,
changing tables, cribs, and the walls in children’s
areas, between 18”-32” off the floor

☐ Inspect all spaces to ensure they are clean and
in
good condition.

☐ Run your HVAC system or open windows to
allow for
a fresh air exchange prior to occupation

WORSHIP AREAS

☐ Condition the space and have pianos tuned as
required

☐ Inspect/check lighting system, to include the dimmers

id
theatrical lighting (as
applicable)

) Inspect/check sound system for proper
operation

) Inspect/check all AV equipment for alignment,
cus,
and operation

) If possible, perform a tech run-through at least a week
ior
to the onset of
services

) Perform additional dusting and cleaning on
e
seating
areas.

) Fill and perform a function check on the
apostistry
(as
required)

) Check pews/seating for all required envelopes,
serts,
and hymnals. Ensure they are up to

date

ROOF

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- ☐ Walk, inspect the roof and repair any area required
- ☐ Check operation of all drains, gutters, scuppers, and downspouts
- ☐ Check roof (if low slope) for any debris and remove as necessary

GENERA

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- ☐ Ensure all custodial supplies and equipment are clean, stocked, and available (to include consumables). Check the SDS book and make sure to list all chemicals and have a copy of the current SDS
- ☐ Ensure all maintenance, custodial, and supply closets/rooms are cleaned and organized
- ☐ Remove all unnecessary items from the property
- ☐ Walk entire property prior to allowing operations to fully commence. Check all areas (including the exterior) and perform a final visual check for any items out of place or requiring adjustment

