

Property and Risk Management Advisory

Building Maintenance During Closures

During this time of a Stay at Home order from the Governor, and in consideration of the challenges associated with life during the Covid-19 crisis it's important to remember our responsibility to keep watch of our parish church, school, office and other buildings. To the extent possible, we recommend that a daily inspection of each building be conducted in order to identify any problems, respond to them quickly and take appropriate steps to prevent associated damage.

1. Verify Building Security
 - a. Verify that alarms and other security measures are functioning properly
 - b. Verify that doors and windows are locked and secure
 - c. Determine any potential cause of or sign of break-in or other security issues
2. Inspect for Water Problems
 - a. Water leaks can cause major damage and the longer water leaks the more damage it will cause to the building and contents
 - b. Be prepared to shut off the water to the building, if necessary
3. Inspect for Other Building Maintenance Issues
 - a. Electrical – consider turning off unnecessary equipment and appliances
 - b. Watch for and remove any accumulation of trash or other debris
 - c. Do not turn off heating systems or boilers if there is any potential of freezing temperatures
 - d. Remove, or have graffiti removed or painted over as quickly as possible to deter further incidents.
4. Know how to get help if there is a problem
 - a. Have emergency contact info readily accessible
 - b. Contact the Property and Risk Management Office;
David Hodgin (503) 233-8313 dhodgin@archdpdx.org,
Diane Woodruff (503) 233-8360, dwoodruff@archdpdx.org,
or the risk management email riskmanagement@archdpdx.org
 - c. Contact the After Hours Emergency Reporting Number at the Archdiocese (503) 416-8833
 - d. Contact any of the above if you need recommendations for a restoration company, or other service provider.
 - e. Know how to report a property damage claim,
<https://archdpdx.org/property-and-risk-management> scroll down to the heading “Reporting a Claim”.