



Seasonal Church Building Maintenance Checklist

FALL

- ☐ Have all heating /HVAC and water systems inspected, maintained and repaired as needed.
- ☐ Winterize buildings as needed shut and drain all exterior water sources.
- ☐ Have all chimney, exhaust systems inspected and serviced for season.
- ☐ Clean all roofing, gutters exterior drains. (Monthly).
- ☐ Have all exterior landscape completed and ready for winter. (Mulching, vegetation protection)
- ☐ Stock up on winter maintenance supplies, snow removal and maintenance equipment.
- ☐ Seal up any drafty windows/doors, roof hatches.
- ☐ Test pump systems.





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WINTER

- ☐ Have seasonal Inspection, maintenance performed on all heating systems.
- ☐ Follow up on all winterization items as needed. Water systems, heating windows and door.
- ☐ Perform hardware, lock maintenance to interior door, hatches and windows as needed.
- ☐ Inspect and test run storm prep items snow blowers, ice melting systems as needed.
- ☐ Follow up on all exhaust and chimney inspections and service as needed.
- ☐ Inspect roofing and gutter systems before and after winter storms.
- ☐ Follow up on all fire protection systems alarms etc..
- ☐ Keep and update active list of emergency contractors.

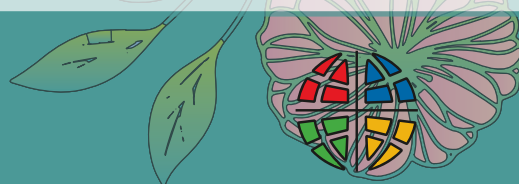




Seasonal Church Building Maintenance Checklist

SPRING

- ☐ Inspect, test and replace HVAC filters, Inspect indoor /outdoor coils, and all exhausts.
- ☐ Inspect and service all fire/smoke detectors, alarms and extinguishers. (Monthly)
- ☐ Inspect all exterior stairs, sidewalks, paths, roof gutters/roofs and drains for damage and maintenance.
- ☐ Inspect and follow up on pest control maintenance. (Monthly)
- ☐ Inspect and follow up on all vegetation, trees for damage or potential maintenance.
- ☐ Inspect all windows, doors, egress paths exterior lighting for damage or maintenance needs.
- ☐ Exterior building cleaning, maintenance, pressure washing.
- ☐ Exterior painting needs.





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SUMMER

- ☐ Inspect, test and replace HVAC filters, Inspect indoor /outdoor coils and all exhausts.
- ☐ Inspect and service all fire/smoke detectors, alarms and extinguishers. (Monthly)
- ☐ Inspect trees, vegetation for pruning and maintenance.
- ☐ Flush out all interior/exterior drains make waste sure traps are full. (Monthly)
- ☐ Inspect/repair/replace any outdoor fixtures, furniture, lighting bulletins.
- ☐ Have pest control contractor inspect and remove seasonal pests, nests etc.
- ☐ Inspect and maintain roofs, drains and gutters.
- ☐ Maintain storm prep items.

