

## **Baseline Best Practices for Developing a Proactive Preventive Maintenance Program**

The art of preventive maintenance involves noticing small problems and fixing them before major ones develop. A structural or mechanical breakdown is usually preceded by a long period of deterioration, which is often neglected because it is not obvious. A piece of equipment that is not lubricated on schedule, for example, will continue to function until a bearing burns out. Similarly, eroded mortar joints may be overlooked until a brick wall buckles. Preventive maintenance does not necessarily require a high degree of technical skill on the part of the Facility Manager. It is essential, however, that the manager understands what services are needed and arrange for competent service.

The following is a preliminary “checklist” of items that should be on every church’s “radar” as a minimum baseline for maintaining their facility.

### **PREVENTIVE MAINTENANCE CHECKLIST FOR CHURCHES**

1. A regular schedule for changing Air Conditioner/Furnace filters has been established per manufacturer’s recommendation. (quarterly)  
 Completed  In Progress  Not planned
  
2. A regular schedule and/or a preventive maintenance contract has been established for the air conditioner and heating. This should include an inspection of the centralized control software or other temperature control devices (quarterly)  
 Completed  In Progress  Not planned
  
3. Per local codes, boiler/chiller maintenance and repair are scheduled. (quarterly)  
 Completed  In Progress  Not planned
  
4. Electrical outlets in public spaces, especially Children’s Services, are child-proofed. (ongoing)  
 Completed  In Progress  Not planned
  
5. A schedule is developed to replace batteries in devices using batteries as their primary power supply (i.e. rest room sensors, paper product dispensers, etc) (ongoing – depends on life expectancy)  
 Completed  In Progress  Not planned
  
6. Domestic Water heater is inspected and drained per manufacturer recommendations (annually)  
 Completed  In Progress  Not planned
  
7. A regular schedule of maintenance is determined for drinking fountains to address functional issues such as chemical build-up. (quarterly)  
 Completed  In Progress  Not planned

8. Elevators and other lifting devices are inspected regularly, per local code, and a preventive maintenance contract is established. (per manufacturer and code)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

9. Fire Extinguishers are placed per local fire codes and a regular inspection schedule is established to insure proper operation. (annually)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

10. A regular schedule is established to maintain the floor covering (carpets, tile, wood, floor mats, Etc.) (ongoing)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

11. Replacement bulbs and any equipment necessary to replace light bulbs is on-hand. (ongoing)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

12. Replacement bulbs and any equipment necessary to replace outdoor lighting is either on-hand or the source is established. (ongoing)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

13. Contracts for regular maintenance and/or materials and equipment are established for maintenance of grounds, including lawn, flowers, shrubs, trees, flag poles, yard irrigation, etc. (ongoing)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

14. Contracts and/or equipment and materials are established to maintain parking (as needed)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

15. Maintenance of exterior signage is planned. (as needed)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

16. A plan for painting of parking lot stripes is established (as needed)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

17. Materials and equipment is on-hand or contracted for maintenance of restroom fixtures, including seals, valves, etc. (semi-annual)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

18. Procedures are established to repair, replace or add interior signage as necessary. (ongoing)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

19. A regular plan to inspect, clean and maintain smoke alarms and carbon monoxide detectors is established including battery replacement if necessary. (quarterly)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

20. Materials and procedures for snow and ice removal are established (as needed)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

21. A plan for regular maintenance of interior and exterior trash receptacles as well as recycling receptacles is established. (ongoing)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

22. Vendors and sources are established for repair and/or replacement of windows, doors and associated hardware (annually)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

23. A regular schedule of termite and other pests inspection and treatment is established. (monthly or as recommended by vendor)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

24. A regular schedule of roof, mortar and foundation by a professional is established (annually).

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

25. A regular cleaning maintenance schedule is established including daily, weekly, monthly and other routine tasks. (ongoing)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

26. Emergency and exit lighting is in place and a regular schedule of inspection is established to insure proper operation and battery backup. (semi annually)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

27. The facility is compliant with all electrical codes as determined by a professional (annually)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

28. A regular schedule of painting interior and exterior building components (ongoing and as needed).

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

29. A regular schedule of pressure washing exterior of buildings (annually).

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

30. A regular schedule to inspect back flow preventer(s) (annually).

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

31. Fire Alarm and Sprinkler Systems are inspected regularly, per local code, and a preventive maintenance contract is established. (per manufacturer and code)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

32. Kitchen exhaust hoods should be tested regularly, per local code, and a preventive maintenance contract is established. (per manufacturer and code)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

33. Grease interceptors/traps should be inspected regularly, per local code, and a preventive maintenance contract is established. (per manufacturer and code)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

34. Inspect and update First Aide and AED components (quarterly)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

35. Drain and test baptistery (if one exists) including the heater and auto-fill (semi-annually)  
\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

36. Inspect and adjust playground equipment (quarterly)  
\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

37. Perform flow and pressure tests on private fire hydrants (semi-annually)  
\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

38. Clean gutters and down spouts (early fall and early winter as a minimum/ongoing)  
\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

39. Inspect, test, lubricate any pumps including but not limited to sump pump, water pumps, lift stations, circulation pumps, compressors, etc. (quarterly)  
\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

40. Clean and inspect all building appendages and towers such as steeples and cupolas (annually)  
\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

41. Test and run diagnostics on CCTV cameras, monitors and software (quarterly or as recommended by manufacturer)  
\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

**NOTE:** This is not intended to be a comprehensive list, but rather to provide a starting point for the development of a facility specific PM program for your facility.

