Church Preventative Maintenance Schedules

Establishing the church preventative maintenance program can be a difficult task.

You will need to develop a list of your facilities and equipment, then determine the inspection and/or maintenance frequency requirements (WHS regulations, Australian Standards and manufacturers manuals will assist).

The following is an example of some *recommended* actions and time frames.

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| Worksite |  | Year |  |

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| Facility / Equipment | Frequency | Inspect for | Date completed |
| Roofing, flashings, calking, coatings and tiles | 6 monthly | Leaks; cracks; missing or broken tiles or shingles; damaged edging and other conditions that might lead to leakage, further damage in high winds |  |
| Exterior building conditions | 3 monthly | Loose nails or screws; loose or missing panels, siding, or trim (that might blow off in high winds or allow leakage); termite infestation; rodents etc |  |
| Rain gutters | 3 monthly | Leaves, limbs, birds nests and other blockages; loose gutters and hardware; rust |  |
| Storm drains | 6 monthly | Clear of debris or other blockages; gratings in place |  |
| Windows and doors | weekly | Damaged or missing weather stripping; cracked or broken glass; thresholds loose, damaged or missing; hinges loose, damaged or rusty; damaged or worn door closers, locks or other hardware that can result in security issues |  |
| Sidewalks, steps and parking lots | weekly | Water, moss that can cause slips and falls; debris (limbs, gravel); cracks and potholes; handrails in place and secure |  |
| Lighting (interior & exterior) | Monthly | Burned out; damaged fixtures; defective motion sensors, timers and other conditions that can cause trips and falls or affect security. Check skylights are not cracked |  |
| Balcony and stairwells | Weekly | Loose handrails; steps in good condition, balcony railings secure; |  |
| Flooring, halls and rooms | Weekly | Carpet free of tears, wrinkles; tiles secure, not chipped; no cords across walkways; |  |
| Kitchen stoves, ovens, and hoods | 6 monthly | Grease build-up, filters in place and clean; igniters work properly; gas line (with shutoff valve) or electrical in good condition |  |
| Facility / Equipment | Frequency | Inspect for | Date completed |
| Heating, Ventilation, Air-Conditioning (HVAC) system | Annually (filters monthly or as required) | Change filters, inspect motors; lubrication as per manufacturers recommendation |  |
| Sound and projection systems | monthly | Maintenance and testing as required by manufacturer |  |
| Piano and organ | Annually | Tuning, or system checks as required by manufacturers. Check wheels (if mobile) |  |
| Fire extinguishers and blankets | 6 monthly | Ensure contractor has inspected and stamped the metal tag |  |
| Fire alarm system | Annually | Annual system check or as required by manufacturer |  |
| Emergency exit lights | 6 monthly | 90min battery discharge test is conducted and recorded. Any faulty batteries, globes are replaced. |  |
| Smoke detectors | Annually | Test and replace batteries as required |  |
| Gas heaters | Annually | Ensure a licensed person services your gas heaters |  |
| Trees & shrubs | Annually | Check all trees and shrubs. Engage an arborist to check condition of significant trees |  |
| Paving / concrete | monthly | Check to ensure no lifting paves or cracking concrete that may create tripping hazard |  |
| Anchor points | Annually | Competent person to be engaged to inspect and certify anchor points |  |
| Electrical equipment | Refer to Electrical testing register | Ensure all electrical items have been tested and tagged. Frequency of inspection must be compliant with AS (refer to CCSM Document 9). |  |
| Residual Current Devices (Safety Switches) | 6 monthly  2 yearly | Push button testing  Trip-time testing (to be done by a competent person) |  |
| Bathrooms / toilets | 6 monthly | Check taps aren’t leaking; check toilets/urinals are flushing properly; dryers are working effectively; paper towel dispenser secured to wall |  |