

INTRODUCTION

WHAT IS MAINTENANCE?

Preventative maintenance, is work done on a routine basis on equipment, material, buildings and support facilities to protect and preserve them and extend their longevity. The goal is to reduce unexpected repairs for buildings, furnishings, facilities and equipment. A wisely implemented preventative maintenance program is designed to maintain equipment and facilities in near original condition. It is a proven cost effective practice, that preventative maintenance is less expensive than the high cost of repairing or replacing unmaintained equipment. A Building Maintenance Check List is provide to assist in managing the Preventative Maintenance program.

WHY A MAINTENANCE MANUAL?

The Diocesan Planning and Building Commission (DPBC) is dedicated to assisting parishes and other diocesan groups with the renovation, repair, operation, and maintenance of their buildings, grounds, and equipment. The Parish Planning and Building Committee (PPBC), is encouraged to this Manual to assist them in their efforts in preserving and maintaining their Parish buildings and facilities.

HOW TO USE THIS MANUAL

This Manual is intended as a flexible working document which can be applied to each building of the Parish campus. You may wish to have one BUILDING MAINTENANCE CHECK LIST for each building or combine check lists for all buildings into a single Manual. The BUILDING MAINTENANCE CHECK LIST can be modified to suit the needs of the parish. Prior to developing the maintenance or mechanical check lists, there should be a detailed inventory of the property equipment.

The **Building Maintenance Check Lists** are organized in weekly, monthly, semi annually and annually periods. The check lists serve to remind parish and facility maintenance staffs of the various inspections necessary to keep the facilities in good operating condition. Each item should be inspected and dated as it is completed.

The **Mechanical Check Lists**, because of their technical nature, have been separated from the Building Maintenance Check Lists. A maintenance technician experienced in mechanical systems should complete these lists. Otherwise, a company specializing in the installation and maintenance of mechanical systems should be hired. Depending on the staff available, a combination of in-house and outside professional assistance may be best to perform this work.

The **Building Assessment Work Sheet for the 5 year Plan** is organized according to building and grounds, components and equipment. These check lists require a physical inspection of the items listed periodically by the maintenance staff or by the Parish Planning and Building Committee. Indicate the condition of an item in the appropriate column ("Good" or "Repair/Replace"). Any item indicated as being "Repair/Replace" should be included in the **5-Year Major Repair and**

Maintenance Plan matrix and eventually developed into a Project. The management of Projects are discussed in Volume II, *Process for Parishes Planning New Construction, Renovation, Repairs and Maintenance*. Any items in the "Good" column would be expected to remain in good condition until the next inspection. It is recommended that these check lists be reproduced so there is a continual record. Items placed in the **5-Year Major Repair and Maintenance Plan** need to be prioritized by degree of importance and assigned a dollar value. Once the **5-Year Major Repair and Maintenance Plan** is reviewed by the Finance Committee and forwarded to the Pastor for approval then onto the Bishop for final approval. Upon the Bishop's approval the Assessment Free Account is activated by the Business Office.

The **Safety Check Lists** section of the **Building Maintenance Check Lists** follows the same procedures. However they are listed separately because of special requirements to maintain **Life Safety** systems in accordance with national and local Fire Code standards. Inspections should be conducted by Life Safety Technicians at the time specified by the Fire Code. Failure to conduct the required Life Safety Inspections may expose the Parish to serious liabilities.

The last few sections consist of a glossary and forms pertaining to emergency phone numbers, building history, and service records.