

Church Maintenance Checklist



Location / Asset (s): _____

Date: _____

Assigned To: _____

Checklist Score: _____

Signed By: _____



Church Walk Through Inspection

Inspect roof, windows and exterior siding for damage from ground level

Inspect parking lot and sidewalks for cracks and potholes

Inspect exterior grounds for drainage issues, pests and litter

Ensure rain gutters are clear and functional

Inspect exterior for signs of paint fading or cracking

Ensure all exterior doors and windows are functional and lockable

Inspect interior floors for cracks, and other damage

Inspect ceiling and walls for signs of mold and water damage

Ensure pews and worship areas are free from damage and sharp edges

Ensure bathroom toilets, sinks and towel dispensers are functional

Check water taps for functionality, pipes for leaks and insulation



Church Systems Maintenance

Inspect heating and cooling systems

Complete gas boiler inspection, testing and preventive maintenance

Ensure water heater functionality

Ensure electrical panel and wiring is functional

Inspect piano and organ for damage, tune as needed

Test electrical equipment including lights, alarm systems and automatic doors

Inspect fire extinguishers for pressure, expiry and functionality

Ensure emergency exit signs and emergency lighting is functional

Test sprinkler systems and ensure functionality

Test smoke, carbon dioxide and intruder alarm systems

Church Facility Maintenance Manual

Hussin A.Rothana



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