

## Property and Finance Maintenance Guide: Total

### Outside

Stonewall exterior: Clear of garbage/debris/branches : \_\_\_\_\_  
Stonewall: Vines clear : \_\_\_\_\_

Parking Lot: Clear of garbage/debris/branches/signs/misc items : \_\_\_\_\_  
Rocks pulled off grass from plowing : \_\_\_\_\_  
Edge near street corner: Clear of weeds : \_\_\_\_\_  
Condition of handrail at parking lot: : \_\_\_\_\_

#### Front Side Grass Area: (From parking lot-zipline platform)

Clear of garbage/debris/branches : \_\_\_\_\_  
Condition of shed exterior wood/windows : \_\_\_\_\_  
Shed lights working (3 switches) : \_\_\_\_\_  
**Shed walls clear** : \_\_\_\_\_  
Playground sturdy : \_\_\_\_\_  
Playground area clear of branches/objects : \_\_\_\_\_

#### Sanctuary Building Exterior

Condition of wood: areas of decay or holes : \_\_\_\_\_

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Foundation: holes/termites, etc... : \_\_\_\_\_  
All gutters attached : \_\_\_\_\_  
Condition of windows : \_\_\_\_\_  
Branches away from building : \_\_\_\_\_  
**Front door (secure)** : \_\_\_\_\_  
Back wall clear of objects : \_\_\_\_\_

Exterior Lights working:  Front above door  sides of door  2 side flood lights  above nursery door  sanctuary side door  sanctuary side cornere flood lights  patio above door  patio flood lights  flood at field and electrical

#### Patio area

Wooden steps secure : \_\_\_\_\_  
All entrance pipes/wires sealed : \_\_\_\_\_  
Railings secure : \_\_\_\_\_  
Clear of garbage/misc objects : \_\_\_\_\_

#### Youth Shed

Lights working:  Exterior  Interior  Electrical (outside)  Electrical (Inside)  
Condition of walls/foundation : \_\_\_\_\_

Field

Clear of garbage/debris/branches/misc objects : \_\_\_\_\_

White House

Condition of wood: areas of decay or holes : \_\_\_\_\_

Foundation: holes/termites, etc... : \_\_\_\_\_

All gutters attached : \_\_\_\_\_

Condition of windows : \_\_\_\_\_

Parsonage

Condition of wood: areas of decay or holes : \_\_\_\_\_

Foundation: holes/termites, etc... : \_\_\_\_\_

All gutters attached : \_\_\_\_\_

Condition of windows : \_\_\_\_\_

Lights working:  walkway automatic at night  2 door entrances

Storm doors secure : \_\_\_\_\_

Office bushes trimmed : \_\_\_\_\_

Condition of emergency stairs and railings : \_\_\_\_\_

Front Field (In front of parsonage)

Clear of garbage/debris/branches : \_\_\_\_\_

Tree branches away from roof : \_\_\_\_\_

## Sanctuary Building

### Table/Chair Storage Room

- Exit sign  \_\_\_\_\_
- All Lights working  \_\_\_\_\_
- Condition of walls: Scuffs/holes**  \_\_\_\_\_
- Misc objects removed  \_\_\_\_\_
- Exit way clear  \_\_\_\_\_

### Kellogg Hall

- Exit sign (2)  \_\_\_\_\_
- Condition of walls: Scuffs/holes**  \_\_\_\_\_
- Exit way clear  \_\_\_\_\_
- Fire extinguisher checked and signed  \_\_\_\_\_
- Curtains attached/sturdy  \_\_\_\_\_
- Lights all working and covers on  \_\_\_\_\_
- Check ceiling tiles: Scuffs/damage  \_\_\_\_\_

### Nursery

- Exit sign  \_\_\_\_\_
- Condition of walls: Scuffs/holes  \_\_\_\_\_
- Exit way clear  \_\_\_\_\_
- Lights all working and covers on**  \_\_\_\_\_
- Check ceiling tiles: Scuffs/damage  \_\_\_\_\_
- Check electrical outlets (all in closed position)**  \_\_\_\_\_

### Hallway

- All bulbs working  \_\_\_\_\_
- Exit signs tested (2)  \_\_\_\_\_
- Fire extinguisher checked and signed  \_\_\_\_\_
- Emergency light tested  \_\_\_\_\_
- Smoke detector tested  \_\_\_\_\_
- Vent dusted  \_\_\_\_\_

### Men's bathroom

- Faucets not dripping (2)  \_\_\_\_\_
- Toilets not running (2)  \_\_\_\_\_
- Paper dispenser working  \_\_\_\_\_
- Vent dusted  \_\_\_\_\_
- Signs of leaks around toilet? \_\_\_\_\_

### Furnace Room

- Furnace and path to circuit breaker clear  \_\_\_\_\_
- All cleaning supplies and objects against the wall  \_\_\_\_\_
- Furnace/filter maintained  \_\_\_\_\_

Women's Bathroom

- Faucets not dripping (2) : \_\_\_\_\_
- Toilets not running (2) : \_\_\_\_\_
- Paper dispenser working : \_\_\_\_\_
- Vent dusted : \_\_\_\_\_
- Signs of leaks around toilet? \_\_\_\_\_

Kitchen

- All appliances working:  2 stoves  fridge  microwave
- All bulbs working : \_\_\_\_\_
- Counters clear : \_\_\_\_\_
- No appliances with bad cords : \_\_\_\_\_
- Fire extinguisher checked and signed : \_\_\_\_\_
- Vent dusted : \_\_\_\_\_

Sanctuary

- All bulbs working/No webs : \_\_\_\_\_
- Test emergency light : \_\_\_\_\_
- Exit signs (2) : \_\_\_\_\_
- 2 doorways open easy and close secure : \_\_\_\_\_
- Curtains open/windows clean/dusted : \_\_\_\_\_
- Smoke detector tested : \_\_\_\_\_
- Fire extinguisher checked and signed : \_\_\_\_\_
- Offering box secure on wall : \_\_\_\_\_

**Office/Parsonage**

Entrance

- Clear of misc items : \_\_\_\_\_
- 2 bulbs working/light clean : \_\_\_\_\_

Office

- Carpet clear from stains : \_\_\_\_\_
- All bulbs working : \_\_\_\_\_
- Fire extinguisher checked and signed : \_\_\_\_\_
- Condition of walls/indication of leaks : \_\_\_\_\_

Hallway

- Clear of misc items** : \_\_\_\_\_
- Light bulbs working (wall casing in tact)** : \_\_\_\_\_
- White noise speakers working : \_\_\_\_\_

Pastor Office

Bathroom

- Clear of misc items : \_\_\_\_\_
- Faucet not dripping : \_\_\_\_\_
- Toilet not running : \_\_\_\_\_
- Shower not dripping : \_\_\_\_\_

Blue room

- White ceiling light working : \_\_\_\_\_
- Smoke detectors working X2** : \_\_\_\_\_

Closet Room

Basement

- Filter changed : \_\_\_\_\_

Parsonage Hall Entry

- Bulbs working : \_\_\_\_\_

Small Bathroom

- Faucet not dripping : \_\_\_\_\_
- Toilet not flushing : \_\_\_\_\_
- Bulbs working : \_\_\_\_\_

Living Room

- Indication of leak at ceiling** : \_\_\_\_\_

Kitchen

- Indication of leak at ceiling/wall : \_\_\_\_\_
- 2 doors open easy/close secure : \_\_\_\_\_
- Storm door latches : \_\_\_\_\_
- Faucet not dripping : \_\_\_\_\_
- 5 bulbs all working : \_\_\_\_\_

**Upstairs**

Hallway

- 2 lights working : \_\_\_\_\_
- Test smoke detector : \_\_\_\_\_
- Emergency exit passable : \_\_\_\_\_
- Emergency door open easy/close secure : \_\_\_\_\_

End Room

- Smoke detector : \_\_\_\_\_
- Light working : \_\_\_\_\_

Mid room

- Light working : \_\_\_\_\_
- Test smoke detector : \_\_\_\_\_

left bedroom

- Test smoke detector : \_\_\_\_\_
- Light working : \_\_\_\_\_

Bathroom

- Light working : \_\_\_\_\_
- Vent working : \_\_\_\_\_
- Faucet not dripping : \_\_\_\_\_
- Toilet not running : \_\_\_\_\_

Attic

- Light working : \_\_\_\_\_