

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

Exterior Lights working:  Front above door  front sides  above nursery door  
 sanctuary side door  sanctuary side 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 : \_\_\_\_\_

Cottage

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

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

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

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

Chamberlin House

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: Also check all doors weatherstripping**

Table Storage Room

- Exit sign  \_\_\_\_\_
- All Lights working  \_\_\_\_\_
- Condition of walls: Scuffs/holes**  \_\_\_\_\_
- Misc objects removed  \_\_\_\_\_
- Exit way clear  \_\_\_\_\_
- window closed, and locked  \_\_\_\_\_
- exterior door self-closing/ locked/ weather strip  \_\_\_\_\_

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  \_\_\_\_\_
- all windows closed, and locked  \_\_\_\_\_
- exterior door self-closing/ locked/ weather strip x2  \_\_\_\_\_
- 1<sup>st</sup> Aid Kit fully stocked (confirm items/index card)**  \_\_\_\_\_

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)**  \_\_\_\_\_
- window closed, and locked  \_\_\_\_\_
- exterior door self-closing/ locked/ weather strip  \_\_\_\_\_
- All wall shelves secure  \_\_\_\_\_

Hallway

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

Men's bathroom

- Faucets not dripping or leaking at base when up (2)  \_\_\_\_\_
- Toilets not running (2)  \_\_\_\_\_
- Toilets flush and stop/no leak around base (2)  \_\_\_\_\_
- Paper dispenser working  \_\_\_\_\_

Vent dusted : \_\_\_\_\_  
Floors not coming up: : \_\_\_\_\_

**Furnace Room**

Furnace and path to circuit breaker clear : \_\_\_\_\_  
All cleaning supplies and objects against the wall : \_\_\_\_\_  
Furnace/**filter changed** : \_\_\_\_\_

**Women's Bathroom**

Faucets not dripping or leaking at base when up (2) : \_\_\_\_\_  
Toilets not running (2) : \_\_\_\_\_  
Toilets flush and stop/no leak around base (2) : \_\_\_\_\_  
Paper dispenser working : \_\_\_\_\_  
Vent dusted : \_\_\_\_\_  
Floors not coming up : \_\_\_\_\_

**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 : \_\_\_\_\_  
Floor not coming up : \_\_\_\_\_

**Sanctuary**

All bulbs working/No webs : \_\_\_\_\_  
Test emergency light : \_\_\_\_\_  
Exit signs (2) : \_\_\_\_\_  
Entrance to sanctuary door open easy and close secure : \_\_\_\_\_  
Curtains open/windows clean/dusted : \_\_\_\_\_  
Smoke detector tested : \_\_\_\_\_  
Fire extinguisher checked and signed : \_\_\_\_\_  
Offering box secure on wall : \_\_\_\_\_  
all windows closed, and locked : \_\_\_\_\_  
exterior door self-closing/ locked/ weather strip x2 : \_\_\_\_\_

**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** : \_\_\_\_\_
- White noise speakers working : \_\_\_\_\_

Pastor Office

Bathroom

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

Conference room

- White ceiling lights working : \_\_\_\_\_
- Smoke detectors working X2** : \_\_\_\_\_
- 1<sup>st</sup> Aid Kit fully stocked (confirm items/index card)** : \_\_\_\_\_

Closet Room

Basement

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

Parsonage Hall Entry

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

Small Bathroom

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

**Not while people live here**

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

: \_\_\_\_\_

Bedroom 1

Smoke detector

: \_\_\_\_\_

Light working

: \_\_\_\_\_

Bedroom 2

Light working

: \_\_\_\_\_

Test smoke detector

: \_\_\_\_\_

Bedroom 3

Test smoke detector

: \_\_\_\_\_

Light working

: \_\_\_\_\_

Bathroom

Light working

: \_\_\_\_\_

Vent working

: \_\_\_\_\_

Faucet not dripping

: \_\_\_\_\_

Toilet not running

: \_\_\_\_\_

Attic

Light working

: \_\_\_\_\_