

Property Maintenance & Safety Checklist		Date:				
Note a brief description of any replacements or repairs that have been carried out after inspection		Tick appropriate box				
Item		Church	Presbytery	Parish Centre/Hall	Other	Budgeted replacement / repair date
Plumbing						
Taps	Check interior and exterior taps for leaks. Replace washers as required. Clean aerators or replace as required.					
Shower	Check flow of shower head. Check tiles for signs of leaking. Walls backing onto shower may have paint flaking. Repair as required.					
Kitchen, Bathroom, Laundry	Check under sink and basin for leaks.					
Toilets	Check toilets are not continually running.					
Hot Water system	Check area around water heater for leaks.					
Fixtures - Interior						
Walls & Doors	Check that paintwork is in good condition. Schedule when repainting will be required and budget accordingly. (Usually every 10-12 years) Check doors are closing/locking easily. Try graphite lubricant for hard to open locks before replacing?					
Ceilings	Check for any signs of leaks - stains or mould. Repair as required. Schedule and budget for repaint as necessary.					
Windows & Fly screens	Check windows for cracks and working order. Do the windows have locks - if not, consider installing locks and budget accordingly. Are the window locks functioning properly. Check fly screens and repair as required.					
Carpets and hard floors	Check for signs of wear and tear. Check age of carpets/tiles/linoleum - note year replacement required - budget accordingly. (Usually every 12-15 years.) Check wooden floors for wear and tear. Schedule sanding and revarnishing at recommended interval.					
Fittings - Interior						
Countertops	Inspect for separations at sinks and splashback. Repair as required. Check laminate for lifting.					
Weather stripping	Check any weather stripping on doors and windows and repair or replace as necessary.					

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Window treatments	Check that blinds or curtains are in good order. Curtains may require washing/drycleaning and minor repairs. Schedule for replacement and budget accordingly.					
Electrical and appliances						
Heating and/or cooling systems	Check that the service has been carried out at recommended intervals.					
Kitchen exhaust fan, rangehood	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.					
Wood heaters	Check the flue is not blocked. Arrange for chimney to be cleaned as required. Check for any cracking					
Refrigerator	Check that coils at back of refrigerators are free of dust. Check cooling temperature is correct.					
Small Electrical Appliances	Check all electrical items listed on the Parish Goods Inventory are in working order. Ensure qualified electrician repairs any faulty items. Replace as required. Check cords and plugs are in good condition					
Exterior						
Foundation	Walk around exterior of all buildings and check for cracks or any other visible signs of deterioration.					
Landscaping	Check that trees, plants or shrubs are not overgrown or could cause possible injury to persons. Ensure vegetation is not damaging foundations or buildings. Maintain as required.					
Paving	Check all paved areas to ensure pavers are even and have not sunk. If pavers have sunk check soak wells have not collapsed. Repair as required.					
Concrete and asphalt	Check concrete/asphalt for cracks and potholes. Repair as necessary to avoid possible injury.					
Wooden decks/verandahs	Check woodwork for cracking or deterioration. Replace any cracked boards. Sand and repaint or revarnish as required. Schedule regular maintenance program at recommended intervals.					

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Outdoor seating	Check any outdoor seating for wood rot or rusting					
Brickwork	Check brickwork is sound. Arrange for any repairs as necessary.					
Paintwork	Check exterior paintwork for flaking. Record when last work carried out and schedule repainting and budget accordingly. (Usually every 10-12 years.)					
Roof	Check roof tiles for cracking and general wear and tear. Record age of tiles and schedule repair/replace in budget					
Chimney, vents & skylights	Check that chimney is not leaking and hood is in place. Check around all vents and skylights to ensure flashing is not leaking. Check for any bird nests.					
Gutters and downpipes	Clean out and check gutters are sound. Check downpipes for rusting. Repair/replace as required.					
Septic system	If no deep sewerage check that septic system is functioning well. Ensure regular emptying.					
Windows	Check exterior of windows for any cracking around window frame where water could cause damage. Check painted window frames and schedule repainting and budget accordingly.					
Window and door tracks	Ensure all tracks are clean and that windows and doors are sliding freely. Lubricate rollers and latches as required.					
White Ant Treatment	Check that white ant treatment has been carried out at the recommended intervals (Usually annually.)					
Garage Doors	Inspect mechanism for free travel. Runners on each side of door should be free of dirt and rust. Lubricate as necessary.					
Fire breaks	Ensure fire breaks are carried out at the appropriate time and check property during hot summer months.					
General Health and Safety						
Candles	Make sure candles are not left burning unattended and matches are locked away.					
Keys	Develop a key register for sign in/out of keys. Store spare keys in a locked cabinet or safe.					

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Fire extinguishers	Does the parish have extinguishers installed in the church, parish centre and presbytery. Ensure extinguishers are maintained and checked at the recommended intervals in accordance with state legislation.					
Smoke detectors	All parish buildings should have smoke detectors installed. Determine what the best system is for your parish buildings (installing a monitored fire system). Change smoke detector batteries 1 April each year.					
Flammables	Keep flammable and combustibles to a minimum and store in accordance to manufacturers recommendations					
Crawlspace areas	Secure areas underneath buildings and remove combustible material from these areas.					
Rubbish Bins	Keep bins secured away from buildings. (Bins can be set alight or used to break into or vandalise buildings.)					
Walkways	Keep walkways clear of all obstacles.					
Hazards	If you think something is potentially hazardous - remove the hazard or, if not able to remove, use a sign to alert others to the possible hazard. Repair and/or replace as soon as possible.					
Use of equipment	Ensure people are adequately trained to use equipment					
Alarms	Ensure buildings are locked when leaving. If a security system is installed make sure it is working properly and is set.					
Residual Current Devices (RCD - safety switches)	It is Diocesan Policy that all parish buildings have RCDs installed. Test RCDs every three months. (RCDs commonly referred to as 'safety switches' are electrical safety devices designed to immediately switch off the supply of electricity when electricity leaking to earth is detected at harmful levels. RCDs offer high levels of protection from electric shock.)					
Emergency lighting and equipment	Installed fire safety equipment should be checked by suitably qualified tradespeople to Australian Standard including lights and fire doors. Exit lights should be tested and replaced by a suitably qualified tradesperson.					