

*Insert Location* Church Maintenance Plan - Implementation Schedule

Maintenance Issue	Work Req'd	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Work Outsourced	External Company / Volunteer Responsible	Approx Cost	Comment
Pest Control	Spray/Treat													Yes	XYZ Company Pest Control		Annually
Asbestos (Refer Asbestos Register and Management Plan )	Check													No	Property Maintenance Manager		Annually - Action as stated in the plan
Asbestos Audit Review	5 Yearly													Yes	XYZ Company or Competent Internal Personnel (Due Sept 2020)		5 Yearly -Last completed - Sept 2015
<b>Exterior of Buildings</b>																	
Sign Hoist Mechanism	Lubricate													No	Volunteer		Monthly
Sign Hoist Structure & Mechanism	Service													Yes	XYZ Company Sign Systems		Annually
External Padlocks & Hinges	Lubricate													No	Volunteer		Monthly
Check Gutters & Downpipes	Clean													Yes/No	Volunteer - pending heights		Monthly and/or Bi Monthly
Trees & Shrubs	Pruning													Yes/No	Volunteer - pending heights		Quarterly
Gutter Guard	Check													Yes/No	Volunteer - pending heights		Annually
Soffit & Eaves	Check													Yes/No	Volunteer - pending heights		Annually
Windows Operation/Damage	Check													No	Property Maintenance Manager		Annually
Window Sliding Tracks	Cleaning													No	Property Maintenance Manager		Annually
Doors Operation/Damage	Check													No	Property Maintenance Manager		Annually
Building Attachments	Check													No	Property Maintenance Manager		Annually
Paved & Cemented Areas	Check													No	Property Maintenance Manager		Annually
Signs - Paint or Damage	Check													No	Property Maintenance Manager		Annually
Air Conditioners on Church Roof	Check													No	Volunteer		Annually
Playground Equipment	Check													No	Property Maintenance Manager		Quarterly
<b>Interior of Buildings</b>																	
Water Leaks/Plumbing	Check													No	Volunteer		Quarterly
Toilet Systems/Flushing	Check													No	Property Maintenance Manager		Quarterly
Floor Surfaces.Carpets	Check													No	Property Maintenance Manager		Annually
Walls & Fixtures	Check													No	Volunteer		Annually
Furniture & Building Contents	Check													No	Volunteer		Annually
Air Conditioner Filters	Cleaning													Yes/No	Property Maintenance Manager		Six Monthly
Air Conditioner Drains	Check													No	Volunteer		Annually
Range Hood Filters														No	Property Maintenance Manager		Annually
<b>Heavy Rain or Storm (Damage)</b>																	
Ceilings & Verandas etc	Check													Yes/No	Property Maintenance Manager		As Required - outsource
Building & Windows	Check													Yes/No	Property Maintenance Manager		As Required - outsource
Trees- Branches - Foliage	Check													Yes/No	Property Maintenance Manager		As Required - outsource
<b>Lighting</b>																	
External Security Lights	Check													No	Volunteer		Monthly
Internal & Exit Lights	Check													No	Volunteer		Monthly
<b>Grease Traps</b>																	
Church Hall Grease Trap	Service													Yes	XYZ Liquid Waste Services		Annually
Fellowship Centre Grease Trap	Service													Yes	XYZ Liquid Waste Services		Annually
<b>ELCB &amp; RCD Circuit Breakers</b>																	
ELCB/RCD Breaker Switch Testing	Test													No	Chief Fire Warden		Monthly

ELCB/RCD Breaker Switch Testing	Check														Yes	Electrician		Bi - Annual - Due xx Date
<b>Fire/Safety Equipment/Training</b>																		
All Fire/Emergency Equipment	Check														No	Chief Fire Warden		Monthly
Fire Extinguishers & Equipment	Inspect & Tag														Yes	XYZ company		Six Monthly
Fire Safety Signs	Check														No	Chief Fire Warden		Monthly
Fire Safety Training	Instruction														No	Chief Fire Warden		Annually and on Inductions - Record
Fire Safety Training	Drill														No	Chief Fire Warden		Annually - Record
Emergency Exit Lighting	Check														No	Chief Fire Warden		Monthly
Emergency Exit Lighting	Check														Yes	XYZ company		Six Monthly
<b>Smoke Alarms - Church</b>																		
Smoke Alarms (Battery Operation)	Testing														No	Chief Fire Warden		Monthly Test - Annually replace Battery
Smoke Alarms (Smoke Operation)	Testing														Yes	XYZ company		Annually
Smoke Alarm Test Register Update	Inspect														No	Chief Fire Warden		Monthly
<b>Smoke Alarms - Manse</b>																		
Smoke Alarms (Battery Operation)	Testing														Yes	Manse Tenants		Monthly - Annually replacce Battery
Manse Smoke Alarms (Smoke Op)	Testing														No	Chief Fire Warden		Annually
Smoke Alarm Test Register Update	Inspect														No	Chief Fire Warden		Annually
<b>Manse Checking Proceedures</b>																		
Property Maintenance Check	Inspection														No	Property Maintenance Manager		Six Monthly
ELCB & RCD Test Switch Activation	Activate														Yes	Manse Tenants		Monthly
ELCB & RCD Test Switch Activation	Check														Yes	Electrician		Annually
<b>First Aid Kits</b>																		
Restock, check expiry dates	Inspection														No	Property Maintenance Manager		Six Monthly
<b>Church Reports</b>																		
Fire Safety Report	Resource Team														No	Chief Fire Warden		Annually
Security Report	Resource Team														No	Security Officer		Annually
Property Maintenance Inspection Report	Resource Team														No	Property Maintenance Manager		Annually
QLD Synod Office Inspection Report	Inspection														Yes	Synod Office Inspection Representative		Tri - Annual - Due xx Date

Resource Provided by Glebe Ipswich Uniting Church