June 15, 2016

Dear Pastor, Priest Administrator, Pastoral Life Coordinator and Principal:

The Office of Property and Construction Services is pleased to provide this resource titled *Parish Building Maintenance Manual* as a service to all archdiocesan parishes and agencies.

It is our hope that the manual will assist Archdiocesan parishes and schools with long-term building management and provide solutions to problems affected by building operations. We also hope that the manual will be a practical resource to those exercising stewardship over the buildings entrusted to them.

Each parish/agency has a significant investment in its facilities. Good stewardship mandates that these facilities be managed to keep them operational in the most efficient manner. For the long-term management of facilities, it is recommended that an historical record for each building be established. This is accomplished by first identifying and then planning for routine, annual or seasonal maintenance and repairs and projecting future capital and deferred maintenance requirements. We have included some resources to assist in repairs, remodeling, or new construction projects.

Special thanks is given to the following Archdiocesan councils, commissions and offices for their guidance in preparing this manual:

Archdiocesan Presbyteral Council
Archdiocesan Finance Council
Archdiocesan Building Commission
Parish Financial Services

Sincerely yours,

Ed Foster
Director, Property and Construction Services

A Program for Inspection and Seasonal Maintenance of Archdiocesan Parishes/Agencies

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services
710 Ninth Ave
Seattle, Washington 98104

Please direct any questions, comments and concerns to the Archdiocesan Property and Construction Services at: (206) 382-4851 or 1-800-809-4923.

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

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EMERGENCY CONTACT LIST

Safety Program Manager_____

First Aid Trained People at this site:

Safety Committee Chairperson: _____
Safety Committee Members:

All emergencies, contact 911:
Local Fire Department non-emergency contact information:

Local Police Department non-emergency contact information:

Catholic Archdiocese of Seattle Contact Information
Phone: (206) 382-4560 Toll-free: 800-950-4962

Human Resources Department:
Phone: (206) 382-4570 Toll-free: 800-261-4749
E-mail: hr@seattlearch.org
Mary Santi Phone: (206) 264-2089 E-mail: marys@seattlearch.org
Denise Aubuchon Phone: (206) 382-4522 E-mail: denisea@seattlearch.org
Matt Boswell Phone: (206) 264-2083 E-mail: matt.boswell@seattlearch.org

Benefits Services:
Phone: (206) 382-4566 Toll-free: 800-950-4904
E-mail: benefitsservices@seattlearch.org

Workers' Compensation Coordinator
Cristy Macalalad Phone: (206) 903-4618 Toll-free: 800-457-9306
E-Mail: cristym@seattlearch.org

Office of Property and Construction Services: Archdiocesan Safety Program Manager
Ed Foster Phone: (206) 382-2064 E-Mail: edf@seattlearch.org

All Claims Reporting
Sedgwick Claims Management Services, Inc 866-471-9518 FAX: 503-412-3990
Note- Initial Claim Report must be submitted by phone (not FAX).

Galllagher Insurance Contacts
Certificates of Insurance, Auto ID Cards, Changes in Vehicles, Drivers or Property Values
Contact: Stephen Erni 425-586-1002/888-626-6775 Stephen_Erni@ajg.com
Property Use Questions and Contract Review
Contact: Judy Graf 425-586-1044/888-626-6775 Judy_Graf@ajg.com

Appendix D-1A
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PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

CHANCERY CONTACTS

The individuals below are available to address your questions and/or concerns regarding building and construction projects. We encourage you to contact them.

	DIRECT NUMBER	FAX NUMBER
Director Property & Construction Services	(206) 382-4851	(206) 382-4266
Director Parish Financial Services	(206) 382-7316	(206) 382-4279
Building and Construction Manager	(206) 382-4370	(206) 382-4266

PROPERTY AND CONSTRUCTION RESOURCE DIRECTORY

Resources are available through the Archdiocese of Seattle website:
www.SeattleArchdiocese.org

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

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BUILDING MAINTENANCE

Purpose

This manual is intended to provide a program for inspection, seasonal maintenance and general upkeep of Archdiocesan buildings. The purpose of the manual is to collect a historical maintenance inventory of the physical plant, prioritize those findings and then implement preventive maintenance programs to ensure long-term building integrity and general building operation.

The goal of the manual is to provide useful procedures for facility managers and maintenance staff to enhance the beauty and long-term functionality of Archdiocesan buildings. A good maintenance program, whether carried out by staff, contractors, or volunteers, can assist you in providing safe places for worship, ministry and education. It also extends the useful life of each building system and reduces utility and long-term maintenance costs.

Some parishes/agencies may already have established a maintenance program. Not every aspect of this manual may be useful for every facility. However, the use of the checklists might help a volunteer or seasonal professional track the progress in maintaining the buildings and equipment. Routine cleaning and maintenance can delay or prevent break down or problems. Routine cleaning and maintenance can also lower the costs of emergency maintenance and utilities by having the systems function as designed. The cost savings realized by implementing a maintenance program are well documented in all types of facilities.

Initially, there may be more time spent copying checklists and filling them out by inspecting and/or servicing equipment, but within a short period of time the facilities you manage will look and function better for less cost.

The information developed by implementing a maintenance program will help in making prudent decisions if equipment fails or needs to be replaced. Also, as personnel change, it provides a valuable history and training tool for new workers and staff.

Why a Maintenance Manual

The Archdiocese of Seattle is dedicated to assisting parishes/agencies with the renovation, repair, operation and maintenance of their buildings, grounds and equipment. Property and Construction Services, along with the expert advice of the Archdiocesan Building Commission (ABC), has consolidated its experience, gathered over the years, in producing this manual which is a simple comprehensive program of maintenance. If routinely used, this manual will be a great aid in preserving and maintaining Archdiocesan property for many years to come.

What is Maintenance?

Maintenance is work done on a routine basis to protect users of a building and to ensure long life for the building. Its goal is a minimum of unexpected repairs for buildings, grounds and equipment. A wisely implemented preventive maintenance program, designed to correct problems before they occur, is more cost effective than waiting until the problem reaches a magnitude where special contracts and large expenditures are required to correct it.

Facility Maintenance

Perhaps the most effective method to keeping a building running at top efficiency is a well conceived, properly managed maintenance program. This will ensure that all components that are key to the proper functioning of the various systems in the building are checked at regular intervals and preventive action can be taken before a major problem develops. In the long run, preventive maintenance will more than pay for itself.

Basic Definitions

Demand or breakdown maintenance is defined as the repair or replacement of equipment after it fails to operate.

Deferred Maintenance: Postpone or put off repairs or renovations that preserve facilities from failure or decline.

Preventive Maintenance or predictive maintenance, scheduled maintenance, planned maintenance, all mean about the same thing. This kind of maintenance is defined as the predetermined work performed on equipment without knowledge of any defect in the equipment. It is work done to forestall future equipment failure.

The Benefits of a Preventive Maintenance Program

When all costs are considered, studies by experts show that maintenance costs and operations may be reduced by as much with a good preventive maintenance program. Why? Because a well-organized preventive maintenance program offers:

- Greater system reliability
- Less large-scale repair or such repairs at less frequent intervals
- Increased operating efficiency and consumption of less energy
- Extension of useful equipment life
- Increased salvage value of equipment
- Easy identification of breakdown causes which may be more carefully watched and kept under control
- Minimum standby equipment is required
- Less spare parts inventory required
- Data available for economic replacement calculations
- Maintenance workload is evened out

Establishing a Preventive Maintenance Program

The administration of a maintenance department should include some kind of preventive maintenance program. Before a decision can be reached to install a particular preventive maintenance program or to make an existing system work more efficiently, answers must be found to these basic questions:

- What equipment does the plant have?
- What are the equipment's important characteristics?
- What kind of demand work is required?
- What maintenance work can be deferred?
- What maintenance work is critical?
- What historical records, brochures, catalogues, operation and maintenance manuals are available on the plant's equipment?
- Where is the equipment located?
- Are the building equipment and utility plans correct?
- What operating and maintenance instructions, if any, are currently available? If there is not any information, write to the equipment manufacturer. Be sure to tell them you want service data, not sales literature.

With operating and maintenance information in hand, the next step is to determine:

- What equipment is to be periodically checked? Do not inspect unimportant things like toilet exhaust fans or flush valve. You will find out about them soon enough. The expenditure of such time is not justifiable.
- What particular parts of the equipment should be inspected? The best source for this information is the manufacturer's service manual and common sense.
- How often should inspections be made? There is no ready-made timetable. Any schedule is a matter of judgment.

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BUILDING MAINTENANCE JOB DESCRIPTIONS

Job descriptions for parish Custodians and Facility Supervisors can be obtained from the Archdiocesan Office of Human Resources. The job descriptions are revised occasionally. Contact Human Resources for any updates and/or changes at (206) 382-4570 or 1-800-261-4749.

FACILITIES STAFF TRAINING REQUIREMENTS

Washington State Department of Labor and Industries requires training and certification for all janitors, custodians, and maintenance staff in a couple of areas.

One element of training is in **Asbestos Awareness**, which will give the staff member information on what asbestos is, how it can be hazardous, where it can be found, and how to keep from creating a hazard. There are some general maintenance methods for certain asbestos-containing building materials that need to be understood.

Another required training is for **Blood-borne Pathogens**. It is training on how to protect yourself from contamination when cleaning up situations by wearing personal protective equipment, such as gloves, etc.

Basic Requirements of these trainings:

1) within 60 days of hire,
2) attend an annual 'refresher' training,
3) maintain a current certificate on file.

On the Archdiocesan website, www.seattlearchdiocese.org, listed under the Property and Construction page has training material or contact (206) 382-4851.

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SEISMIC IMPROVEMENTS

Seismic Improvements to Non-school Buildings

When contracting with an architect for seismic improvements, a review of the structural condition of the facilities that will undergo renovation and remodel is to be included in the Architect's *Basic Services Fees*. The architect will adhere to current municipal building codes for the correction of structural life-safety concerns. Subsequent renovations and remodeling efforts will run concurrent with seismic improvements. Major structural seismic corrections to building(s) are reviewed by the Property and Construction Services Director and in some cases by Archdiocesan Building Commission (ABC).

Seismic Improvements to School Buildings

A structural inspection report for Archdiocesan schools has been completed and is on file at each school facility and at Property and Construction Services. The Earthquake Policy for Archdiocesan Catholic Schools, promulgated in 1995, shall be followed for all Archdiocesan-owned Catholic Schools. Contact Property and Construction Services to obtain a copy of the policy.

Earthquake Automatic Gas Shut-Off Valves

Given the high probability of seismic activity in Western Washington, we highly recommend that each Archdiocesan facility be retrofitted with an earthquake automatic gas shut-off valve.

The movement of the ground in an earthquake is seldom the direct cause of injury. Some casualties result from falling objects, but a great many injuries and property damage are caused by gas fires and explosions resulting from ruptured gas lines. Much of the building damage during the 1994 southern California earthquake was a direct result of fire from the ruptured gas lines.

Automatic gas shut-off valves can prevent this occurrence and halt devastating damage to facilities at a reasonable cost. These valves are designed to shut off (or block) the flow of gas if the device senses a shaking of the ground. They are installed along the gas pipe that exists from the meter and continues into the building. Generally, the earthquake valves are designed to activate at 5.2 or greater on the Richter Scale at the point of installation. Once the device is activated, gas flow is blocked. During the post-earthquake phase, a maintenance person can easily reset the valve to allow the free flow of gas into the facility.

For further information regarding earthquake automatic gas shut-off valves please contact Property and Construction Services.

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HAZARDOUS MATERIALS

There is a wide variety of hazardous materials that need monitoring by parish staff in order to be in compliance with current local, state and federal laws. The regulations cover asbestos, lead, radon, PCBs in light ballasts, formaldehyde, carbon monoxide, underground storage tanks (UST), pesticide applications, chemical "right-to-know" and safety data sheets, electrical "lock out-tag out," and indoor air quality standards. The following will provide you with a brief outline of the rules governing hazardous materials.

Asbestos

This naturally occurring mined mineral was long prized for its strength, insulating capacity and ability to retard fire. In recent decades, asbestos was found to cause lung and stomach cancer in certain circumstances. The chief danger comes from inhaling asbestos fibers. Buildings built before 1980 often have asbestos-containing materials (ACMs). The main building components include insulation products such as pipe wrap, roofing shingles, vinyl flooring, ceiling tiles, siding and gaskets. ACMs may be left in place if their condition is good and there are no plans to disturb the material. Improper removal or poor management can increase danger to building occupants by releasing asbestos fibers into the air. Thus, numerous regulations, stringent training and certification requirements were established in order to create safe building environments. Fines for willful noncompliance can amount to thousands of dollars per day per violation.

Most school administrators and maintenance workers are familiar with the regulations and best practices concerning asbestos-containing building materials. **An annual 2-hour 'Asbestos Awareness' training is required for all janitors, custodians, and maintenance workers who have contact with asbestos contaminated materials.** If you have any questions, please call the Office of Property and Construction Services.

Lead

One of the most toxic materials encountered in buildings, especially to children, is lead. It accumulates in the body and causes a variety of medical problems. Most regulations pertain specifically to day cares and kindergarten areas where you would find children 6 years old or younger.

The most common presence of lead is found in paint. Lead in interior paint was outlawed in 1978. Older buildings still contain paint with significant levels of lead. The best method to reduce the lead threat is to avoid dry scraping, sanding, or other procedures that would cause lead-based paint particles to enter the air. Options include covering the paint with heavy wallpaper or special paint, replacing painted trim, or removing old paint by misting and scraping; a job best left to the professionals. If your building was built before 1978, check with a qualified lead inspector before doing any paint removal. **Areas should be tested for lead dust after any demolition.**

Lead in paint is only part of the problem. Lead can also occur at dangerous levels in drinking water. While government regulations have tightened in recent years, buildings built before 1986 pose a potential for danger because the lead solder used in pipe connections often contains high levels of lead. Plumbing fixtures may also contain lead in small quantities.

The simplest precaution with lead in drinking water is to let tap water run until it gets as cold as it can before drinking it. You can have your water tested for lead content. Check with your local or state health department for details. If levels are high, it may be necessary to replace pipes or fixtures and/or install water filters at each point from where potable water is drawn. This will remove a large percentage of lead from the drinking water but may involve many filters and routine maintenance expense.

Radon

Radon is a gas that you cannot see, smell or taste. It is a natural by-product of decaying uranium, which exists in the environment. The gas can enter the building through well water or through the pores in block walls, cracks in concrete, drains or other openings. Basements and lower levels are the most vulnerable. Radon concentrations vary widely from one location to the next. Fortunately there are very few areas in western Washington where radon has been detected. Exposure to high levels of radon increases the risk of lung cancer. Long-term exposure poses the greatest danger.

The first step in dealing with radon is to have your building(s) tested. You can do this yourself with kits available in retail stores. If levels are high, special measures will be needed. These can range from installing water filtration systems, pumps or fans to making building modifications.

Poly-Chlorinated Biphenyls (PCBs)

PCBs are a carcinogenic chemical usually found in older fluorescent light ballasts or in electrical transformers. It was used to help keep the equipment cool during operation. Most transformers are owned by the local electrical utility that is responsible for maintaining the equipment and dealing with any chemical spills or releases. If you suspect or see any oil or black residue coming from a transformer or other electrical box, call your local utility and let the trained, licensed person deal with the problem.

Older fluorescent light ballasts contain PCBs and should be dealt with caution unless stated on the label “PCB FREE” or “NO PCB”. If you are changing an older, suspect ballast or are cleaning up a spill from a suspect ballast, wear heavy duty, chemical resistant, rubber gloves. Wrap the suspect ballast in heavy absorbent paper and place in a leak-proof plastic bag or container. Call a local waste disposal company for directions on disposal. If you have quite a few ballasts, you may have to place them in a properly labeled and sealed drum and have them shipped to an approved disposal site.

Natural Gas, Formaldehyde and Carbon Monoxide

Many buildings use natural gas or propane to operate furnaces, heat pumps, hot water heaters and other appliances. It can be cheaper than electricity and under normal conditions provides a clean efficient source of energy.

While gas is safe when equipment is maintained properly, it can be deadly if leaks occur. Leaks can come from corroded pipes or fittings, loose connections or damage from digging or construction. To avoid leaks, perform the following:

- Regularly inspect existing pipes and equipment for corrosion or damage.
- If you detect the odor of gas, check it out immediately. If you cannot find or eliminate the problem, evacuate the building and call the gas company and the fire department. When gas levels in the air are high, simply turning on a light switch can cause an explosion.
- Have gas furnaces and boilers checked regularly and have repairs and installation of gas-burning equipment done by professionals.
- See section on Earthquake Automatic Gas Shut-Off Valves. These devices can prevent fires or explosions if an earthquake ruptures a gas line.
- Before digging in the ground, have the location of the gas main checked by a professional locating service. Usually this service is free.

Carbon monoxide (CO) is a colorless, odorless gas that is a natural by-product of combustion. In effect, all gas equipment routinely emits CO as they burn fuel. This is not a problem as long as the equipment works properly. If blockages or other malfunctions occur, the results can be deadly. Even small amounts of CO can cause headaches, blurred vision, nausea and other flu-like symptoms. Heavier concentrations can be fatal.

The key to preventing CO poisoning is adequate ventilation and maintaining equipment properly. With any combustion or heating unit, make sure there are no leaks or blockages in vent pipes. Birds and rodents nesting in chimney and ventilation ducts can cause many problems. Have all equipment checked periodically by a qualified technician and when buying new equipment, choose models with sealed combustion features.

You can install CO detectors that are battery-operated or hard-wired. Opt for the models that have audible alarms and visual indicators and meet UL Standard 2034. Place at least 15 feet from any combustion unit.

Another gas that often causes problems in buildings is formaldehyde. It occurs in a number of ways, including the burning of gas or kerosene. It can also emanate from adhesives found in plywood or pressed wood. Formaldehyde can also be found in a variety of other materials, including carpeting, fabrics, paints, coatings and glues. Some foam insulation also contains significant amounts of the chemical. Although contractors no longer use this type of insulation, it is still common in older buildings.

Too much formaldehyde in the indoor air can cause adverse reactions such as watery eyes, skin rashes, irritation of the eyes, nose and throat and asthma attacks. It has been linked to cancer in animals but has not been proven carcinogenic in humans.

There are several ways of dealing with formaldehyde problems. One is simply to improve ventilation with fans or by opening windows more often. If draperies or furniture are the culprits, you might need to remove them or at least limit the number of new items brought into an area at one time. Increased ventilation might not be enough if the gas is coming from wood products in walls, subfloors or insulation. Fortunately, formaldehyde emissions tend to decrease with time so the likelihood that any new problems will occur in buildings is slight since the chemical is being used less in construction and furnishings.

Underground Storage Tanks

Underground Storage Tanks (USTs) have the potential for hazardous issues if not monitored properly. USTs that hold or have held any amount of gasoline or oil (if over 1100 gallons for heating oil or any size for non-heating oil) should already be registered with the state. The best plan for USTs is to remove them properly and install aboveground tanks if this type of fuel is necessary. The insurance rates and new regulations will make the costs of keeping USTs very high.

Many Washington State property owners or operators have switched from oil to natural gas or electricity to provide heat. When this happens, the property owner sometimes does not know how to properly deal with 'unused' UST systems. Neglecting to take care of an unused tank can cause serious problems.

Neither the federal government nor Washington State regulates the use of UST systems such as heating oil tanks or UST systems under 1100-gallon capacity. However, some local governments have requirements or guidelines for closing or removing these tanks. Before you remove a tank, talk to your local fire marshal and city or county building department. Ask about permits, inspections, or other requirements that may apply to unregulated UST closure or removal procedures. Regulations and policies vary from place to place and may change.

For further information you can contact the Office of Property and Construction Services.

Pesticide Applications

The nonresidential application of any pesticide in this State requires the operator to have a valid Pesticide Applicator's License. There is a self-study program available from your local county extension office or the State Department of Agriculture. Legally, you need a license to use products such as *Roundup, Decon* rodent bait, *Surflan* and other common products. The license is not expensive and the test is not difficult.

Chemical ‘Right-To-Know’ Program

If there are hazardous chemicals (as defined in 29 CFR Part 1926-Subpart D Occupational Health and Environmental Controls Act) in your workplace (just about everyone has), you are required by law to be informed of all the potential hazards. The methods of informing include:

- A written program
- Labels
- Hazardous chemical inventory
- Safety Data Sheets (SDSs)
- Training

The employer has the responsibility to identify the hazards in the workplace and the employees have the right to know what the hazardous chemicals are and be trained in how these hazards are controlled or prevented.

Electrical Lockout and Tagout

When work is to be performed on energized or de-energized electrical equipment or circuits, state and federal laws require approved tags be placed on controls that are to be deactivated during the course of work. Equipment or circuits that are de-energized must be rendered inoperative and tags or lockouts must be attached to all points where the equipment or circuits could be energized.

These laws are designed to prevent the accidental re-energizing of equipment or circuits while maintenance or service is being performed. They prevent electrocution and should be standard practice for all parish/agency maintenance workers.

Indoor Air Quality

A healthy indoor environment is one in which the surroundings contribute to productivity, comfort, serenity and a sense of health and well being. The following indoor air quality standards include:

- The indoor air is free from significant levels of odors, dust and contaminates and circulates without creating drafts.
- Temperature and humidity are appropriate to the season and to the clothing and activity of the building occupants.
- There is enough light to illuminate work surfaces without creating glare and noise levels do not interfere with activities.
- Sanitation, drinking water, fire protection and other factors affecting health and safety are well planned and properly managed to create a beneficial environment.

Failure to provide a healthy indoor environment can lead to indoor air quality (IAQ) complaints and possible liability.

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Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

FINANCIAL PROJECTIONS

Parishes and Archdiocesan facilities are valuable physical assets of the Church in western Washington. The value of these buildings plays a large role in the financial future of the Archdiocese.

Historically, the Archdiocese of Seattle grew rapidly during the 1950's and 1960's. This building boom added many buildings throughout western Washington. During the 1970's to the mid-1980's, concentration was placed on programs. Building upgrades and deferred maintenance programs have been minimal in most cases throughout this period and beyond. There are a great number of buildings that have had little or no deferred maintenance of any kind. In some cases, maintenance only gets attention when something breaks down.

Short-term repair has often been the only form of maintenance. Several factors have caused this situation. Parish funds are scarce with programs and maintenance often competing for the same dollar. There is also a wide difference in the types of buildings throughout the Archdiocese and most pastors (or administrative leadership) are not qualified building professionals and inspectors.

In order to preserve the functional operation of facilities, parishes need to annually spend and/or save 5% to 15% of ordinary income or an amount based on a facility's square footage for short and long-term maintenance and repair. Unspent funds should be deposited in the Parish Revolving Fund (PRF) for future 'rainy days' or planned renovation and improvements.

Sources of funds for deferred maintenance and capital improvement projects might come from one or more of the following…

- Ordinary income, e.g., planned reserve, floating (or fixed) percent of ordinary income
- Capital Drive
- Request(s)
- Insurance Claim(s)
- 'Gold' envelope restricted fund, i.e.: a separate envelope collection during mass.

To assist parishes in defining their short and long-term maintenance requirements, parish leadership works closely with maintenance personnel to complete the checklists contained in this manual. These checklists outline each facility's physical building history and summarize those items requiring maintenance and/or replacement. Based on the conclusions of the checklists, maintenance personnel estimate the costs for each item. If an item is a large capital expenditure that will take more than a year to replace, include 3% to 5% inflation factor per year in the cost estimate.

See the following example of planned reserve strategy.

Capital Item[1]	Current Cost[2]	Years of Life	Years Remaining	Division	Reserves / Year
Washer/dryer	$700.00	20	10	$700.00/10	$70.00
Roof	$5,000.00	20	10	$5,000/10	$500.00
Paint	$4,000.00	10	5	$4,000.00/5	$800.00
Refrigerator	$800.00	30	20	$800.00/20	$800.00
Stove	$900.00	30	20	$900.00/20	$45.00
Gutter/Downspout	$500.00	20	10	$500.00/10	$50.00
TV, VCR, Stereo	$1,200.00	10	8	$1,200.00/8	$150.00
Heating/Plumbing	$1,000.00	30	20	$1,000.00/20	$50.00
				Total[3]	$1,705.00

[1]Capital items do not contain remodeling, rugs, furnishings, interior paint, etc.
[2]Add 3-5% per year for inflation to current costs.
[3]Divide "Total" by 12 months to determine monthly reserve, i.e., $1,705.00 ÷ 12 months = $142.00 per month.

See also Life Cycle Cost Analysis 2015 on the Archdiocese of Seattle website. (Property & Construction tab, Forms and Contracts tab, Property section)

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Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

FORMING COMMITTEES

Forming a Facility Maintenance Committee

The Facility Committee is a group of parishioners joined together by their common interest in the maintenance of the entire parish physical plant. Each member has his/her special area of interest and shares his/her experience, giving this committee a wide scope and depth of knowledge. The Facility Committee feels a strong responsibility to maintain the quality and appearance of the parish buildings and grounds in both the short and long term.

The purpose of the Facility Committee is to observe and report on the condition of the parish buildings, to make recommendations concerning the course of action to take in reference to maintenance and repair and to perform or contract for any maintenance and repair. Any work project proposed by any staff person, council, or committee should be proposed to parish leadership prior to the commencement and/or expenditure of parish funds.

The function of the Facility Committee includes reviewing maintenance and repair projects presented by the parish leadership. The intent is to improve and maintain the parish facility and to assist any group in its' search to find the best product and workmanship for the most affordable price. When a large maintenance or repair project is proposed by any parish group and especially if it stands to be awarded to an outside contractor, the system of parish leadership allows the Facility Committee to review the project, to make recommendations and to determine the specifications necessary to best serve the long-term parish needs. The committee is available to offer suggestions, expertise, experience and assistance.

If a long-range plan is in place, the Facility Committee can review job specifications for any project in advance of the availability of funds. When finances are in place, the project can begin as scheduled.

Project Committees

One of the first steps for a parish considering a building or renovation project is to form a Project Committee. The Project Committee includes a Building Committee and a Project Funding and Financing Committee. The Building Committee makes recommendations to the Pastoral Council. The Project Funding and Financing Committee makes recommendations about funding the project to the parish Finance Council. The Pastor or Pastoral Coordinator, in consultation with the Pastoral Council and the Finance Council, makes decisions on the project. Depending on the scope of the renovations or maintenance program, refer to the following information for forming appropriate committees.

Building Committee

The Building Committee is responsible to the Pastoral Council. During the building or renovation process, the Building Committee makes recommendations to the Pastoral Council. The Pastoral Council advises the Pastor or Pastoral Coordinator.

The Building Committee represents the parish during the entire design and construction process. In addition to a core committee of five to seven members, there may be many subcommittees working at various times during the project. At least one member of each subcommittee usually is a member of the Building Committee.

The Building Committee includes members with varied life experiences. Members should be active in the parish. One or two members should have some construction background. The Pastoral Assistant for Administration may serve on the committee. Construction or renovation of liturgical space should include members of the parish Liturgy Committee.

The duties of the Building Committee include working with consultants as a team, e.g., Office of Property and Construction Services, architect, liturgical consultant, contractor, etc., to identify the design and/or scope of the project.

Project Funding and Finance Committee

The Project Funding and Financing Committee identifies resources available to the parish to construct/renovate the needed facilities. Furthermore, they recommend a funding and financing process that is carried out during construction. This committee is in regular contact with the Pastor, Finance Council and Office of Property and Construction Services.

Membership for the Project Funding and Financing Committee would consist of some members of the Finance Council and one or more members of the Building Committee. The Finance Council Chairperson of the parish should serve as either a member or staff the committee.

This committee has continuous responsibility throughout the entire project. It should be headed by someone with a strong budgeting and accounting background. The following duties and responsibilities apply to the Project Funding and Financing Committee:

- Review parish income sources to determine parish's ability to fund the project
- Prepare a financial feasibility study for the Building Committee
- Identify fundraising potential
- Interview and select a fundraising firm/consultant
- Manage fundraising process
- Liaison with Building Committee
- Prepare Parish Revolving Fund (PRF) applications
- Recommend funding to the Pastor, Parish Finance Council, Property and Construction Services and Parish Financial Services

Contact the Archdiocesan Parish Financial Services Director for additional information.

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

MANAGING SMALL DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS PROJECTS (UNDER $250,000)

The following administrative procedures have been adapted from the Archdiocesan Guidelines for Major Building and Construction Projects for use on small, deferred maintenance or capital improvement projects (under $250,000). For projects over $250,000, follow the complete version of the Guidelines.

Any contract or proposal for services over $25,000 must be signed by the Corporation.

Also, the parish CANNOT sign contracts if they involve one of the following:

- The contract is for work requiring a permit, i.e., electrical, building permit, etc.
- The project involves changes in the worship space.
- The total cost of the project is over $25,000.
- All contracts for architectural services.
- All asbestos-related contracts, including abatement (removal).

For any project over $25,000, please contact Property and Construction Services. General legal assistance, names of contractors/vendors/architects, sample specifications, information handout packets, e.g., roof replacement, seismic improvements, etc., are available.

Generally, the parish prepares a written scope of work (called a Request for Proposal or RFP) to be given to contractors/vendors. At least three contractors/vendors should be invited to submit a bid. The RFP should include a clear scope of work, a contact name and a deadline for bid submission. Based on the RFP, the contractor/vendor should include the following in their bid:

- A complete cost of services, i.e., labor, materials and equipment, to complete the contract;
- Arrangements the contractor/vendor will make for proper supervision and reporting;
- In an itemized fashion, the wage rates or bid breakdown used in calculating the bid; and
- A certificate of general liability insurance and business license number.
- Time to complete project.

If the RFP is for ongoing service, i.e., janitorial services, etc. The contract should be for a maximum of one year.

Upon submission of all bids, check references carefully and evaluate bids closely. If there is a wide discrepancy in the bids or you do not understand the bid, feel free to submit them to the Property and Construction Services Director for review.

Generally, the contractor's or vendor's contract is written to protect them, not the parish. It is highly recommended that you use the Archdiocesan Construction Contract (up to $250,000) for any contract. This contract was designed to protect the parish and close all liability.

Once you have selected a contractor or vendor and are ready to contract with them, submit the written bid, contractor's license number, certificate of insurance, start and finish date and method of payment (lump sum or draw requests) to Property and Construction Services. Three original contracts are prepared and sent to the parish for signature by the Pastor and the contractor/vendor. One original is returned to the Archdiocese for record. The time for this process is usually within a few days.

Generally, permits are required for electrical, building, plumbing and structural improvements. Contact the local governing municipality to determine if the project requires a permit.

If the project impacts asbestos containing building materials (ACBMs), please contact Property and Construction Services. There are strict federal, state and local laws and guidelines that must be followed. If the parish needs a material tested to determine the presence of asbestos, a Property and Construction Services representative will perform the inspection and analysis at a minimal charge. *Asbestos can only be sampled by state-accredited inspectors. Noncompliance can result in EPA fines of up to $5,000 per day, per violation.*

The Archdiocese of Seattle does not provide 'up-front' money or a deposit for any architect, contractor, or vendor. The one exception would be a deposit to a supplier for special order materials, e.g., cabinetry, organ, artwork, etc.

The use of volunteers for all or part of the scope of work is possible if sufficient care is taken to supervise the workers and the volunteers sign the required Volunteer Worker Agreement Form. Please contact Property and Construction Services for further information.

Waivers of liens must be collected from a contractor before any payment is made. If the contract payment method is by draw applications (periodic request for payment), the contractor must submit a Conditional Lien Release Form with each draw. Upon final completion of the work (and release of any retainage amount), the contractor must submit an Unconditional Lien Release Form.

In order to ensure a successful project, careful administration and prudent care should be taken when contracting work with any contractor, vendor, or architect. If there is a pending lawsuit, a dispute in the quality of work, or a problem with payments to close out the project, please contact Property and Construction Services at (206) 382-4851 or 1-800-809-4923.

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

CONSTRUCTION PROCEDURES

The Archdiocesan Building Guidelines and the Pastoral Resources Guidelines contain specific policies and procedures for construction activities. All activities involving construction must follow these policies and procedures. If you have any questions, please call Property and Construction Services before you consider a construction project. The numbers are (206) 382-4851 or 1-800-809-4923.

Construction-Related Practice and Policy

Since the parish is not a legal entity, all contracts must be signed by the Archbishop or his Attorney-In-Fact in order to be legally binding.

Contracts CANNOT be signed by the parish if they involve one of the following:

- The contract is for work requiring a permit, i.e., electrical, building permit, etc.
- The project involves worship space.
- The total cost of the project is over $25,000 and the work is done under several contracts.
- All contracts for architectural services.
- All asbestos-related contracts, including abatement (removal).

Pastors (or his authorized delegate) are ONLY authorized to sign contracts up to $25,000. If a construction project falls in the category of one of the above exceptions or exceeds $25,000, the contract must be sent to the Property and Construction Director for contract audit. Proper execution of the contract will follow.

Good business practice requires that references be checked before considering ANY type of contractor. Contractors should be licensed and bonded. A certificate of insurance for liability coverage is also required for any work being performed on archdiocesan property. A lien release form from the general contractor, subcontractors and suppliers should be secured before payment is made on any size contract.

If any contract or construction activity results in a notice of lien, federal or state internal revenue order or threat of litigation, Property and Construction Services should be notified immediately. Parishes CANNOT initiate legal action, as the parish is not a legal entity.

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

ROOF REPAIR/REPLACEMENT RECOMMENDATIONS

Repairing or replacing a roof requires careful planning and exploration in order to ensure long-term efficiency of labor and material. Since the repair or replacement of a roof can be a rather large capital expenditure, proper planning is critical.

When a leaky roof is discovered, the usual response is to search the internet and find a roofer. Prior to calling a roofer, first determine if a roof warranty exists. If this is the case, contact the warranty provider for leak repair. If no warranty exists, consult records to determine the roofs age. If the roof is under 15 years old, the leak may be repairable. If the roof age is over 15 years, the leaks may be a sign of a general roof failure and steps are taken for a full roof replacement. In the meantime, contact a roofer to address short term repairs.

ROOF REPAIR

Contact a roofing contractor skilled in repairing the roof specific to your location. The most qualified roofers have a good safety records with the Department of Labor and Industries.

ROOF REPLACEMENT:

The first step of planning for replacement is hiring a roof consultant. The consultant has no business relationship or interest in who gets the bid only that the selected contractor completes a quality, long lasting roof repair or replacement for the parish. The fee to retain a consultant will be realized in project cost savings and long term roof performance.

The following checklist will assist in the consultant's preparation of a service proposal. Contact the Office of property and Construction for proposal review and establishing a contract:

- Inspection report outlining existing conditions and an analysis of options/recommendations.

  There are many types of roofing materials available that have proven performance. Roof slope is the main factor in selection of roofing materials. Existing roof removal, curb heights, drainage, roof insulation, and accessibility (for maintenance) are other major considerations. Depending on the conditions of the roof, there could be multiple material options with widely ranging costs and different warranty periods. Generally single ply membrane type roofs are not recommended for new roofs that are sloped or larger than 3000 square feet.

- A concise, written set of specifications.

  Quality, price and performance are greatly jeopardized without a set of specs that outline specific criteria related to your roof system, i.e., demolition procedures, roof installation type, manufacturer, application techniques and warranty.

  The consultant will assist in reviewing the benefits of different time lengths with a No Dollar Limit roof warranty. OPCS recommends a minimum 20 year warranty.

Inclusion of roof access ladders, walk off mats and fall protection anchors within the contractors' scope of work will provide operational cost savings.

- Solicitation of Requests for Proposals (RFPs) to qualified roof contractors.
  The most qualified roofers have a good safety record with Labor & Industries and are certified by one or more roofing manufacturers. Those manufacturers have local representatives who inspect roofing work to ensure it meets warrantee provisions.
- Analysis of submitted bids
- On-site project supervision.
- Warranty Execution

Once a consultant is engaged, a Good Faith Asbestos Report is required for any roof work. Contact the Office of Property and Construction Services to schedule material sampling and testing needed to issue the report. This report will provide details about the existing materials and thickness of the roof that will assist the roofing consultant.

The Office of Property and Construction Services will draft the contract and assist in technical consultation.

Project Completion - Roofs 10 feet or higher that are accessed by parish or school staff or volunteers must have a Fall Protection Work Plan (see parish Safety Manuel Appendix 3). This work plan should be incorporated in the roofing work.

Project Close Out
Warranty – Retain the roof warranty and send a copy to OPCS.
Retain the contractor's letter confirming no asbestos, or other hazardous materials, were installed with the roof.

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

BUILDING HISTORY AND RECORD KEEPING

Developing a building history and ensuring an efficient record keeping system can be created from use of the checklists. Each parish will have a different method of record keeping based on the types of systems, the number of buildings and the size and expertise of maintenance personnel.

The simplest record-keeping system is filing the Seasonal Maintenance Checklists and Seasonal Mechanical Checklists for all buildings in one file or a three-ring notebook with separate tabs for each month of the year. Alternatively, each major building component can have a separate tab, i.e., roof system, boiler, windows, etc. Either way, establish a system whereby you can easily identify when the last service was performed and/or when the next preventive maintenance service is scheduled.

The Inspection Maintenance Checklists and Safety Maintenance Checklists can be filed according to the months of the year or by major component but separated from the other checklists since they are used to generate work orders for corrective action noted. When the work order is complete, the date of completion should be noted on the checklist. This ensures that important items received the necessary attention. You can also verify that a response to a particular corrective measure was accomplished.

Another method of establishing an historical record keeping system for your building's maintenance needs is by computer. The Archdiocese website under the Property and Construction page has a deferred maintenance reserve spreadsheet. This spreadsheet provides a method to track projects and expenditures over a multi-year time frame.

The inspection forms and checklists are available on the Property and Construction website. Feel free to adapt and create your own forms or program to generate preventive maintenance work orders, track service records, or track the utility savings for each building.

Establishing an institutional record of installation, service and life performance of major building components is important for future maintenance personnel, facility committees and parish leadership. An ongoing record of buildings and systems on the physical plant can aid new pastors and new maintenance personnel in preparing for future capital expenditures and major renovation projects.

The records you generate and collect now can save valuable time for parish leadership and maintenance personnel. They usually also justify the expenditure of funds to replace and/or repair major building components.

ARCHDIOCESAN PROPERTY INSPECTION REPORT

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

Parish/Agency: _____ City: _____

Date of Inspection: _____ Status: _____

Name of Inspector: _____ Title: _____

CHECK THE APPROPRIATE BOX OF THOSE ITEMS WHICH REQUIRE ACTION/REPAIR/COMMENT

GROUNDS

Entrances

- ☐ Entrance(s) clearly marked/accessible _____

Landscaping

- ☐ Property sloped for proper drainage _____
- ☐ Property mowed, edged, trimmed _____
- ☐ Potential hazard areas _____

Fencing

- ☐ Repairs needed? _____
- ☐ Paint _____
- ☐ Rust _____
- ☐ Gates _____
- ☐ No perimeter fencing _____

Signage

- ☐ Plumb _____
- ☐ Faded _____
- ☐ Visible _____
- ☐ Properly lighted _____

Ancillary Buildings, i.e., sheds/enclosures

- ☐ Paint _____ Lead _____
- ☐ Demolition _____
- ☐ Locks _____

Play Equipment

- ☐ Type _____ Age _____
- ☐ Fenced _____ Locked _____
- ☐ Surfacing _____ Depth _____ Clearance_____

Surfaces

- ☐ Drainage slope _____
- ☐ Drains clear _____
- ☐ Potholes _____
- ☐ Sealants _____
- ☐ Crosswalks _____
- ☐ Curbing _____
- ☐ ADA _____
- ☐ Striping _____

Lighting

- ☐ Proper location _____
- ☐ Fixtures intact _____
- ☐ Walkway lighting _____

Exterior Objects, i.e., sculptures/statues

- ☐ Secured to structural base _____
- ☐ Paint _____

Tanks

- ☐ Type of tanks on property _____
- ☐ In use _____ Not in use_____
- ☐ Heating oil _____ Over 1100 gallons _____
- ☐ Emptied _____ ☐ Filled _____
- ☐ Cleaned _____ ☐ Removed _____

Transformers

- ☐ Owned _____ ☐ Leased _____
- ☐ Locked _____ ☐ PCB Labels _____
- ☐ Primary _____ ☐ Secondary _____

ADA

- ☐ Accessible design standards present _____

_____

_____

_____

Comments

- ☐ Additional Comments _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

ARCHDIOCESAN PROPERTY INSPECTION FORM

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

Parish/Agency: _____ City: _____

Date of Inspection: _____ Status: _____

Name of Inspector: _____ Title: _____

CHECK THE APPROPRIATE BOX OF THOSE ITEMS WHICH REQUIRE ACTION/REPAIR/COMMENT

CHURCH (EXTERIOR)

Date Structure Built _____ **Age of Structure** _____

Walls/Foundation

- ☐ Sound condition/type _____
- ☐ Discolored _____
- ☐ Caulking condition _____
- ☐ Visible cracking _____
- ☐ Deformation/deflection _____

Windows

- ☐ Glazing condition _____ Single Pane _____ Double Pane _____
- ☐ Caulking condition _____
- ☐ Frame condition _____
- ☐ Glazing distortion _____
- ☐ Screens _____

Doors

- ☐ Hardware operational _____
- ☐ Kick plates present _____
- ☐ Glazing intact _____
- ☐ Panic hardware operational _____
- ☐ Doormats _____

Roof

- ☐ General appearance _____
- ☐ Type _____ Age _____
- ☐ Gutter/downspouts _____ Direction _____
- ☐ Flashing _____
- ☐ Soffit vents clear _____ Enough _____ Mildew _____

Flat Roofs

- ☐ Ponding water _____
- ☐ Drains clear _____
- ☐ Perimeter flashing _____
- ☐ Gravel smooth _____

Seismic

- ☐ Seismic-related issues _____
- ☐ Report completed _____ Timelines _____

ADA

- ☐ Accessible design standards present _____

_____

_____

_____

CHURCH (INTERIOR)

Public Spaces

Corridors/Vestibule/Open space

- ☐ Floor condition _____ VAT _____
- ☐ Tripping hazards _____ ADA _____
- ☐ Walls clean/painted _____
- ☐ Directional signs _____
- ☐ Ceilings clean/painted _____ ACM _____
- ☐ Exits signs _____ Electric_____ Emergency _____

Rest Rooms

- ☐ General condition _____
- ☐ Mildew/mold _____
- ☐ Fixtures intact _____
- ☐ Partitions intact _____
- ☐ Lighting _____
- ☐ ADA _____

Stairs, Stairwells

- ☐ Tripping Hazards _____
- ☐ Exit signs _____
- ☐ Lighting _____
- ☐ Handrails secure _____

Sacristy

- ☐ Tripping Hazards _____
- ☐ Exit signs _____
- ☐ Lighting _____

Chapel

- ☐ Tripping Hazards _____
- ☐ Exit signs _____
- ☐ Lighting _____

MEP (Mechanical, Electrical, Plumbing) Systems

- ☐ General condition _____
- ☐ Doors locked _____ Panels clear _____
- ☐ Safety notices posted _____ Fire alarms _____
- ☐ Flammable/improper materials stored _____
- ☐ Asbestos areas marked _____
- ☐ HVAC type _____ Age _____ Fuel _____
- ☐ Service contract _____
- ☐ Comments _____

_____

ADA

- ☐ Accessible design standards present _____

_____

Asbestos

- ☐ Asbestos presence _____

_____

Comments

- ☐ Additional Comments _____

_____

_____

_____

ARCHDIOCESAN PROPERTY INSPECTION FORM

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

Parish/Agency: _____ City: _____

Date of Inspection: _____ Status: _____

Name of Inspector: _____ Title: _____

CHECK THE APPROPRIATE BOX OF THOSE ITEMS WHICH REQUIRE ACTION/REPAIR/COMMENT

RECTORY (EXTERIOR)

Date Structure Built _____ **Age of Structure** _____

Walls/Foundation

- ☐ Sound condition/type _____
- ☐ Discolored _____
- ☐ Caulking condition _____
- ☐ Visible cracking _____
- ☐ Deformation/deflection _____

Windows

- ☐ Glazing condition _____ Single Pane _____ Double Pane _____
- ☐ Caulking condition _____
- ☐ Frame condition _____
- ☐ Glazing distortion _____
- ☐ Screens _____

Doors

- ☐ Hardware operational _____
- ☐ Kick plates present _____
- ☐ Glazing intact _____
- ☐ Panic hardware operational _____
- ☐ Doormats _____

Roof

- ☐ General appearance _____
- ☐ Type _____ Age _____
- ☐ Gutter/downspouts _____ Direction _____
- ☐ Flashing _____
- ☐ Soffit vents clear Yes_____ No _____

Flat Roofs

- ☐ Ponding water _____
- ☐ Drains clear _____
- ☐ Perimeter flashing _____
- ☐ Gravel smooth _____

Seismic

- ☐ Seismic-related issues _____
- ☐ Report completed _____ Timelines _____

ADA

- ☐ Accessible design standards present _____

_____

_____

RECTORY (INTERIOR)

Public Spaces

Corridors/Vestibule/Open space

- ☐ Floor condition _____ VAT _____
- ☐ Tripping hazards _____ ADA _____
- ☐ Walls clean/painted _____
- ☐ Directional signs _____
- ☐ Ceilings clean/painted _____ ACM _____
- ☐ Exits signs _____ Electric_____ Emergency _____

Rest Rooms

- ☐ General condition _____
- ☐ Mildew/mold _____
- ☐ Fixtures intact _____
- ☐ Partitions intact _____
- ☐ Lighting _____
- ☐ ADA _____

Stairs, Stairwells

- ☐ Tripping Hazards _____
- ☐ Exit signs _____
- ☐ Lighting _____
- ☐ Handrails secure _____

MEP (Mechanical, Electrical, Plumbing) Systems

- ☐ General condition _____
- ☐ Doors locked _____ Panels clear _____
- ☐ Safety notices posted _____ Fire alarms _____
- ☐ Flammable/improper materials stored _____
- ☐ Asbestos areas marked _____
- ☐ HVAC type _____ Age _____ Fuel _____
- ☐ Service contract _____
- ☐ Comments _____

_____

ADA

- ☐ Accessible design standards present _____

_____

Asbestos

- ☐ Asbestos presence _____

_____

Comments

- ☐ Additional Comments _____

_____

_____

_____

_____

ARCHDIOCESAN PROPERTY INSPECTION FORM

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

Parish/Agency: _____ City: _____

Date of Inspection: _____ Status: _____

Name of Inspector: _____ Title: _____

CHECK THE APPROPRIATE BOX OF THOSE ITEMS WHICH REQUIRE ACTION/REPAIR/COMMENT

CONVENT (EXTERIOR)

Date Structure Built _____ **Age of Structure** _____

Walls/Foundation

- ☐ Sound condition/type _____
- ☐ Discolored _____
- ☐ Caulking condition _____
- ☐ Visible cracking _____
- ☐ Deformation/deflection _____

Windows

- ☐ Glazing condition _____ Single Pane _____ Double Pane _____
- ☐ Caulking condition _____
- ☐ Frame condition _____
- ☐ Glazing distortion _____
- ☐ Screens _____

Doors

- ☐ Hardware operational _____
- ☐ Kick plates present _____
- ☐ Glazing intact _____
- ☐ Panic hardware operational _____
- ☐ Exit signs present/operational _____
- ☐ Doormats _____

Roof

- ☐ General appearance _____
- ☐ Type _____ Age _____
- ☐ Gutter/downspouts _____ Direction _____
- ☐ Flashing _____
- ☐ Soffit vents clear _____ Enough _____ Mildew _____

Flat Roofs

- ☐ Ponding water _____
- ☐ Drains clear _____
- ☐ Perimeter flashing _____
- ☐ Gravel smooth _____

Seismic

- ☐ Seismic-related issues _____
- ☐ Report completed _____ Timelines _____

ADA

- ☐ Accessible design standards present _____

_____

_____

CONVENT (INTERIOR)

Public Spaces

Corridors/Vestibule/Open space

- ☐ Floor condition _____ VAT _____
- ☐ Tripping hazards _____ ADA _____
- ☐ Walls clean/painted _____
- ☐ Directional signs _____
- ☐ Ceilings clean/painted _____ ACM _____
- ☐ Exits signs _____ Electric_____ Emergency _____

Rest Rooms

- ☐ General condition _____
- ☐ Mildew/mold _____
- ☐ Fixtures intact _____
- ☐ Partitions intact _____
- ☐ Lighting _____
- ☐ ADA _____

Stairs, Stairwells

- ☐ Tripping Hazards _____
- ☐ Exit signs _____
- ☐ Lighting _____
- ☐ Handrails secure _____

MEP (Mechanical, Electrical, Plumbing) Systems

- ☐ General condition _____
- ☐ Doors locked _____ Panels clear _____
- ☐ Safety notices posted _____ Fire alarms _____
- ☐ Flammable/improper materials stored _____
- ☐ Asbestos areas marked _____
- ☐ HVAC type _____ Age _____ Fuel _____
- ☐ Service contract _____
- ☐ Comments _____

_____

ADA

- ☐ Accessible design standards present _____

_____

Asbestos

- ☐ Asbestos presence _____

_____

Comments

- ☐ Additional Comments _____

_____

_____

_____

_____

_____

_____

_____

_____

ARCHDIOCESAN PROPERTY INSPECTION FORM

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

Parish/Agency: _____ City: _____

Date of Inspection: _____ Status: _____

Name of Inspector: _____ Title: _____

CHECK THE APPROPRIATE BOX OF THOSE ITEMS WHICH REQUIRE ACTION/REPAIR/COMMENT

PARISH CENTER (EXTERIOR)

Date Structure Built _____ **Age of Structure** _____

Walls/Foundation

- ☐ Sound condition/type _____
- ☐ Discolored _____
- ☐ Caulking condition _____
- ☐ Visible cracking _____
- ☐ Deformation/deflection _____

Windows

- ☐ Glazing condition _____ Single Pane _____ Double Pane _____
- ☐ Caulking condition _____
- ☐ Frame condition _____
- ☐ Glazing distortion _____
- ☐ Screens _____

Doors

- ☐ Hardware operational _____
- ☐ Kick plates present _____
- ☐ Glazing intact _____
- ☐ Panic hardware operational _____
- ☐ Exit signs present/operational _____
- ☐ Doormats _____

Roof

- ☐ General appearance _____
- ☐ Type _____ Age _____
- ☐ Gutter/downspouts _____ Direction _____
- ☐ Flashing _____
- ☐ Soffit vents clear _____ Enough _____ Mildew _____

Flat Roofs

- ☐ Ponding water _____
- ☐ Drains clear _____
- ☐ Perimeter flashing _____
- ☐ Gravel smooth _____

Seismic

- ☐ Seismic-related issues _____
- ☐ Report completed _____ Timelines _____

ADA

- ☐ Accessible design standards present _____

_____

_____

PARISH CENTER (INTERIOR)

Public Spaces

Corridors/Vestibule/Open space

- ☐ Floor condition _____ VAT _____
- ☐ Tripping hazards _____ ADA _____
- ☐ Walls clean/painted _____
- ☐ Directional signs _____
- ☐ Ceilings clean/painted _____ ACM _____
- ☐ Exits signs _____ Electric_____ Emergency _____

Rest Rooms

- ☐ General condition _____
- ☐ Mildew/mold _____
- ☐ Fixtures intact _____
- ☐ Partitions intact _____
- ☐ Lighting _____
- ☐ ADA _____

Stairs, Stairwells

- ☐ Tripping Hazards _____
- ☐ Exit signs _____
- ☐ Lighting _____
- ☐ Handrails secure _____

MEP (Mechanical, Electrical, Plumbing) Systems

- ☐ General condition _____
- ☐ Doors locked _____ Panels clear _____
- ☐ Safety notices posted _____ Fire alarms _____
- ☐ Flammable/improper materials stored _____
- ☐ Asbestos areas marked _____
- ☐ HVAC type _____ Age _____ Fuel _____
- ☐ Service contract _____
- ☐ Comments _____

_____

ADA

- ☐ Accessible design standards present _____

_____

Asbestos

- ☐ Asbestos presence _____

_____

Comments

- ☐ Additional Comments _____

_____

_____

_____

_____

_____

_____

ARCHDIOCESAN PROPERTY INSPECTION FORM

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

Parish/Agency: _____ City: _____

Date of Inspection: _____ Status: _____

Name of Inspector: _____ Title: _____

CHECK THE APPROPRIATE BOX OF THOSE ITEMS WHICH REQUIRE ACTION/REPAIR/COMMENT

SCHOOL (EXTERIOR)

Date Structure Built _____ **Age of Structure** _____

Walls/Foundation

- ☐ Sound condition/type _____
- ☐ Discolored _____
- ☐ Caulking condition _____
- ☐ Visible cracking _____
- ☐ Deformation/deflection _____

Windows

- ☐ Glazing condition _____ Single Pane _____ Double Pane _____
- ☐ Caulking condition _____
- ☐ Frame condition _____
- ☐ Glazing distortion _____
- ☐ Screens _____

Doors

- ☐ Hardware operational _____
- ☐ Kick plates present _____
- ☐ Glazing intact _____
- ☐ Panic hardware operational _____
- ☐ Exit signs present/operational _____
- ☐ Doormats _____

Roof

- ☐ General appearance _____
- ☐ Type _____ Age _____
- ☐ Gutter/downspouts _____ Direction _____
- ☐ Flashing _____
- ☐ Soffit vents clear _____ Enough _____ Mildew _____

Flat Roofs

- ☐ Ponding water _____
- ☐ Drains clear _____
- ☐ Perimeter flashing _____
- ☐ Gravel smooth _____

Seismic

- ☐ Seismic-related issues _____
- ☐ Report completed _____ Timelines _____

ADA

- ☐ Accessible design standards present _____

_____

_____

SCHOOL (INTERIOR)

Public Spaces

Corridors/Vestibule/Open space

- ☐ Floor condition _____ VAT _____
- ☐ Tripping hazards _____ ADA _____
- ☐ Walls clean/painted _____
- ☐ Directional signs _____
- ☐ Ceilings clean/painted _____ ACM _____
- ☐ Exits signs _____ Electric_____ Emergency _____

Rest Rooms

- ☐ General condition _____
- ☐ Mildew/mold _____
- ☐ Fixtures intact _____
- ☐ Partitions intact _____
- ☐ Lighting _____
- ☐ ADA _____

Stairs, Stairwells

- ☐ Tripping Hazards _____
- ☐ Exit signs _____
- ☐ Lighting _____
- ☐ Handrails secure _____

MEP (Mechanical, Electrical, Plumbing) Systems

- ☐ General condition _____
- ☐ Doors locked _____ Panels clear _____
- ☐ Safety notices posted _____ Fire alarms _____
- ☐ Flammable/improper materials stored _____
- ☐ Asbestos areas marked _____
- ☐ HVAC type _____ Age _____ Fuel _____
- ☐ Service contract _____
- ☐ Comments _____

_____

ADA

- ☐ Accessible design standards present _____

_____

Asbestos

- ☐ Asbestos presence _____

_____

Comments

- ☐ Additional Comments _____

_____

_____

_____

_____

_____

_____

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

BUILDING MAINTENANCE CHECKLISTS

How to Use the Checklists

The checklists are intended to be flexible working documents that can be applied to each building on the parish/agency's physical plant. These sections are the foundation for the Parish Building Maintenance Manual. You may wish to have one set for each building or you may wish to combine checklists for all buildings into a single checklist. You might find items that do not pertain to your specific situation. Please amend according to your needs and ease of use.

Prior to each inspection, make copies of each of the checklists. Use one set of the checklists for each building. Place the original documents back in the binder for future use.

- Archdiocesan Property Inspection Form: a general checklist that is used by the Property and Construction Office when visiting parishes. We inspect parishes on request or when there is a change in pastoral leadership. Parish maintenance personnel may find it helpful for a generalized walk-through of the facilities where as the checklist will be more useful for preventative maintenance activities.

- Seasonal Maintenance Checklists: organized by season because these routine tasks are performed during a certain period of the year and remind parish maintenance personnel of the various jobs to be completed. Each item should be checked off and dated as it is finished.

- Seasonal Mechanical Checklists: organized by season. Due to their technical nature, they have been separated from the Seasonal Maintenance Checklists. A maintenance person experienced in mechanical systems may be qualified to complete these lists. Otherwise, a company specializing in the installation and maintenance of mechanical systems should be hired. Depending on the available staff, a combination of in-house and outside help may be best to perform this work.

- Inspection Maintenance Checklists: organized according to building grounds, components and equipment. These checklists require an annual physical inspection of the items once a year by maintenance personnel or by a facility committee.

  Answer each question on the checklist by circling "Y" for yes or "N" for no. Upon completion, look at the column marked "Unsat" (unsatisfactory). Any item indicated as being unsatisfactory (either "Y" or "N" circled in the Unsat column) should be included in the maintenance items for the next 12 months. All the unsatisfactory items should, for greatest effectiveness, be placed on the Inspection Maintenance Repair Checklists at the end of the section with the most important items at the beginning.

Any item circled in the “Sat” (satisfactory) column would be expected to remain in satisfactory condition for the next 12 months.

- The Safety Maintenance Checklists: follow the same procedures as the Inspection Maintenance Checklists. They are listed separately because of their unique nature and because state laws frequently require that special safety conditions be checked. These checklists should be completed once a year.

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

SEASONAL MAINTENANCE

The checklists that follow identify pertinent building and grounds maintenance operations, which should be performed seasonally. They are broken down into spring, summer, fall and winter operations.

The following pages are the parish's *master* checklists. Please make copies as needed.

SEASONAL MAINTENANCE CHECKLIST

Building Name: _____ **Spring** _____

Inspected by: _____ Title: _____

Site Maintenance

Item	Maintenance Task	Date	Comments/Action
1	Remove and dispose of all fallen tree limbs, dead shrubs, etc.		
2	Remove brush and weed growth adjacent to building walls		
3	Reseed worn lawn areas		
4	Fertilize lawn		
5	Trim and prune shrubs and trees		
6	Repair property damaged due to winter plowing		
7	Clean all site drains		
8	Obtain contract bids for summer yard care and landscaping (if required)		
9	Repair potholes in parking lots and driveways		
10	Check and service playground equipment		
11	Service all lawnmowers and miscellaneous lawn care equipment		
12	Paint/repair/secure all exterior statues		
13			
14			
15			
16			
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18			

SEASONAL MAINTENANCE CHECKLIST

Building Name: _____ **Spring** _____

Inspected by: _____ Title: _____

Building Exterior Maintenance

Item	Maintenance Task	Date	Comments/Action
19	Install awnings		
20	Remove and store storm windows and install screens as required		
21	Wash windows		
22	Replace cracked or missing putty		
23	Paint building exterior as required		
24	Clean roof valleys		
25	Clean roof drains		
26	Clean and secure gutters		
27	Perform necessary roof repairs		
28			
29			
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32			
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34			
35			
36			

SEASONAL MAINTENANCE CHECKLIST

Building Name: _____ **Spring** _____

Inspected by: _____ Title: _____

Building Interior Maintenance

Item	Maintenance Task	Date	Comments/Action
37	Dispose of all unused books, papers, debris, etc.		
38	Clean windows, draperies, blinds, etc.		
39	Open crawl space and basement windows for summer ventilation		
40	Service all mechanical equipment pumps per operation manual		
41	Clean ashes from fireplaces and incinerator ash pits		
42	Service all mechanical ventilating equipment		
43	Check and secure roof and gutter electrical heating cables		
44	Clean carpet at least semi-annually		
45	Clean windows, blinds and shades at least bimonthly		
46			
47			
48			
49			
50			
51			
52			
53			
54			

SEASONAL MAINTENANCE CHECKLIST

Building Name: _____ **Summer** _____

Inspected by: _____ Title: _____

Site Maintenance

Item	Maintenance Task	Date	Comments/Action
55	Remove excess overgrowth		
56	Patch, repair and seal asphalt road and walkway surfaces		
57	Paint road stripes, parking stripes, walkway signs, etc.		
58	Repair and/or paint fences, gates, railings, etc.		
59			
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SEASONAL MAINTENANCE CHECKLIST

Building Name: _____ **Summer** _____

Inspected by: _____ Title: _____

Building Exterior Maintenance

Item	Maintenance Task	Date	Comments/Action
73	Wash dirt accumulated on building surfaces		
74	Remove ivy from building walls, statues, monuments, fences		
75	Paint building exterior as necessary		
76	Lubricate exterior door hinges and hardware		
77	Repair broken, cracked or chipped glass		
78	Repair loose or disintegrated mortar		
79			
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81			
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SEASONAL MAINTENANCE CHECKLIST

Building Name: _____ **Summer** _____

Inspected by: _____ Title: _____

Building Interior Maintenance

Item	Maintenance Task	Date	Comments/Action
91	Remove rubbish, boxes, debris and combustibles from the following:		
92	Paths of exits		
93	Doorways		
94	Stairs		
95	Under stairs		
96	Furnace and utility rooms		
97	Around flues and chimneys		
98	Around heating equipment		
99	Around radiators		
100	Electrical panel areas		
101	Perform test on building sprinkler system and service if required		
102	Service heating system		
103	Check boiler for fuel leaks		
104	Clean furnace system		
105	Check openings or dampers which provide combustion air to boiler room		
106	Check boiler cleanout openings, doors for air leakage and corrosion		
107	Check for water leaks in boiler and in piping		
108	Replace washers or packing on leaking faucets, etc.		

SEASONAL MAINTENANCE CHECKLIST

Building Name: _____ **Summer** _____

Inspected by: _____ Title: _____

Building Interior Maintenance (con't)

Item	Maintenance Task	Date	Comments/Action
109	Pump out septic tanks at least every 4 years		
110	Replace burned out light bulbs		
111	Service well pump and water tank storage		
112	Inspect and clean out grease traps		
113	Repair or replace broken fixtures		
114			
115			
116			
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124			
125			
126			

SEASONAL MAINTENANCE CHECKLIST

Building Name: _____ **Fall** _____

Inspected by: _____ Title: _____

Site Maintenance

Item	Maintenance Task	Date	Comments/Action
127	Clean all site drains		
128	Remove brush and weed growth adjacent to building walls		
129	Clean and service lawn mowers and miscellaneous lawn care equipment		
130			
131			
132			
133			
134			
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143			
144			

SEASONAL MAINTENANCE CHECKLIST

Building Name: _____ **Fall** _____

Inspected by: _____ Title: _____

Building Exterior Maintenance

Item	Maintenance Task	Date	Comments/Action
145	Cut back tree limbs resting on buildings and roofs		
146	Install storm windows and weather-stripping		
147	Repair and store summer screen windows		
148	Replace cracked or missing caulking at doors and windows		
149	Remove exterior awnings		
150	Paint building exterior as required		
151	Clean roof valleys		
152	Clean roof drains		
153	Clean gutters		
154	Clean downspouts		
155			
156			
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161			
162			

SEASONAL MAINTENANCE CHECKLIST

Building Name: _____ **Fall** _____

Inspected by: _____ Title: _____

Building Interior Maintenance

Item	Maintenance Task	Date	Comments/Action
163	Clean radiators and air registers		
164	Close crawl space and basement windows opened for ventilation		
165	Clean chimney flues as required		
166	Clean boiler room of debris, etc.		
167	Clean and service propane gas equipment and piping		
168	Clean and/or replace air filters		
169	Test emergency lighting systems		
170	Test exit lights		
171	Test smoke detectors and replace batteries if necessary		
172	Repair and/or replace nonfunctioning switches, receptacles and outlets		
173	Replace frayed wiring where required		
174	Shut off and drain all exterior water faucets		
175			
176			
177			
178			
179			
180			

SEASONAL MAINTENANCE CHECKLIST

Building Name: _____ **Winter** _____

Inspected by: _____ Title: _____

Building Interior Maintenance

Item	Maintenance Task	Date	Comments/Action
181	Paint and patch damaged and/or faded walls and ceilings		
182	Refinish damaged or peeling interior wood trim		
183	Paint or refinish handrails, doors, windows, etc.		
184	Clean entry floors of extra dirt, debris, etc.		
185	Inspect and repair vinyl tiles where necessary		
186	Clean and/or replace furnace air filters monthly during Dec., Jan. and Feb.		
187	Check water levels in boiler and blow down boiler water once weekly		
188	Bleed air from radiators		
189	Clean light fixtures and replace light bulbs where necessary		
190			
191			
192			
193			
194			
195			
196			
197			
198			

SEASONAL MAINTENANCE CHECKLIST (BLANK)

Building Name: _____ **Season** _____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
199				
200				
201				
202				
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PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

SEASONAL MECHANICAL MAINTENANCE

The checklists that follow identify pertinent mechanical operations which should be performed seasonally. They are broken down into summer, fall and winter operations.

Seasonal maintenance to mechanical systems is essential in order to ensure the proper operation of vital equipment. Without this, the equipment usually fails when it is working the hardest, usually when it is most needed. Most areas of mechanical system maintenance are best handled by those persons skilled and specially trained in the operation and maintenance of heating, ventilating and air-conditioning equipment (HVAC).

The checklists include general information and procedures essential to preventive maintenance of mechanical equipment and are designed as a monitoring tool. It is suggested that the person who performs the inspections of the mechanical systems review this section of the guide. It is also suggested that this person review the operation and maintenance (O&M) instructions for each piece of equipment and add any pertinent items to the checklists.

General preventive mechanical maintenance contracts should include the following:

- Boiler, burners, valves, gauges, motors, pumps, compressors, fans, steam traps, ignition components, filters, safety devices, etc.
- Operation of the equipment
- Parts inventory
- Corrosion prevention and water treatment, especially for steam boilers
- Calibration of temperature controls
- Fuel efficiency tests

The following pages are the parish's *master* checklists. Please make copies as needed.

SEASONAL MECHANICAL CHECKLIST

Building Name: _____ **Summer** _____

Inspected by: _____ Title: _____

Item	Maintenance Task	Date	Comments/Action
1	**Boiler:**		
2	Clean boiler and piping internally and swab tubes with neutral oil		
3	Clean water side of steam boiler and use water jet and scrappers to clean		
4	Fill boiler tubes with water		
5	Clean control box of any dust		
6	**Air Handlers:**		
7	Lubricate and grease all bearings, fans and motors		
8	Adjust V-belts for proper tension and replace all worn belts		
9	Check and clean air filters and replace as needed		
10	Clean and adjust controls which operate valves and dampers		
11	**Heat Pumps:**		
12	Check all control valves for proper operation		
13	Inspect air filters and replace as necessary		
14	Oil and lubricate all motors		
15	Inspect, adjust, calibrate and clean temperature control items		
16	**Steam and Hot Water Piping:**		
17	Open steam traps; replace worn or inoperative parts		
18	Replace valves and valve seats that are worn		

SEASONAL MECHANICAL CHECKLIST

Building Name: _____ **Summer** _____

Inspected by: _____ Title: _____

Item	Maintenance Task	Date	Comments/Action
19	**Steam and Hot Water Piping (cont.):**		
20	Inspect and repair any breaks in pipe insulation		
21	Inspect pipe hangers for tightness		
22	**Oil Tanks:**		
23	Clean oil strainer		
24	Clean sludge from tank		
25			
26			
27			
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SEASONAL MECHANICAL CHECKLIST

Building Name: _____ **Fall** _____

Inspected by: _____ Title: _____

Item	Maintenance Task	Date	Comments/Action
1	**Boiler:**		
2	Check operation of combustion air louvers which supply air to boiler room		
3	Test boiler water quality for pH, hardness, corrosion; treat as necessary		
4	**Burners:**		
5	Clean oil strainers		
6	Check draft regulators for free movement		
7	Inspect induced and forced draft fans for alignment and wear		
8	**Heat Pumps:**		
9	Inspect heat exchangers		
10	Clean finned pipe surfaces		
11	Inspect coil casings for corrosion and clean and/or paint as necessary		
12	Inspect heating coil tubes		
13	Inspect heating coil mountings and tighten any loose bolts		
14	Check control valves for proper operation		
15	Inspect air filters and replace as necessary		
16	Inspect, adjust, calibrate and clean temperature control items		
17			
18			

SEASONAL MECHANICAL CHECKLIST

Building Name: _____ **Winter** _____

Inspected by: _____ Title: _____

Item	Maintenance Task	Date	Comments/Action
1	**Boiler:**		
2	Blow down boiler as necessary until clear		
3	Blow down and clean strainers as necessary		
4	Test low water cutoff monthly		
5	Test boiler water quality monthly and chemically treat as necessary		
6	Check high pressure limit control		
7	Check low water level limit control		
8	Check boiler pressure relief valve annually		
9	**Furnace:**		
10	Check high temperature limit control for fan		
11	Clean or change air filters monthly		
12	**Burners:**		
13	Test combustion efficiency		
14	Clean oil strainers		
15	**Steam and Hot Water Piping:**		
16	Inspect for steam and water leaks at valves and piping		
17	Test steam traps for bypassing and inspect for corrosion		

SEASONAL MECHANICAL CHECKLIST (BLANK)

Building: _____ **Season** _____

Inspected by: _____ Title: _____

Item	Maintenance Task	Date	Comments/Action
19			
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PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

INSPECTION MAINTENANCE

The checklists that follow identify pertinent inspection maintenance operations which should be performed at least once a year. They are broken down into:

- Site and Grounds
- Building Exterior
- Building Interior
- Mechanical Equipment
- Plumbing
- Porches, Stairs and Balconies
- Blank Checklist (use for site-specific items)

There are inspection maintenance repair checklists for noting areas that require needed correction and attention.

The following pages are the parish's *master* checklists. Please make copies as needed.

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
1	**Site and Grounds:**			
2	Are there ramps and provisions for the physically handicapped?	Y	N	
3	Are there designated parking spaces for the physically handicapped?	Y	N	
4	Has any soil dropped or heaved?	N	Y	
5	Is there standing water near or against the building in any season?	N	Y	
6	Are retaining walls leaning or in need of repair?	N	Y	
7	Are fences, gates deteriorated?	N	Y	
8	Do trees and shrubs require care?	N	Y	
9	**Building Exterior – Foundation:**			
10	Do foundation walls show the following signs of decay or settlement:			
11	Large cracks?	N	Y	
12	Separation from wall and frame?	N	Y	
13	Loose, cracked bricks or stones?	N	Y	
14	Soft or flaking mortar or concrete?	N	Y	
15	Foundation movement?	N	Y	
16	Water leaks?	N	Y	
17	Stains or discoloration?	N	Y	
18	Bulging or bowing?	N	Y	

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
19	Are interior basement, crawl spaces and foundation walls damp?	N	Y	
20	Are there mushroom growths mold stains, or mildew odors in the basement?	N	Y	
21	Are insect tubes visible along foundation walls?	N	Y	
22	**Building Exterior - Masonry Walls:**			
23	Does exterior masonry show the following signs of deterioration:			
24	Cracks in walls?	N	Y	
25	Cracks over doors or windows?	N	Y	
26	Loose bricks?	N	Y	
27	Cracked bricks?	N	Y	
28	Missing bricks?	N	Y	
29	Cracked, chipped, missing mortar?	N	Y	
30	Soft or flaking mortar?	N	Y	
31	White or gray stains?	N	Y	
32	Water penetration?	N	Y	
33	Moss or algae growth?	N	Y	
34	Split, brittle, or missing caulking?	N	Y	
35	Are weep holes in retaining walls, window sills, or other wall areas?	Y	N	
36	Is wood molding and trim cracked, warped, or rotted?	N	Y	

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
37	**Building Exterior - Frame Walls:**			
38	Is there any evidence of rot, deterioration of sills, siding, or walls?	N	Y	
39	Is there any evidence of water stains or water penetration into the woods?	N	Y	
40	Are siding boards cracked or split?	N	Y	
41	Are siding boards buckled?	N	Y	
42	Are nails rusting excessively?	N	Y	
43	Can a knife blade or key be easily pushed into wood siding or member?	Y	N	
44	Are exterior wood moldings cracked, missing, broken, or separated?	Y	N	
45	Is there evidence of the following on visible structural wood members:			
46	Severe staining or discoloration?	Y	N	
47	Split or cracked wood?	Y	N	
48	Crumbled or crushed wood?	Y	N	
49	Piles of sawdust?	Y	N	
50	Rot or deterioration?	N	Y	
51	Bee hives?	N	Y	
52	Bird nests?	N	Y	
53	Rodents?	N	Y	
54	Bats?	N	Y	

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
55	Are wall cavities insulated?	Y	N	
56	Is paint blistered or peeling?	N	Y	
57	Has building been painted in the last seven years?	Y	N	
58	**Building Exterior - Roof (all types):**			
59	Are there gaps or holes around any roof penetrations, chimneys, or vents?	N	Y	
60	Are there signs of movement in the roofing material or flashing?	N	Y	
61	Are flashings rusted or pitted?	N	Y	
62	Are flashings separated, loose, or missing?	N	Y	
63	Are there dissimilar metals in contact?	N	Y	
64	Do metal components need painting?	N	Y	
65	Is caulking missing, split, or deteriorated at the following:			
66	Parapets?	N	Y	
67	Copings?	N	Y	
68	Flashings?	N	Y	
69	Soffits?	N	Y	
70	Vents or chimneys?	N	Y	
71	Skylights?	N	Y	

72	Other roof penetrations?	N	Y	

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
73	Are there any loose or broken glass panes in the skylights?	N	Y	
74	Has roof sagged from snow or ponding water?	N	Y	
75	Is there evidence of water seepage through soffits?	N	Y	
76	Does the roof and/or attic have proper ventilation?	Y	N	
77	Do roof hatches work?	Y	N	
78	Is anchorage for antennas secure?	Y	N	
79	Is there lighting protection?	Y	N	
80	**Building Exterior – Built-Up Roof:**			
81	Are there blisters, bubbles, cracks, splits, or seams in roofing membranes?	N	Y	
82	Is roof pitted or worn?	N	Y	
83	Is there evidence of standing or ponding water?	N	Y	
84	Are roof drains clear and operating properly?	Y	N	
85	Does the roof feel “squishy” under foot?	N	Y	
86	Are gravel stops secure?	Y	N	
87	Do expansion joints show evidence of separation or water penetration?	N	Y	
88	Is there any vegetation growing through the roof?	N	Y	
89	Is the roof over 15 years old?	N	Y	
90	**Building Exterior – Shingle Roof:**			

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
91	Are shingles loose, split, missing, or broken?	N	Y	
92	Are mineral granules thinned out?	N	Y	
93	Are shingle edges curling or worn?	N	Y	
94	Is there moss growth?	N	Y	
95	Is roofing more than 20 years old?	N	Y	
96	**Building Exterior - Slate Roof:**			
97	Are there broken, missing, or loose slates?	N	Y	
98	Are slates worn?	N	Y	
99	Do slate fasteners appear broken or rusty?	N	Y	
100	Are ridge roofs loose, deteriorated, or rusted?	N	Y	
101	Are there sections patched with asphalt?	N	Y	
102	**Building Exterior - Metal Roof:**			
103	Are metal roof sheets rusted?	N	Y	
104	Are there signs of holes, pitting, or cracking?	N	Y	
105	Are there any open joints?	N	Y	
106	Are there any defective fasteners?	N	Y	
107	**Building Exterior - Doors and Windows:**			
108	Are flashings over doors and windows cracked, missing, or rusted?	N	Y	

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
109	Is trim around doors and windows split, loose, or deteriorated?	N	Y	
110	Is caulking around door and window frames and trim cracked or missing?	N	Y	
111	Are sills loose or deteriorated?	N	Y	
112	Is window putty missing or cracked?	N	Y	
113	Is there broken or cracked glass?	N	Y	
114	Are stained glass windows bowed or warped?	N	Y	
115	Do doors and windows lock properly?	Y	N	
116	Is hardware defective?	N	Y	
117	Are doors and windows weather-stripped?	Y	N	
118	Do doors and windows operate and seal properly?	Y	N	
119	Is building equipped with storm doors and windows?	Y	N	
120	Do storm doors and windows operate properly?	Y	N	
121	Do storm windows show condensation?	N	Y	
122	Are there holes or tears in screens?	N	Y	
123	Are screens, shutters and other exterior window attachments secure?	Y	N	
124	Has finish paint or varnish deteriorated?	N	Y	
125	**Building Exterior – Parapet Walls, Copings and Chimneys:**			
126	Are walls cracked or do chimneys lean?	N	Y	

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
127	Are bricks loose or spalling?	N	Y	
128	Do mortar joints require tuck-pointing?	N	Y	
129	Are mortar joints under coping cracked or loose?	N	Y	
130	Are coping stones or metal copings loose, broken, or shifted?	N	Y	
131	Is coping joint open, permitting water to enter?	N	Y	
132	Is flashing missing, loose, or damaged?	N	Y	
133	Is there evidence of moisture penetration?	N	Y	
134	**Building Exterior - Gutters and Downspouts:**			
135	Are there loose, rotted, or missing gutters and downspouts?	N	Y	
136	Do gutters or downspout joints leak?	N	Y	
137	Are gutters or downspouts pitted or rusted?	N	Y	
138	Do gutters or downspouts require painting?	N	Y	
139	Do gutters sag or leak?	N	Y	
140	Is water running down the face of the building?	N	Y	
141	Do splash blocks/drains under downspouts divert water properly?	N	Y	
142	Are heating cables secure?	N	Y	
143	**Building Exterior – Attachments:**			
144	Are the following items in good condition and secured to the building:			

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
145	Lattices?	Y	N	
146	Columns?	Y	N	
147	Flagpoles?	Y	N	
148	Cables, wires?	Y	N	
149	Weathervanes?	Y	N	
150	Towers?	Y	N	
151	Gargoyles, sculptures?	Y	N	
152	Canopies?	Y	N	
153	Signs, alarms, lights?	Y	N	
154	Ledges, projections?	Y	N	
155	Decorations, ornaments?	Y	N	
156	Meters?	Y	N	
157	Other?	Y	N	
158	**Building Interior - Floors:**			
159	Are floor joists warped, cracked, or sagging?	N	Y	
160	Is floor joist blocking and bridging secure?	Y	N	
161	Is there visible separation between floors and walls at base trim?	N	Y	
162	Do floors squeak or creak?	N	Y	

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
163	Are floors bouncy?	N	Y	
164	Are floors at entrances slip-resistant?	Y	N	
165	Are masonry and tiles floors cracked, broken, or worn?	N	Y	
166	Is wood flooring warped, separated, or badly worn?	N	Y	
167	Is carpet loose, torn, or badly worn?	N	Y	
168	**Building Interior - Walls:**			
169	Is there evidence of water staining?	N	Y	
170	Are there visible cracks?	N	Y	
171	Are surfaces peeling or dirty?	N	Y	
172	Is wall finish buckled or loose?	N	Y	
173	**Building Interior - Ceilings:**			
174	Is there evidence of water staining?	N	Y	
175	Are there visible cracks?	N	Y	
176	Are surface peeling or dirty?	N	Y	
177	Is ceiling structure sagging or separating?	N	Y	
178	Is ceiling tile grid secure?	Y	N	
179	Are there damaged ceiling tiles?	N	Y	
180	Are light fixtures secure?	Y	N	

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
181	**Building Interior - Doors and Windows:**			
182	Are door jambs plumb?	Y	N	
183	Do doors bind?	N	Y	
184	Do doors have loose or missing hinges, knobs, or locks?	N	Y	
185	Is there condensation on or around windows?	N	Y	
186	Is there evidence of mold or discoloration around windows and/or doors?	N	Y	
187	**Building Interior - Attics:**			
188	Do rafters, floor joists and sheathing show sign of:			
189	Water stains?	N	Y	
190	Warping?	N	Y	
191	Cracking?	N	Y	
192	Sagging?	N	Y	
193	Is there evidence of leaking around the following roof penetrations:			
194	Vents?	N	Y	
195	Ducts?	N	Y	
196	Chimneys?	N	Y	
197	Other?	N	Y	
198	Is attic floor insulated?	Y	N	

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
199	Is there at least 1 Sq. ft. of vent area for every 500 Sq. ft. of attic area?	Y	N	
200	Are attic fans or vents operating properly?	Y	N	
201	Are roof rafters excessively dry (caused by overheating)?	N	Y	
202	Is attic free of debris and unused combustible items?	Y	N	
203	Are off-season and other materials stored neatly and away from heat?	Y	N	
204	**Building Interior – Crawl Space and Basement:**			
205	Is crawl space and/or basement damp, wet, or water stained?	N	Y	
206	Does water infiltrate through crawl space, basement walls, or floors?	N	Y	
207	Does water or snowmelt drain into basement from window wells?	Y	N	
208	Is crawl space and/or basement floor cracked or disintegrated?	Y	N	
209	Are crawl space and/or basement walls insulated?	Y	N	
210	**Mechanical Equipment:**			
211	Are there water leaks at any of the following locations:			
212	Pipes?	N	Y	
213	Radiators?	N	Y	
214	Boiler?	N	Y	
215	Hot water heaters?	Y	N	
216	Pumps?	N	Y	

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
217	Has boiler/furnace been cleaned and/or serviced in past 12 months?	Y	N	
218	Is boiler insulation cracked or missing?	N	Y	
219	Is the boiler more than 35 years old?	N	Y	
220	Is there excessive steam or air loss in the radiators?	N	Y	
221	Are exposed pipes adequately insulated?	Y	N	
222	Do hot air supply or return registers adjust air flow properly?	Y	N	
223	Do thermostats work properly?	N	Y	
224	Is the domestic hot water heater insulated?	Y	N	
225	Do kitchens and bathrooms have adequate ventilation?	Y	N	
226	Do large assembly areas have adequate ventilation?	Y	N	
227	**Plumbing:**			
228	Are there water leaks at any of the following locations:			
229	Bathroom fixtures?	N	Y	
230	Faucets?	N	Y	
231	Piping?	N	Y	
232	Do flush valves/faucets work properly?	Y	N	
233	Are any drains or trap clogged?	N	Y	
234				

INSPECTION MAINTENANCE CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
235	**Porches, Stairs and Balconies:**			
236	Do porches, stairs, or balconies require painting?	N	Y	
237	Is porch floor structure decayed, weak, or cracked?	N	Y	
238	Are stair treads loose or broken?	N	Y	
239	Are column bases rotted need of repair?	N	Y	
240	Are railings broken or weak?	N	Y	
241	Are balusters broken, loose, or missing?	N	Y	
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INSPECTION MAINTENANCE CHECKLIST (BLANK)

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
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INSPECTION MAINTENANCE REPAIR CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Unsatisfactory Items	Date Identified	Date Resolved

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

SAFETY INSPECTION MAINTENANCE

A safety check for compliance with safety code and standards should be performed annually. The checklists that follow identify pertinent safety issues:

- Fire Safety
- Egress
- Building Interior
- Miscellaneous
- Assembly Areas
- Emergency Procedures
- Vehicular Safety
- Emergency Vehicles
- Pedestrian Safety
- Playground Areas
- Boiler and Furnace Rooms
- Electrical Equipment

Buildings must be designed according to building and fire safety codes and other regulatory standards in effect at the time of construction. However, such codes and standards are continuously changing. The original construction does not have to comply with changes in the codes. However, any modifications to the original construction must comply with current codes and standards.

Who Should Perform Safety Checks

Many communities have a building inspector who is knowledgeable about current standards and provisions for safety. The building inspector could be asked to visit the facility and prepare a written report on any safety and code violations. This type of service is generally free of charge.

Fire safety checks can be obtained by calling the local fire marshal and requesting an inspection and report. This type of inspection will cover all areas such as possible fire hazards, adequacy of exits, alarm systems, fire extinguishers, etc. This service is usually free of charge.

An architect or engineer is knowledgeable in all areas of building safety and could perform a comprehensive safety inspection. There typically is a fee for such a service.

The Safety Inspection Maintenance Checklists that follow include a number of important safety issues. Any unsatisfactory items should be attended to immediately. Professional advice may be required depending upon the problem(s).

The following pages are the parish's *master* checklists. Please make copies as needed.

SAFETY INSPECTION MAINTENANCE CHECKLISTS

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
1	**Fire Safety:**			
2	Is the building equipped with the following:	Y	N	
3	Pull station fire alarms?	Y	N	
4	Heat or smoke detectors?	Y	N	
5	Fire extinguishers?	Y	N	
6	Fire hoses, if applicable?	Y	N	
7	Are fire extinguishers conspicuous, convenient and properly labeled?	Y	N	
8	Are Class B or better extinguishers in the furnace and storage rooms?	Y	N	
9	Are Class C extinguishers located in kitchens?	Y	N	
10	Are Class B-C extinguishers located in kitchens?	Y	N	
11	Have extinguishers been inspected within the past 12 months?	Y	N	
12	Are occupants instructed in the use of extinguishers and hoses?	Y	N	
13	Are fire hoses in good condition?	Y	N	
14	Do fire hoses have water immediately available?	Y	N	
15	Are heat and smoke detectors wired to sound a central alarm?	Y	N	
16	Are periodic fire drills held?	Y	N	
17	Is there miscellaneous debris in stairwells, halls, crawl space, boiler, basement, etc.?	Y	N	
18	Are hazardous chemicals stored in proper containers?	Y	N	

SAFETY INSPECTION MAINTENANCE CHECKLISTS

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
19	Are off-season and unused materials stored away from heat sources?	Y	N	
20	Are kitchen range hoods and exhaust ducts clean?	Y	N	
21	Do kitchen range exhaust ducts terminate in a safe area?	Y	N	
22	Are grease ducts and deep fryers equipped with fire detection systems?	Y	N	
23	**Means of Egress from Building:**			
24	Are hallways, corridors and stairways accessible and obstruction-free?	Y	N	
25	Are exit doors equipped with properly operating panic hardware?	Y	N	
26	Do exit doors have padlocks or dead-bolt locks?	N	Y	
27	Do exit doors open outward?	Y	N	
28	Are all exits clearly marked with illuminated exit signs?	Y	N	
29	Are hallways, corridors and stairways illuminated with emergency lighting?	Y	N	
30	Are windows operable and accessible as a means of egress?	Y	N	
31	Are windows which exit to escapes operable and obstruction-free?	Y	N	
32	Are the interior and exterior exit paths to and from fire escapes clear?	Y	N	
33	Are fire escapes unobstructed and well-secured to the building?	Y	N	
34	**Building Interior – Stairs:**			
35	Are stairs kept clear?	Y	N	
36	Are stairs bouncy?	N	Y	

SAFETY INSPECTION MAINTENANCE CHECKLISTS

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
37	Are treads and landings worn or missing?	N	Y	
38	Is there at least one continuous railing along one side of all stairways?	Y	N	
39	Are railings broken or weak?	N	Y	
40	Are balusters broken, loose, or missing?	N	Y	
41	Are balcony railings and lofts secure?	Y	N	
42	**Miscellaneous:**			
43	Are lights, alarms, signs and other objects attached securely to buildings?	Y	N	
44	**Assembly Areas:**			
45	Are assembly areas posted for the maximum number of occupants?	Y	N	
46	**Emergency Procedures:**			
47	Is there a written plan of safe egress for occupants from the building?	Y	N	
48	Is there a centralized location for first aid kits, poison procedures, etc.?	Y	N	
49	Is there readily visible a list of emergency telephone numbers?	Y	N	
50	Is there a plan for initial firefighting?	Y	N	
51	**Vehicular Safety:**			
52	Are roadways, parking areas and curbs deteriorating?	N	Y	
53	Are roadways and parking areas free of tree limbs, ice, etc.?	Y	N	
54	Are *Stop, No Parking* and *Fire Lane* signs obstructed?	Y	N	

SAFETY INSPECTION MAINTENANCE CHECKLISTS

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
55	Are parking lots adequately illuminated?	Y	N	
56	**Emergency Vehicles:**			
57	Do emergency vehicles have access to the building?	Y	N	
58	Are fire hydrants clearly visible and accessible?	Y	N	
59	**Pedestrian Safety:**			
60	Are walkways, steps and ramps deteriorated, cracked, or hazardous?	N	Y	
61	Do walkways, steps and ramps have uneven areas?	N	Y	
62	Do steps and ramps have non-skid surfaces?	Y	N	
63	Are walkways, steps and ramps adequately illuminated?	Y	N	
64	Are there handrails on steps and ramps?	Y	N	
65	**Playground Areas:**			
66	Are play areas protected or locked when not in use?	Y	N	
67	Are play areas free of open holes, debris, stones, broken glass, etc.?	Y	N	
68	Is play equipment well-maintained?	Y	N	
69	**Boiler and Furnace Rooms:**			
70	Are boiler, furnace, etc., enclosed with fire protective walls, ceilings and doors?	Y	N	
71	Are boiler and furnace rooms supplied with combustible air?	Y	N	
72	Are boiler and furnace rooms free of gas odors and foul air?	Y	N	

SAFETY INSPECTION MAINTENANCE CHECKLISTS

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
73	Are boiler and furnace rooms free of stored and/or hazardous materials?	Y	N	
74	Is there an emergency shutdown switch for burners?	Y	N	
75	Are fan filters and grilles clean?	Y	N	
76	**Electrical Equipment:**			
77	Are transformers, fans, etc., protected with adequate safety barriers?	Y	N	
78	Is electrical equipment in proper working order?	Y	N	
79	Do fuses or circuit breakers blow often?	N	Y	
80	Is the amperage draw for any circuit beyond its capacity?	N	Y	
81	Are there sufficient replacement fuses?	Y	N	
82	Is the building's wiring in good condition?	Y	N	
83	Are there any faulty electrical fixtures?	Y	N	
84	Do wires on appliances and equipment show the following:			
85	Fraying?	N	Y	
86	Splits?	N	Y	
87	Bare wires?	N	Y	
88	Do electrical outlets, switches and junction boxes have cover plates?	Y	N	
89	Do exterior electrical outlets and switches have protective covers?	Y	N	
90	Do all switches operate properly?	Y	N	

SAFETY INSPECTION MAINTENANCE CHECKLISTS

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
91	Do outlets or switches feel hot to the touch?	N	Y	
92	Are there any defective or shorted outlets?	N	Y	
93	Are there outlets with four or more items plugged into them?	N	Y	
94	Are extension cords warm or hot to the touch?	N	Y	
95	Do extension cords cause a tripping hazard?	N	Y	
96	Do extension cords run under rugs or carpeting?	N	Y	
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SAFETY INSPECTION MAINTENANCE CHECKLISTS (BLANK)

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Maintenance Task	Sat	Unsat	Comments/Action
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SAFETY INSPECTION MAINTENANCE REPAIR CHECKLIST

Building Name: _____ 20_____

Inspected by: _____ Title: _____

Item	Unsatisfactory Items	Date Identified	Date Resolved

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

ADDITIONAL SCHEDULES

The following pages are the parish's ***master*** additional schedules checklists (paint and door/key schedules and capital items inventory). Please make copies as needed. Create your own additional schedules specific to parish needs and add them to this section.

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Office of Property and Construction

PAINT SCHEDULE

Building Name: _____

Building Location	Brand Name	Color (Type)	Product Number

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

DOOR (KEY) SCHEDULE

Building Name: _____

Building Location	Key Number	Assigned To

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

CAPITAL ITEMS INVENTORY

Building Name: _____

Location	Capital Item

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

Maps of Parish Buildings and Grounds

This section should include a site plan of the entire parish property, including the footprints of each building (if possible, floor plans of each building should be included). These plans can be used in the event of an emergency.

These plans need not be full architectural or construction as-built drawings. They can be simple line drawings which delineate the site and buildings. The accurate locations of interior and exterior walls in each building, however, are important. Any lay person should be able to quickly identify critical shut-off points. More than one person should understand and have knowledge of this material.

- Identify on the plans where the following service lines are located (or buried):
    - Electrical
    - Water
    - Gas
    - Propane
    - Telephone
    - Other utility lines
- Also identify the location of shut-off valves and switches.

Please refer to the following ‘sample’ plan, which might help you in completing this section.

SAMPLE PARISH SITE PLAN

PARISH BUILDING MAINTENANCE MANUAL

Corporation of the Catholic Archbishop of Seattle

Property and Construction Services

GLOSSARY

Baluster: A miniature column or other form of upright in a series that supports a handrail, as in a balustrade.

Balustrade: A railing with supporting balusters.

Benchmarking: Statement or goal concerning the standard of quality and costs to be attempted.

Building Audit: Listing the condition of facilities both positive and those items requiring attention so that a realistic management of limited resources can be planned.

Column: A slender vertical structural member used to support roofs and floor loads.

Combustion Air: Air required for the burning of fuel.

Coping: A sheet metal, stone, concrete, tile, or other covering the top of a wall.

Counter Flashing: A second and overlapping layer of flashing where conditions are such that the first layer may not ensure water tightness.

Downspout: The vertical portion of a rainwater drainage pipe. Also called leader or conductor.

Expansion Joint: A joint containing compressible materials which will absorb movement caused by thermal expansion and contraction.

Flashing: Sheet metal weather protection placed over a joint between different building materials, or between parts of a building, in such a manner that prevents water from entering.

Floor Joist: One of a series of parallel beams used to support a floor.

Gargoyle: A sculptural projection from a roof scupper to drop rainwater clear of the walls.

Gravel Stop: An angle-shaped sheet metal trim member at the edge of a roof, having a slightly raised lip to retain roof gravel surfacing material.

Panic Hardware: A type of quick-acting door opening hardware consisting of a horizontal bar on the inside of a door. By pushing against the bar, a leverage mechanism will unlatch and open the door. Such hardware is legally required for safety reasons on certain exits in public buildings.

Parapet: The top part of an exterior wall which is above the roof line.

Plumb: A true vertical line.

Pointing (Tuck-pointing): The treatment of masonry joints by troweling mortar into the joint.

Rafter: One of a series of framing members used to support a roof. Rafters are closely spaced and usually frame into a beam or bearing wall.

Ridge: The line formed at the intersection of the upper edges of two sloping roof surfaces, as opposed to a valley.

Sheathing: A material consisting of thin boards or plywood used to cover a wall, floor, or roof surface.

Soffit: The underside of a horizontal surface which projects beyond the wall line, as in an overhanging roof.

Spalling: The cracking or flaking of particles from a surface.

Splash Block: A concrete or masonry block laid on the ground under a downspout to carry roof drainage away from a building and to prevent soil erosion.

Stair Riser: The vertical face of a stair step.

Stair Tread (Stair Run): The horizontal part of a stair step; the part actually stepped upon.

Vapor Barrier: Any thin membrane used to prevent the passage of water vapor, such as under a concrete slab placed upon the ground or between the back of a wall finish and the insulation.

Valley: The intersection at the bottom of two roof planes.

Weep Hole: A hole through the bottom of a retaining wall to drain water from behind the wall, thereby preventing the build-up of hydrostatic pressure.