

Church preventive maintenance checklist

Put it on a clipboard in the mechanical room. Initial the box for the month you do each job; the shaded boxes

☐ are the months we suggest. The weekly jobs are on page 3.

Year _____ Building _____

Every month	Who	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Check the HVAC filters Change any that look dirty		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Walk the whole building Stains, drips, burned-out lights, doors that won't latch		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Run the water in rooms nobody used Sinks and floor drains, so the traps don't dry out; flush unused toilets		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Test the emergency lights and look over the fire extinguishers		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Look at the sprinkler valves and gauges If you have them. Valve shut or gauge low? Call the sprinkler company		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Look over the kitchen hood's fire suppression system Pull handle clear, seals and tag in place, gauge in the green		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Test the smoke and carbon monoxide alarms The ones that aren't part of a fire alarm system		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check the AED Ready light on; pads and battery within their dates		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Run the generator under load, about 30 minutes If you have one		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Look over the playground If you have a preschool: hardware, surfacing, sharp edges		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Every 3 months	Who	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Change any HVAC filter that hasn't been changed yet The three-month limit, even if it looks clean		☐			☐			☐			☐		
Deep clean the carpet traffic lanes by each entrance		☐			☐			☐			☐		
Check door closers, locks and panic bars		☐			☐			☐			☐		
Test the sump pumps and look at the floor drains		☐			☐			☐			☐		
Clean the kitchen hood filters More often if your kitchen is busy		☐			☐			☐			☐		
Have the building treated for pests Monthly if you have a busy kitchen or a preschool		☐			☐			☐			☐		
Check and restock the first aid kits Replace what's been used or has expired		☐			☐			☐			☐		

Twice a year	Who	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Have the HVAC serviced Cooling in spring (before Easter), heating in fall (before the kickoff)													
Inspect the roof; clean the gutters and roof drains Spring, and fall once the leaves are down. Again after a big storm													
Service the kitchen hood fire suppression system Every six months, by the date on its tag													
Look over the fire alarm; have its batteries tested Panel, pull stations, detectors, horns. Six months after the yearly test													
Tune the pipe organ Before Easter and before Christmas													
Reset thermostat schedules, light timers and clocks When the clocks change. A good day for the yearly alarm batteries													
Clean and sanitize the ice machine If you have one: every six months, or as its manual says													

Once a year	Who	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Strip and wax the vinyl tile floors Summer, when the building is emptiest													
Deep clean all the carpet													
Grease the restroom stall door hinges Clear lithium grease													
Flush the water heater Any quiet week													
Look over the outside of the building Caulking, paint, brick, window seals, settled sidewalks													
Trim trees and bushes back from the roof, gutters and walks Late winter													
Seal the cracks in the parking lot													
Account for every key, fob and door code Collect the ones that should come back; change codes when people leave													
Book the yearly inspections Fire alarm, sprinklers, extinguishers, 90-minute light test, backflow, kitchen hood grease													
Inspect the fire doors Labels, damage, gaps; each one closes and latches on its own													
Review the big replacements for next year's budget Roof, rooftop units, boiler, water heaters													

Print one of these each month. Initial the box when the job is done that week.

Task	Who	Week 1	Week 2	Week 3	Week 4	Week 5
Scrub the vinyl tile floors Entrances, halls, fellowship hall, kitchen. More often when it's wet or snowy						
Buff the vinyl tile floors Once or twice a week						
Vacuum the carpet Entrances and busy walkways every day the building is used						
Check the restrooms Running toilets, drips, empty dispensers, stall doors that squeak or won't latch						

Problems found this month

Every few years, or by date	Who	Write in the dates	
Seal coat the parking lot		Last done	Next due
Repaint the busiest halls and classrooms		Last done	Next due
Replace the AED pads and battery		Pads expire	Battery expires
Boiler and elevator inspections, if you have them		Boiler certificate due	Elevator certificate due

Time it around the church year	
January and February	The inside projects: painting, small repairs, whatever you noted on your walk-throughs
Before Easter	The spring HVAC service, the roof and gutters, the parking lot after winter, an organ tuning
Summer	The big jobs: stripping and waxing the floors, cleaning the carpets, painting, roof and parking lot work
Before the fall kickoff	The heating service and a test run, the gutters once the leaves are down, winterizing
Before Christmas	An organ tuning, the lights inside and out, and a plan for snow and ice

Rather have the reminders come to you? WiseHQ turns this schedule into work orders for the right person before each due date, and keeps the record of who did what, and when. getwisehq.com/church



Scan to see WiseHQ for churches
Free for 14 days