

ANGLICAN CHURCH of CANADA
DIOCESE of NIAGARA

MODEL PROPERTY MAINTENANCE PROGRAM

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MODEL PROPERTY MAINTENANCE PROGRAM

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Annual Property Inspection Checklist

DIOCESE of NIAGARA
Bishop's Decennial Inspection Committee
MODEL PROPERTY MAINTENANCE PROGRAM

1. INTRODUCTION

The Bishop's Decennial Inspection Committee has the responsibility for arranging for Decennial Inspections of all parish property and buildings in the Diocese. The committee develops terms of reference, engages qualified consultants, reviews reports and discusses the implementation of recommendations with parish representatives. It has become obvious through this process that some parishes have not developed a rigorous and documented approach to property maintenance.

2. PURPOSE

In order to address this deficiency, the Bishop's Decennial Inspection Committee has developed this Model Property Maintenance Program. A proper maintenance program will help to ensure that properties and buildings comply with local building codes, health and safety regulations and insurance requirements. It will help to ensure that timely maintenance is carried out to preserve the buildings and that major deficiencies are identified and addressed.

This Program is intended to serve as a guide to parishes in providing adequate and timely maintenance of buildings and grounds. It is not a comprehensive list of maintenance activities and parishes should feel free to modify this document to suit their own circumstances.

3. GENERAL

a) Description of Property

A brief description of the location of the property, its orientation, neighbouring properties, adjacent streets and street address is helpful.

b) Plans and Drawings

Up to date plans of the buildings should be kept on file. If architectural plans are not available, sketches to scale should be prepared to show the footprint of the buildings, location on the lot, size and names of rooms, corridors, accesses etc. These plans can also be used to show gas, electrical, plumbing and heating facilities. Up to date plans of the property showing locations of overhead and underground utilities should be prepared. Coloured photos of the buildings are helpful.

c) List of Preferred Suppliers

An updated list of all preferred service suppliers with telephone numbers, name of contact person and service provided should be kept on file. (i.e. electrician, plumber, heating service, construction, supplies etc.)

d) History of Property

A brief history of the property which includes dates and descriptions of original construction, improvements and additions should be kept on file.

e) Documentation.

It is strongly recommended that parishes document and file for future reference all records of maintenance work, warranties, inspections and professional services provided. These records should include but not be limited to the following:

Fire Department inspections, Elevator inspections, HVAC system inspections, Electrical system inspections, Fire alarm systems inspections, Security system inspections, Fire extinguisher inspections, Roof and structural inspections, Health department inspections, Contracts for services, Equipment list, Rental and Leasing agreements.

Also a daily, weekly, monthly and annual inspection program with checklists should be developed and deficiencies brought to the attention of the responsible person or committee. A sample Checklist is given in the Appendix. These documents can be a valuable resource in planning annual budgets.

4. LONG TERM PLANS

Parishes should also consider preparing and documenting a structured, planned maintenance program. Parishes should develop long term plans for the necessary repair and replacement of major items such as roofs, windows, heating systems etc. These plans can be in the form of a five year maintenance program and can be part of the budget process and should be updated each year.

5. PERSONNEL

a) Job Descriptions

A job description should be prepared setting out daily, weekly and monthly activities for the person or contractor who carries out the maintenance activities and for the person or committee responsible for maintenance.

b) Reporting Mechanism

A brief description should be prepared to describe the communication channels between individuals and committees that deal with the maintenance function.

6. POLICIES

Policies should be developed and approved by the corporation for use of the buildings by both parish groups and outside groups. The policies should contain requirements relating to safety, security, insurance, contact persons etc. In order to address possible liability claims, policies should be developed and approved with regard to snow and ice removal procedures. If parking is allowed on parish property by outside persons, a policy should be prepared regulating the use of the parking.

7. GROUNDS

a) Landscaping

Weekly remove debris from the grounds. At least annually, check that all grading (lawns, beds, patios, driveways, parking areas, walkways etc.) slopes away from the foundation walls and columns for at least 1.5 metres. All grading should be at least six inches below any brick or stone veneer and at least eight inches below any siding. Maintenance of lawns, shrubs, ground cover and flower beds should be scheduled as needed. Trim trees and shrubs back away from roofs and walls annually. Cut back vines so that they are at least three feet from soffits, fascias and chimneys.

b) Fencing

Repair fences and gates as needed. Paint or re-stain fences and gates every three years. Re-set any fence posts heaved by frost.

c) Retaining Walls

Repair retaining walls as needed. Walls should lean away from the void. Walls higher than two feet should have safety railings. Clean out weep holes. Re-point mortar joints as needed.

d) Walkways, Driveways, Parking Lots, Wheel Chair Ramps

Repair cracks and other damage in asphalt or concrete as needed. Re-set loose patio stones or interlock brick promptly. Clean out catch basins and drains. Paint pavement and parking markings. Check and maintain wheelchair access ramps. Arrange for timely snow removal from walkways, driveways and parking lots. Apply deicer and sand when needed. All winter maintenance activities should be in accordance with established policies (item 6, above).

e) Steps

Repair any damage to steps immediately. Install and maintain railings. Paint the edges of steps with bright colour traffic paint (yellow).

f) Exterior Lighting

Check exterior lighting monthly to make sure it is adequate and working.

g) Signs

Make sure all signs are well maintained, readable and appropriate.

8. BUILDING EXTERIORS

a) Walls

Carry out a detailed annual inspection. Repair any cracks and damage to wood, bricks, stone, siding, stucco. Paint and caulk where necessary. Repair or replace any damaged areas. Monitor mortar joints and carry out repointing as needed. Repair and paint wood trim as needed.

b) Windows

Clean up, repair and replace any deteriorated sections. Paint and caulk as required. Monitor all windows weekly for cracks and breakage and repair immediately. Inspect window screens annually and repair or replace as needed. Repair or replace defective window hardware. Stained glass windows should be repaired by a qualified experienced contractor. Protective glass should be installed on the outside of the stained glass windows and passive ventilation provided. Inspect stained glass windows annually. Remove debris and foliage from window wells. Make sure that there is at least six inches of stone below the window sill in the well.

c) Foundations

Inspect all foundation walls for cracks. Seal all cracks and monitor the area for moisture entry and further movement. Repairs of foundation cracks should be carried out by an experienced contractor.

d) Doors

Repair, paint, apply weather strip and caulk as needed. Lubricate hinges, install and adjust closers as needed. Install panic hardware as needed.

e) Bell Tower

Check walls and supporting structure components for signs of deterioration. If significant, retain an expert to carry out a structural inspection and carry out recommendations promptly.

f) Outbuildings

Check for soundness, security, drainage and carry out any necessary repairs.

g) Roofing

Periodically remove leaves and debris from roofs, eaves troughs and down spouts. Check that shingles are secure and that none are missing or damaged. Repair immediately. Check flat roofs for adequate gravel cover, blisters or exposed tar. Check that roof drainage is adequate and that roof drains and scuppers are clear of debris. Have a detailed roof inspection carried out by a qualified contractor every two years. Develop a roof replacement plan. Check all eaves troughs and downspouts and ensure that they are functioning. Repair all crushed downspouts. Extend down spouts above ground so that they discharge at least six feet away from the building. Monitor all soffits and fascia regularly and carry out needed repairs. Check all roofing and flashing regularly, particularly after high winds, heavy rainfall or snow melting. Complete necessary repairs promptly.

h) Chimneys and Flue Pipes

Chimneys should be professionally inspected and cleaned at least every three years. Check that the caps and flashings are sealed and secure. Replace any damaged clay liners. Remove and seal off any unused chimneys.

9. BUILDING INTERIORS

a) General

Inspect walls, ceilings and floors annually and arrange appropriate repairs, painting etc., as necessary. Monitor all areas of the buildings regularly to ensure that materials are not stored in areas where they restrict access, safe egress from the building and create a potential safety hazard. Remove materials promptly. Keep areas around furnaces, electric panels, shut off valves etc. clear of materials. Fixed furnishings (chairs, pews, pulpit, benches, cabinets etc.) should be regularly checked and repaired to make sure they remain safe, secure and in good condition. Pews should be dusted monthly.

b) Walls

Check walls for cracks and monitor condition. Carry out repairs as needed. Wood paneling should be dusted monthly.

c) Floors

Hardwood - Strip and apply two coats of wax and two coats of sealer annually. Damp mop weekly or as needed.

Carpet - Vacuum as needed. Have carpet professionally cleaned at least yearly.

Tile, Terrazzo, Vinyl - Strip and apply two coats of wax and two coats of sealer annually. Damp mop as needed. Polish with a commercial floor machine.

Laminate - Clean with damp mop as needed. Use laminate floor cleaner if needed. Polish with commercial floor machine.

d) Windows

Check window ledges for condensation. Replace cracked and broken glass immediately. Repair caulking and weather stripping. Clean glass as needed.

e) Ceilings

Check for cracks and monitor. Repair as needed. Replace broken and cracked ceiling panels.

f) Closets

Check closets for storage of inappropriate materials and remove. Ensure appropriate ventilation.

g) Doors

The diocese requires that all interior doors except storage rooms and washrooms should be provided with a window for safety reasons. Window panels in fire doors should be wired glass. This policy should be implemented immediately. Regularly check that all doors function properly and repair immediately.

h) Washrooms

Washrooms should be fitted with self closing doors and should have exhaust fans.

i) Crawl Spaces

Make sure crawl spaces are vented and the vents are clear. Check for water penetration and cracks. Look for mold and mildew and efflorescence

j) Attics

Inspect these areas for evidence of squirrels and other animals. Arrange for removal by experts and seal openings. Check for leakage, mildew and water damage near flashings, soffits, chimneys and other roof and wall penetrations. Rake loose insulation level and ensure that soffit vents are not obstructed.

k) Interior Stairs

Ensure treads and edges are safe. Keep stairwells clear of any debris. Clean weekly.

10. ELECTRICAL

a) General

Arrange to have a qualified electrician annually carry out a safety inspection of the entire electrical system to determine upgrades needed for current code compliance. Complete required updates and repairs promptly. File the inspection report in the office. A chart showing the overall power distribution system should be developed and updated.

Qualified electricians must be used for all electrical repairs, additions and upgrades.

b) Panels

Electrical panels should be checked for water penetration and rust. Make sure fuses are fitted tightly and that any visible wiring is not corroded. Panel directories and labels should be updated as modifications are made to the system. Correct any overfusing hazards. Replace old fuse panels with modern breaker panels. Provide and maintain clear access to all electrical panels and disconnects.

c) Receptacles

Change all exterior receptacles and those within three feet of water facilities to Ground Fault Circuit Interrupters. Test all GFCI receptacles monthly to ensure that they remain operable. Repair or replace loose or defective receptacles. Provide adequate receptacles in each room to avoid the use of extension cords.

d) Lighting

Check all lighting regularly and replace defective bulbs and tubes immediately.

e) Wiring

Check wiring as to condition. Replace all deteriorated wiring. Remove all unused and obsolete wiring. Wiring should be upgraded to meet current code. Knob and tube wiring should be replaced immediately. Check for loose or poorly supported wiring. Secure loose wires with appropriate clips.

11. HEATING, VENTILATING and AIR CONDITIONING (HVAC)

a) General

A plan should be prepared showing the location of all heating and air conditioning systems and components. Details of each component must be identified.

b) Heating

Furnaces, boilers, heat pumps and air conditioning units must be cleaned and serviced annually. Annual service/ maintenance agreements should be obtained from qualified contractors. Check all boiler pumps, radiators, reservoirs and pipes for leaks. Lubricate pumps as needed. Check, clean, and replace furnace and heat pump filters monthly. All heating elements of electric heaters should be cleaned annually. Provide and maintain clear access and ensure that no combustible materials are stored adjacent to any heaters.

c) Air Conditioning

Renew missing insulation on air conditioning pipes and seal all pipes where they pass through walls. Clear bushes and other foliage that block air conditioning fins. In the late fall, cover the top of air conditioning units with plywood to keep snow off the fan blades. Plastic covers are not recommended as they tend to hold moisture inside promoting rust.

d) Controls

Check controls weekly to ensure they are working. Install programmable thermostats.

e) Fans

Exhaust fans should be cleaned and serviced annually. Ceiling fans should be cleaned and serviced annually.

12. PLUMBING

a) General

Ensure water pipes have adequate insulation or heat tracing to prevent freezing. Ensure floor drains are operable. Ensure that exterior faucets have an interior shut off. Check water and sewer pipes weekly for leaks and repair immediately.

b) Fixtures

Replace any washers at leaking taps. Adjust or replace mechanism in toilets or urinals that run continuously. Provide regular cleaning and maintenance as required. Check all faucets and drains for leaks and proper operation and repair promptly.

c) Sump Pumps

Check operation and make sure the discharge pipes are clear of debris and at least six feet from any foundation walls or columns

d) Water Heaters

Check water heaters annually.

13. SAFETY and SECURITY

a) Fire Alarm System

Develop and maintain a fire safety and building emergency evacuation plan. Guidance in the preparation of a plan can be obtained from the local fire department. Ensure procedures outlined in the plan are strictly adhered to. Check operation of smoke alarms and carbon monoxide detectors monthly. Arrange for an annual inspection and servicing of fire extinguishers, smoke detectors, sprinkler system, emergency lighting and exit lights and submission of test reports by a qualified firm which reports must be filed in the office. Contact the local fire department to ensure there are adequate smoke detectors. Monthly checks of all fire extinguishers must be carried out and the dates and signature recorded on the tag attached to the extinguisher. Arrange for training sessions by the local fire department on the use of fire extinguishers. All weekly, monthly and annual checks of fire related equipment should be documented and filed in the office.

b) Security System

The security system should be tested and inspected annually and repairs carried out promptly by a qualified firm. Establish, review and update a fire alarm/security callout system and notify the monitoring company of any changes.

c) Keys

A listing of those persons who have building keys should be established and kept up to date

d) Emergency Lighting

Review emergency lighting and take appropriate action to ensure adequate coverage in all areas of the buildings in event of a power failure. Test emergency lighting weekly to ensure lights are functional and batteries are fully charged. Inspect exit lights weekly and ensure that they are illuminated at all times. The system should be tested and inspected annually by a specialist and a test report provided and filed in the office.

14. ENERGY CONSERVATION

Upgrade windows to modern double glazed type. Reduce reliance on electrical heat. Check attic insulation and improve to meet current standards. Install programmable thermostats, timers and motion sensors. Replace lighting with energy efficient fixtures. Consider replacing aging equipment with new energy efficient models. Install pipe insulation on hot water pipes. Provide curtains on west windows to keep out afternoon sun.

15. EQUIPMENT

a) Elevators, Lifts

Arrange for a maintenance contract for semi annual inspection and servicing by a qualified firm. File reports of all inspections and servicing work in the office.

b) Kitchen Equipment

Ensure that all kitchen equipment, facilities and services meet building code and health requirements. Arrange for regular appliance servicing by a qualified firm.

c) Organ

Arrange for a contract with an experienced firm for regular tuning, servicing and repairs of the organ components.

d) Carillon, Bells

Arrange for a contract for regular inspection and servicing with a qualified firm.

e) Office Equipment

Arrange contracts for regular servicing of all office equipment.

f) General

Inspect regularly all equipment, carry out required maintenance, arrange for servicing if required and arrange for repairs when needed. Maintain a list of all equipment giving make, capacity, date of installation and record of maintenance.

16. GREEN PARISH ACCREDITATION PROGRAM

Review the Green Parish Accreditation Program which is available on the Greening Niagara Committee's webpage at www.niagara.anglican.ca/green/. This can also be used as a partial checklist of activities to be considered for improvement of the parish's sustainable actions. Pertinent areas that are addressed in this program include:

- Lighting: energy efficient bulbs; timers and motion sensors;
- Water use: best practices for water use in kitchen; low flow toilets;
- Energy audits: paper audit to establish baseline; walk through audit to establish short, medium and long term refurbishment/renovation plans;
- Waste management: separate waste according to the municipal practices (blue, green bins); have suitable bins readily available; train parishioners;
- Heating and cooling: install programmable thermostats; improve caulking and weather stripping; install high efficiency heat and cooling when replacing (is ground source heat pump a viable option for your parish?); extra insulation when renovating;

The GNC webpage also provides the Best Practices information sheets and posters including Best Practices for Maintenance. It also outlines the types of Energy Audit, ranging from an informal review of your parish's energy bills to a comprehensive audit completed by an independent and certified auditor. Take a look at [Energy Audit Resources](#) on the GNC website to help determine which audit is most appropriate for your parish.