

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the page, creating a modern, dynamic feel. The rest of the page is a solid light gray.

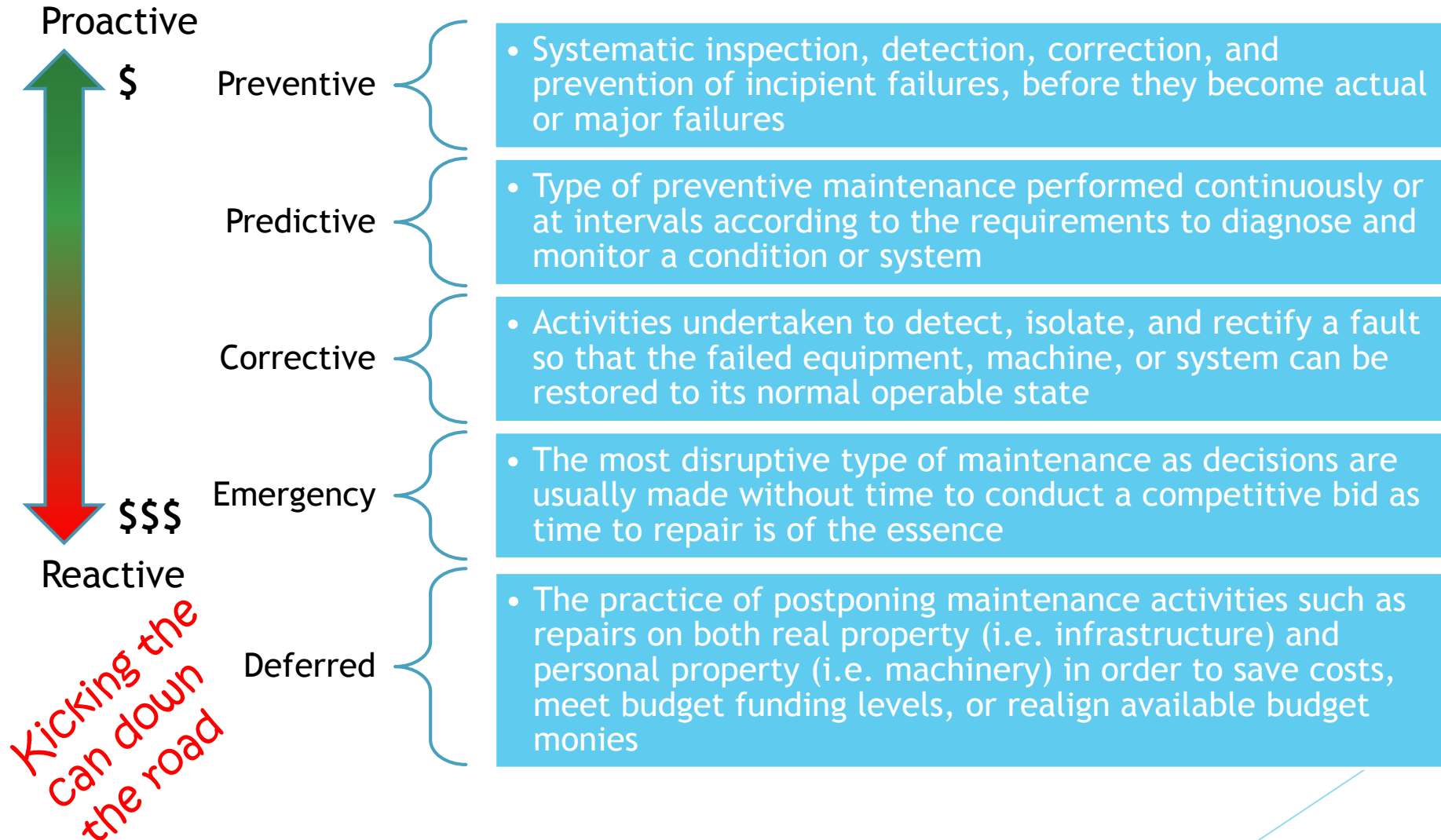
Facility Inspections

Discussion Document

Challenge

To understand the current state of our buildings and
to develop and define what funds are needed for
future maintenance

Types of Maintenance



Determine Resources

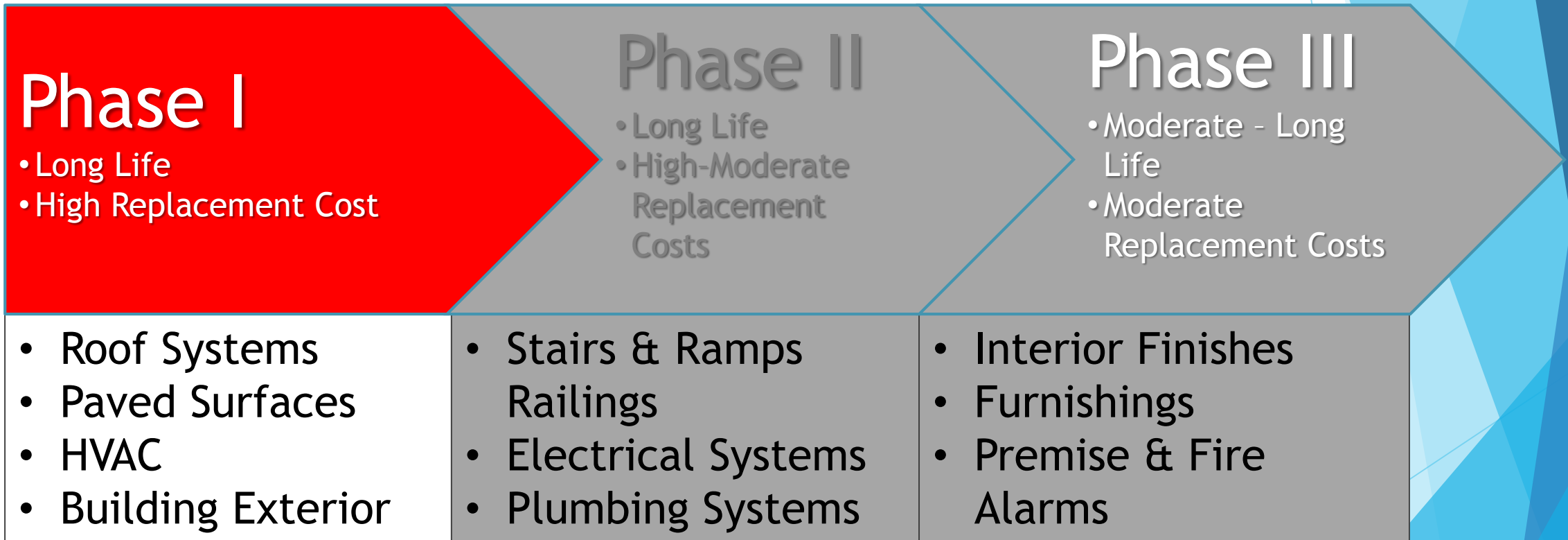
Self Inspection

- ▶ Pastor
- ▶ Parish Building and Grounds Committee
- ▶ Parish Finance Council
- ▶ Parish Maintenance Staff
- ▶ Parish Contractors



**Inspection
Reports**

What to Inspect / Report on



Facility Inspection Report

- ▶ Word Document with tables for data entry
- ▶ Word Document with instructions including pictures of common problems
- ▶ Covers Phase I only (Church, Rectory, School, and Parish Hall and Other)
 - ▶ Paved Surfaces
 - ▶ Roof
 - ▶ HVAC
 - ▶ Building
- ▶ If you have issues not covered in Phase I
 - ▶ Include a brief description on page 2 of the inspection form

Parish Information

Parish Name					
Street Address		City		Zip Code	
Contact Person		Contact Phone		Contact email	

PROPERTY

PAVED SURFACES - DRIVEWAY / ROADS / PARKING LOTS

Any known issues with the driveways, roads or parking lots, including tripping hazards?

If so what are the issues?

PAVED SURFACES - SIDEWALKS / PAVERS / CURBS

Any known issues with the sidewalks, pavers or curbs?

If so what are the issues?


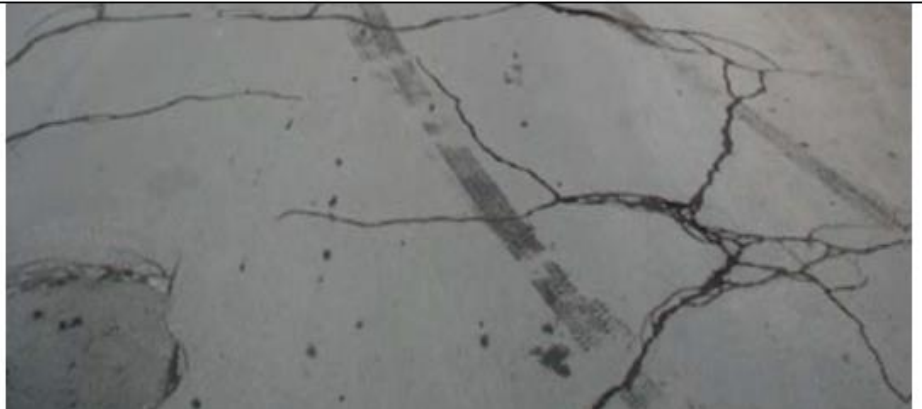
PAVED SURFACES - RAMPS / STAIRS

Any known issues with ramps or stairs?

If so what are the issues?

Other Issues at any building at your parish not covered by this inspection form:



Asphalt Problem	Example
<p>ALLIGATOR CRACKING (fatigue cracks) is a series of interconnected cracks that look like the skin of an alligator or chicken wire. They are caused by repeated large deflections of asphalt pavement under heavy traffic. The bending and unbending of the pavement under these heavy loads cause the pavement to crack due to fatigue. This is similar to bending a paper clip back and forth until it breaks. This type of crack pattern indicates one or more of the following:</p> <ul style="list-style-type: none">• The asphalt pavement was too thin• The pavement base or subgrade materials were of poor quality or saturated with water• The traffic loads were too much for the pavement design• The asphalt in the mix has become oxidized and brittle• There is high moisture content and poor drainage beneath the pavement	
<p>BLOCK CRACKS In this type of cracking, the pavement divides into rectangular pieces. The pieces range in size from approximately one-foot square to ten-foot square. It is more common on low-volume roads and on large paved areas such as parking lots. Because these pavements typically are not as well compacted as major roads, higher air voids are a suspected cause. Typically these cracks are caused by the same factors as thermal</p>	

Examples of Drain / Catch Basin Failures¶



Sidewalks¶

RIGID-BODY-UPLIFT-OR-SETTLEMENT¶

The tendency for a concrete sidewalk slab to rise, subside or tilt as a result of expansive native soil, frost action (freeze and thaw) or thermal expansion of the concrete slab. This could also be due to non-uniform compaction of the subgrade.¶



CHURCH

ROOF

Currently are there any roof leaks?

If so where?

Any gutters / leaders missing or damaged?

Date of last gutter / drain cleaning?

HEATING VENTILATION AIR CONDITIONING (HVAC) - HEATING SYSTEM

Any known issues with heating system?

Do you have an annual service contract?

If so what are the issues?

If you don't have a service contract explain.

HEATING VENTILATION AIR CONDITIONING (HVAC) - COOLING SYSTEM

Any known issues with cooling system?

Do you have an annual service contract?

If so what are the issues?

If you don't have a service contract explain.

BUILDING - WALLS

Any known issues with the building exterior including leaks?

Year Built

If so what are the issues?

BUILDING - EXTERIOR WINDOWS AND DOORS (non- stained glass)

Any known issues with windows or doors?

If so what are the issues?

BUILDING - EXTERIOR WINDOWS AND DOORS (stained glass only)

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If so what are the issues?



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DETERIORATED MASONRY ELEMENTS

Weather and water can erode masonry elements. Inspection is required to ensure that these damaged elements are not potential life safety issues.

**MISSING LEAD JOINTS**

Can be a source of water gaining access to building and eventual loosen masonry member.



STAIRCASE CRACKS

Staircase cracks are relatively common. They follow the lines of the mortar beds in a zig-zag, or staircase, pattern. They usually originate from corners of windows and doors because these are the weakest areas of the wall.



SPALLING

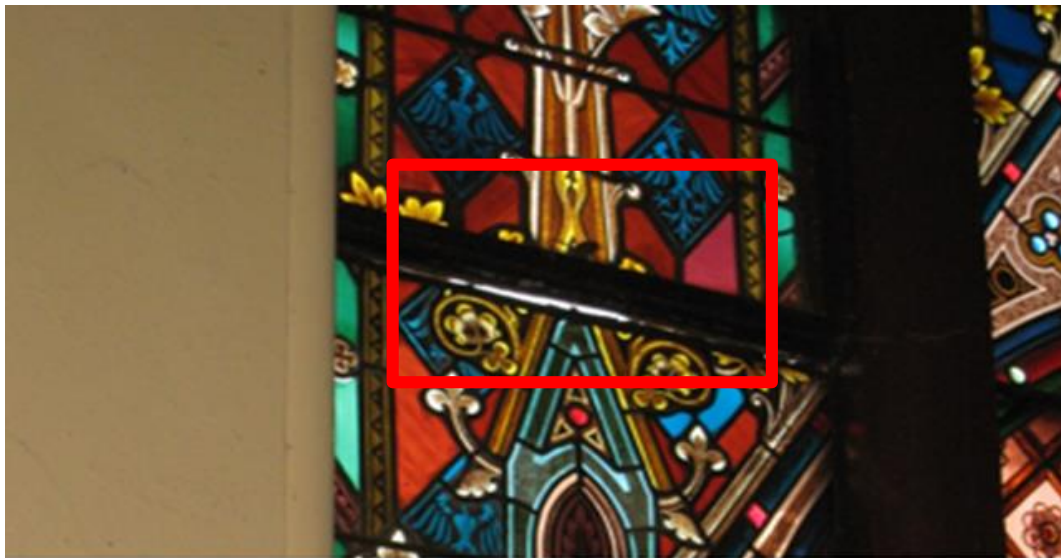
The brick surface loss (surface spalling and loss of the hard glazed finish) that occurs due to weathering, water and salt exposure



MISSING MORTAR

When mortar fails and begins to fall out of the joints, the bricks themselves are at risk of water intrusion.





Next Steps

- ▶ Download the inspection form at <http://www.rcdop.org/parish-inspection-form> and review with:
 - ▶ Staff
 - ▶ Finance Council
 - ▶ Building & Grounds Committee
 - ▶ Contractors
- ▶ Include pictures if it helps to explain conditions
- ▶ Return completed inspection form via email to parish_inspection@patersondiocese.org by June 1st
- ▶ Questions to parish_inspection@patersondiocese.org

Before allowing any work to start

- ▶ Have a good contract in place
 - ▶ Defines the scope of work
 - ▶ Defines payment terms
 - ▶ Includes the standard Diocesan indemnification language
- ▶ Request a Certificate of Insurance
 - ▶ Rich Ziccardi can review documents
 - ▶ Include standard Diocesan language
- ▶ Contractor is only as good as last job
 - ▶ Bid work out
 - ▶ Check references