

Catholic Mutual...CARES

Limited Use/Underutilized Buildings

Many of our parishes are seeing an increase with some of their buildings experiencing limited use or, being vacant most of the time. Historically, many Catholic churches with differing nationalities were built and established just blocks apart. Now, with the limited number of families belonging to these parishes, coupled with the shortage of priests nationwide, it has become necessary to consolidate multiple parishes. As such, many Arch/Dioceses have had to merge or close parishes, leading to an influx of limited-use or underutilized buildings.

Some examples of limited-use buildings may include churches used for mass only once a month or once a year; special events only such as a wedding or baptism; or maybe only used for occasional parish meetings. Another example may be whereas your school building is closed; however, the gymnasium is leased to outside groups for use on a seasonal basis. There are also buildings where only a portion of the building is used on a regular basis and the remaining portions of the building are closed-off and unused.

The attached inspection checklist has been created to assist you in conducting safety and maintenance inspections for these types of buildings to help reduce the potential for a loss.

Strong consideration should be given to determine your options to retain these buildings or decommission them as the delay only exacerbates issues of deferred maintenance. Essentially, what is the risk versus the reward of keeping and maintaining these buildings.

We encourage you to consult with diocesan leadership to assist in determining your options.

Should you have any questions, please feel free to contact your Catholic Mutual Risk Management Representative.

Limited Use/Underutilized Buildings Checklist

Weekly

Please initial and date with time upon completion of each item checked.

| Week ending: | | | | | | |
|--|--|--|--|--|--|--|
| Check gauge on fire extinguishers. | | | | | | |
| Check smoke detectors. | | | | | | |
| Water all shrubs and trees (if it hasn't rained that week). | | | | | | |
| Drain water from air compressor. | | | | | | |
| Blow down boiler. | | | | | | |
| Check plumbing in all commodes. | | | | | | |
| Check all sinks for leaks. | | | | | | |
| Pour water in bathroom floor drains. | | | | | | |
| Cut grass. | | | | | | |
| Check lights – fluorescent/incandescent. | | | | | | |
| Pick up trash around building. | | | | | | |
| Check for evidence of water leaks in ceilings. | | | | | | |
| Ensure HVAC is functioning correctly. Heat should be maintained in winter months and AC if needed to combat humidity issues. | | | | | | |
| Check for any strong odors or gas smell. | | | | | | |
| Ensure outside lights are functional. | | | | | | |
| Check for any broken or damaged windows or doors. | | | | | | |

Limited Use/Underutilized Buildings Checklist

Monthly

Please initial and date with time upon completion of each item checked.

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Check caulking on windows. | | | | | | | | | | | | |
| Check hardware on all doors. | | | | | | | | | | | | |
| Check all trees for dead or overhanging branches. | | | | | | | | | | | | |
| Check and clean out outside drains. | | | | | | | | | | | | |
| Check all fences. | | | | | | | | | | | | |
| Trim shrubs. | | | | | | | | | | | | |
| Check battery back-up for sump pump. | | | | | | | | | | | | |
| Check basement for standing water. | | | | | | | | | | | | |

Limited Use/Underutilized Buildings Checklist

3 Months – 6 Months - Yearly

Please initial and date with time upon completion of each item checked.

| | Every 3 months | | | Every 3 months | | | Every 3 months | | | Every 3 months | | |
|---|----------------|--|--|----------------|--|--|----------------|--|--|----------------|--|--|
| Check exit lights. | | | | | | | | | | | | |
| Change oil in air compressor. | | | | | | | | | | | | |
| Clean heating & air conditioning coils. | | | | | | | | | | | | |
| Clean filters. | | | | | | | | | | | | |
| Lubricate bearings and shaft. | | | | | | | | | | | | |
| Check fuses/breakers. | | | | | | | | | | | | |
| Check motors/connections. | | | | | | | | | | | | |
| Check for pest/rodent infestations. | | | | | | | | | | | | |
| | Every 6 months | | | | | | Every 6 months | | | | | |
| Clean carpets. | | | | | | | | | | | | |
| Oil fan motor. | | | | | | | | | | | | |
| Blow down water heaters. | | | | | | | | | | | | |
| Remove and clean out P-traps. | | | | | | | | | | | | |
| Inspect roof. | | | | | | | | | | | | |
| Clean out gutters. | | | | | | | | | | | | |
| Check weather stripping on doors and windows. | | | | | | | | | | | | |
| Check sidewalks and parking lots. | | | | | | | | | | | | |

| | Yearly | | | | | | Yearly | | | | | |
|--|--------|--|--|--|--|--|--------|--|--|--|--|--|
| Termite inspection/treatment if needed (outside contractor). | | | | | | | | | | | | |
| Fire extinguishers checked (outside contractor). | | | | | | | | | | | | |
| Check panel identification. | | | | | | | | | | | | |
| Check receptacles | | | | | | | | | | | | |
| Boilers/HVAC inspected. | | | | | | | | | | | | |
| Fire alarm system inspected, when needed. | | | | | | | | | | | | |

(Rev. 04/2023)