



Diocese of London

Building Preventative Maintenance Policy

*Approved by Most Reverend Ronald P. Fabbro, C.S.B.
Bishop of London
December 23, 2021*

FAMILY OF PARISH NAME:

Parish/Community Name and Municipality:

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Introduction

A church and related buildings are built by a parish community to last generations. This is possible only with diligent preventative maintenance. In our Diocese, we have examples of buildings that have been well maintained and others that have not. The policy herein provides a building and property inspection form to be completed at least semi-annually in the spring and fall.

This policy is being promulgated to standardize the process of preventative maintenance and hopefully detect and correct minor problems before they become large and costly. The inspections will also assist a family of parishes with planning ahead for construction projects.

Each family of parishes is expected to comply with this policy, which is applicable to all buildings of each family of parishes, whether a church, office, rectory, hall, or any other building.

Instructions

As a minimum requirement, in the spring and fall each family of parishes must inspect each of its buildings and its lands, including parking lots and sidewalks. The inspection form included in this policy is to be completed and retained on file for seven years. The completed forms must be available for review, including by the Diocese and our insurer, Catholic Mutual.

The inspections need to be thoroughly completed from top to bottom in each building, including attics and basements. No rooms are excluded from the inspection. The inspections are to be done by a minimum of two people, at least one of which must be a family of parishes committee member, preferably someone with some knowledge of buildings. The names of those that conduct the inspection are to be listed on the inspection form.

The Emergency Phone Numbers form should be completed, with one copy being maintained with the building maintenance files and a second copy posted in the parish or family office.

The log template forms for Maintenance, Documents, Equipment and Construction should be maintained at the family of parishes to provide a history and database. This information will be very helpful as there are changes in priests, staff, or committee members.

Emergency Phone Numbers – In case of emergency call 911

Maintain a list of emergency phone numbers with contact names and contact information.

Contact	Name and Address	Business No.
Fire Department		
Police Department		
Insurance Company	Catholic Mutual Canada	1-866-233-3332
Hydro Utility		
Gas Utility		
Boiler Contractor		
Plumber		
Electrician		
Elevator		
Snow clearing		
HVAC		
Roofing		
Alarm system		
Well water		
Septic system contractor		

GENERAL MAINTENANCE GUIDELINES

Weather related items:

- Ensure use of de-icing chemicals in winter for sidewalks, entrance ways, stairs and parking areas. We recommend use of rock salt in parking areas and a more concrete-friendly product such as Jet Blue, Thawz and Ice Melt for concrete areas.
- Avoid plowing snow against building.
- During a rainstorm ensure water is draining from downspouts and away from the building. Also, ensure catch basins are operating properly and that water is not pouring over the gutters or down the side of a building with a flat roof.
- After a bad storm, do a visual inspection of the exterior and interior of all parish buildings for any storm damage (e.g. water, snow, wind, or lightning damage). In addition, inspect the condition of all trees on the parish property and check the drainage around the property.

Roofing:

- From the ground, visually inspect all parish roof areas for snow and ice build-up and over-hang. If it can be removed safely, proceed with removal. If not, cordon off the area with cones and caution tape and contact a qualified contractor, if needed.

Fire, Life and Safety:

- Annually, a fire safety company must inspect all fire extinguishers, smoke/fire/carbon monoxide detectors, emergency lighting and fire suppression systems, including fire sprinkler systems.
- Ensure there is a smoke and carbon monoxide detector on every floor of the parish rectory.

Masonry:

- Repoint masonry mortar joints using the same product as original. Lime based mortar is typically used for historic buildings and Portland cement mortar for more recent builds. Do not use caulking to repair masonry joints other than emergency short-term repairs.
- Do not sandblast masonry.

Water and Sanitation:

- Ensure sump pump operates by dumping at least a pail of water into sump pit. The pump should turn on and the water should start to drain. If pump is not functioning, contact a certified plumber.
- Septic system tanks should be pumped a minimum of every three years.
- Well water should be tested a minimum of three times per year, preferably in the spring, summer and fall. For more details, contact your local health unit.
- Lawn sprinklers – turn off water and blow out lines in the fall. Turn water back on in the spring and ensure sprinkler heads are functioning properly.
- Ensure water is turned off to exterior hose bibs each fall and bibs are left open for the winter. In the spring, turn on the water to the exterior and close the hose bibs.

Other Regular Maintenance:

- At least annually, clean gutters, downspouts and flat roof drains. If not safely accessible contact a contractor.
Note: The Occupational Health and Safety Act specifies that a worker who is exposed to a risk of falling from a height of more than 3 metres must wear a full body harness and lifeline adequately secured to a fixed support so that the worker cannot fall freely as well as be trained and certified for working at heights. In addition, where safe access to flat roof exists by an interior permanent ladder, maintain a minimum of 1.8 metres from the edge of the roof at all times.
- Boiler and HVAC preventative maintenance program should be in place to ensure semi-annual inspection and servicing by a qualified service contractor. Change furnace or air-handler filters twice a year.

Maintenance Log - Maintain a service log for each parish. Record all services and work performed.

Building	Service Performed	Service Date	Reason for Service	Service Performed by	Any problems noted?	Action taken
Church	Semi-Annual Boiler inspection	Oct. 1, 2020	Turn on boilers and ensure operating	Cimco	None	None
Rectory and hall	Semi-Annual HVAC inspection	Oct. 15, 2020	Inspect and ensure systems are running properly	Vollmer	Hall thermostat not working	Contractor replaced thermostat
Church	Quarterly Elevator inspection	Feb. 1, 2019	TSSA requirement	Savaria	None	None
All buildings	Septic Tank Pumpout	Apr. 5, 2020	3 year inspection	ABC Sanitation	None	None
All buildings	Annual Fire Safety Inspection	Jun. 14, 2020	Annual inspection	Grinelle	None	None

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Building	Service Performed	Service Date	Reason for Service	Service Performed by	Any problems noted?	Action taken

DOCUMENTS LOG - Record type and location of drawings, specifications, reports, warranties, etc.		
Type of Document	Date of Document	Storage Location of Document
<i>Boiler/HVAC operating manual</i>	<i>June 1, 2010</i>	<i>Parish office</i>
<i>Building drawings</i>	<i>August 20, 1955</i>	<i>Custodian's office</i>
<i>Snow removal contract</i>	<i>November 1, 2020 – March 31, 2021</i>	<i>Parish office</i>
<i>HVAC maintenance contract</i>	<i>January 2022 – December 2023</i>	<i>Parish office</i>
<i>Church roof warranty (25 year)</i>	<i>September 25, 2017</i>	<i>Parish office</i>

Equipment Log (cost in excess of \$1,000) - Record the purchase of each piece of equipment. Include copies of product data, specifications, drawings, and installation instructions. Remember, new equipment will require maintenance and semi-annual inspection.

Equipment List	Purchase Date	Manufacturer & Model No.	Purchased From and Contact
Riding lawn mower	April 1, 2015	John Deere X45T6	Huron Tractor – Ben Johnson
Hall hot water tank	October 15, 2010	Rheem	Abram Heating and Cooling
Church sump pump	January 23, 2017	Eco Flo R45723	Fowler – Matt Simpson
Rectory furnace	December 2, 1999	Goodman T60-500	Johnson Controls – Ted Jones

Equipment Log (cost in excess of \$1,000) - Record the purchase of each piece of equipment. Include copies of product data, specifications, drawings, and installation instructions. Remember, new equipment will require maintenance and semi-annual inspection.

[illegible]

Construction Log - Record all construction projects in this log. If there are any documents related to construction, please ensure details are recorded on the documents log. Remember, new construction may mean new items to maintain and inspect.

Date	Description of work	Contractor name	Notes Notes
Nov. 12, 2015	Painted Narthex	Bob's painting	Colour #785bm Benjamin Moore
April 29, 2010	Replace office roof	A & K Roofing	Slate brown 25 year shingle Certaineed
March 18, 2012	Replace carpeting in church	Alexanian Carpet	Heather Green by Mannington
May 3, 2017	Addition for handicapped accessibility	Westhoek Construction	For handicapped washroom and elevator

Construction Log - Record all construction projects in this log. If there are any documents related to construction, please ensure details are recorded on the documents log. Remember, new construction may mean new items to maintain and inspect.

[illegible]

FALL AND SPRING BUILDING AND PROPERTY INSPECTION CHECKLISTS

An inspection is required twice a year at a minimum, in the spring and fall. Mark checklists where applicable to the building. Where experience and knowledge are required to carry out maintenance duties, an approved contractor shall be contracted to complete the necessary repairs. The inspection is to be completed by a minimum of two persons, at least one of which must be a parish or family committee member. Completed inspection forms are to be retained for seven years and must be available for review.

Semi-Annual Building and Property Inspection

Spring Inspection ☐

Fall Inspection ☐

Date: _____

Inspection Performed by: _____

Bldg. 1: _____ Bldg. 2: _____ Bldg. 3: _____ Bldg. 4: _____

EXTERIOR						
SITE	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Inspect trees. Remove and dispose of all fallen tree limbs, dead plantings, etc. For removal of dead/damaged trees or larger branches, contact a tree service contractor.						
Remove brush and weed growth adjacent to building walls.						
Clean and service lawn equipment						
Check and service snow blowers and other winter equipment						
Stock snow melting materials						
Remove build-up and clean top of parking lot catch basins						
Inspect exterior lighting and replace bulbs as required. For parking lot lighting, contact a contractor. Consider replacement with LED.						
Check parking lot for potholes, damaged parking bumpers, etc.						
Check sidewalks for tripping hazards						
Check condition of all exterior steps						

EXTERIOR						
WALLS	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Review condition of foundation						
Check for cracks, gaps or holes in mortar (brick, stone, mortar joints)						
Check for vertical or diagonal cracks through stone masonry units						
Check for dislodged masonry stone units						
Check to see if mortar is loose or easily removed						
WINDOWS, LOUVRES AND DOORS	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Check for cracked, delaminated or missing perimeter sealant						
Check for cracked, delaminated or missing putty						
Check for cracked or missing window panes						
Check for cuts or tears in window screens						
Clean and lubricate tracks of windows						
Check for condensation between panes. Replace seal if damaged.						
Check for damaged or worn door or window frames						
Exterior finishes (paint, varnish, etc.). Check condition of exterior coating system for damage, peeling, blistered, etc.						
Check condition and security of exterior doors						
Check finish at top and bottom edges of doors.						
Ensure door hardware (hinges, exit devices) is working properly and door securely latches						

EXTERIOR						
WINDOWS, LOUVRES AND DOORS CONT'D	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Ensure door thresholds in satisfactory condition. Inspect weather-stripping.						
Where safely accessible, check bird screening at tower louvres. Use binoculars from the ground if necessary.						
GUTTERS AND DOWNSPOUTS	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Ensure gutters and downspouts clear of leaves and debris						
Ensure gutters, downspouts and flat roof drains been cleaned in the past year						
Check for any loose, damaged or missing gutters or downspouts						
Check for any leaks in the gutters or downspouts						
Check for bulging of the downspout adjacent to the building						
Check for damage in all discharge points at grade level and any sign of backup						
LIGHTNING PROTECTION SYSTEM	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Ensure lightning cables are secure and intact to grade and check for any visible signs of vandalism						
Ensure lightning terminals are secure along the ridge and in a vertical position. Use binoculars from the ground unless safe access is possible.						
ROOFING	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
For sloped roof, complete ground level visual inspection using binoculars.						
For flat roof, where safely accessible, complete visual review of roof surface and drains.						

INTERIOR						
FLOORING	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Inspect flooring for wear and possible tripping hazards. Make safe any hazards. Is flooring in need of replacement?						
Wash, strip and polish hard surface floors as necessary						
Deep clean carpets as necessary						
CEILING AND WALLS	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Perform visual inspection of ceiling and walls. Utilize binoculars where required.						
Check for cracks and gaps						
Check for blistering						
Check for bulging or de-bonding						
Inspect interior ceiling and walls for leaks. In the event of a leak, take immediate action to identify the source or cause. Repair and replace damage as necessary.						
ATTIC SPACES	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Where safely accessible, inspect attic spaces for water infiltration, damage and any evidence of birds or bats. Check to ensure air flow is evident from soffit venting.						
When inspecting attic areas or bells, ensure two people are present for safety						
Inspect ladders before use						

INTERIOR						
BASEMENT	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Inspect the basement for any water infiltration or evidence of previous water infiltration						
Inspect the basement for any evidence of mold. If there is any suspect mold, contact the Diocese and speak with the Construction and Restoration Manager.						
Check for musty and humid conditions in the basement						
KITCHENS AND BATHROOMS	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Inspect all bathroom fixtures and ensure they are in good working order and whether any are in need of repair or replacement						
Turn on each tap in kitchens, bathrooms, etc. to ensure it is functioning properly and repair or replace as needed						
Inspect all kitchen equipment to ensure it is in good working order and determine whether equipment is in need of repair or replacement						
MECHANICAL	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Shut off and drain all exterior hose bibs in the fall and turn on in the spring						
Shut off and drain underground irrigation system in the fall						
Check sump pump by pouring at least one pail, lift float and ensure pump comes on and water is discharged						
Clean ducting at accessible floor grille locations						
Inspect the water heater(s) to ensure it is in good working order and determine whether replacement is needed						
If there is a septic tank, ensure it has been pumped in the past three years						
If the parish site uses well water, ensure it has been inspected a minimum of three times per year (spring, summer, fall)						

INTERIOR						
MECHANICAL CONT'D	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
HVAC Systems: Ensure HVAC systems have a preventative maintenance program in place with a qualified service contractor Ensure venting systems are not blocked Is the building temperature maintained at a minimum of 18 C/65 F for the winter months?						
ELECTRICAL	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Ensure electrical panels are free from obstruction a minimum of 3 feet						
Review lighting fixtures. Replace bulbs as required.						
Repair or replace non-functioning switches, receptacles and outlets						
Ensure that no electrical cords are causing a trip hazard						
Ensure the electrical receptacles are not being over-loaded with multiple power cords/power bars						
Is lighting controlled directly from the electrical panel? If so, contact a certified electrician to install remote switching.						
Ensure all emergency lighting and alarm systems have been inspected at least annually						

INTERIOR						
FIRE, LIFE AND SAFETY	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Ensure all emergency exit signs are working						
Test all emergency back-up lighting						
Test smoke/carbon monoxide detectors						
Ensure all fire extinguishers have been inspected annually						
Ensure all paths, doorways and stairs are free and clear						
Ensure all combustibles and gas powered equipment are stored safely						
Check condition of all exterior stairs and handrails, including and floor covering on stairs						
GENERAL APPEARANCE	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 4	Condition	Correction Action Planned
Are the buildings kept in a clean and organized manner?						
Are there any buildings or rooms in need of cleaning or organizing?						
Are any rooms or buildings in need of repairs, renovations or updates?						