

# *Catholic Mutual. . . “CARES”*

## *Summer Maintenance Checklist*

Although parish and school buildings receive continuous care and maintenance, some maintenance and repair work can't be completed during the school year. As summer approaches, now is a good time to undertake a thorough inspection and assessment of your facilities. This will allow preplanning for needed repairs and replacement.

### *Safety equipment*

- Check all fire extinguishers to ensure they have current inspection tags.
- Ensure fire alarm system is inspected bi-annually by a qualified inspector.
- Ensure the fire protection sprinkler system is inspected and tested annually by a qualified inspector.
- Check and resupply first aid kits.
- Check all rooms for proper posting of evacuation plans.
- Test emergency lights and battery back-up exit signs for a 1-1/2 hour period to ensure the batteries have adequate stand-by power.
- Ensure Safety Data Sheets (SDS – formally known as MSDS) are obtained for all chemicals.

### *Storage rooms*

- Ensure storage rooms are clean and well organized. If the room is equipped with shelves, store heavier objects on middle shelves.
- Secure all storage shelves to ensure they cannot be pulled over.
- Ensure ladders or stepstools are available to reach material on upper shelves.

### *Kitchens*

- Clean all stoves, hood filters, and cooking areas to ensure they are free of grease and other flammable waste.
- If so equipped, the exhaust hood extinguishing system should be inspected every 6 months.
- Ensure rubber backed mats are in good condition and placed in front of sinks and ice machines.
- Ensure release mechanism for door to cold storage room is working properly.

### *Bathrooms*

- Ensure bathroom sinks are secured to the wall.
- Check all bathroom fixtures and plumbing. Have a qualified plumber make any needed repairs to pipes and fixtures.

- Remove and clean all “P” traps.
- Repair or replace damaged items such as toilet seats, soap dispensers, towel dispensers, electric hand dryers, etc.
- Repair or replace any damaged or missing floor covering, such as tile or vinyl.

### ***Chemical labs***

- Properly dispose of all outdated or unused chemicals each year.
- Check all storage to ensure no chemicals are stored above eye level.
- Ensure all chemical storage shelves have raised lips to prevent chemicals from falling off.
- Check to ensure safety equipment is provided and is in good condition.
  - (1) fire extinguisher
  - (2) fire blanket
  - (3) first aid kit
  - (4) eye and face wash
  - (5) chemical spill and clean-up materials
  - (6) exhaust fan
  - (7) safety goggles or glasses

### ***Electrical***

- Ensure all circuits in electrical panels are labeled and not taped in the “on” position.
- Ensure electrical panel doors close and latch properly.
- Ensure all electrical receptacles and cover plates are in good condition.
- Check for minimum 3’ clearance around electrical equipment.

### ***Building exterior and grounds***

- Inspect areas around the buildings for overgrown trees, shrubs, and plantings that are extending over roofs, sidewalks, parking areas, and entry doors. Trim as needed.
- Trim trees, shrubs, and vines to prevent damage to roofs and mortar joints and to prevent clogging of gutters and downspouts.
- Inspect roofs for worn, loose, or missing shingles, loose or damaged flashing, and the condition of gutters and downspouts.
- Clean out gutters and downspouts.
- Check exterior walls constructed of brick, stone, or block for any cracks, spilling, or mortar joint problems.
- Check buildings for peeling paint and worn or lifting wood shingles.
- Check wood siding and trim and repair/replace areas that are cracked or warped.
- Check the building foundation for cracks and moisture seepage.
- Inspect all sidewalks and make repairs as needed.
- Check all driveways and parking areas for potholes, depressions, and unusual settling and repair as needed.
- Check for any raised areas such as ramps, curbs, speed bumps and steps. Paint the perimeter with a two or three inch strip of paint to highlight the change in elevation. Areas previously painted which have faded should be repainted.

- Check all window frames and glass for cracks and repair as needed. Replace window screens in poor condition.
- Caulk areas around windows where needed.

### ***Playgrounds***

- Check equipment to be sure it is in good condition. Tighten loose bolts and check for worn or damaged equipment that should be replaced.
- Check the cushioning material (pea gravel, sand, mulch, or other suitable material). All footings under equipment should be safely covered and a 9"-12" cushioning base should be in place.
- Check the condition of fencing around the playground.
- Ensure "Adult Supervision Required" sign is posted in a conspicuous area.
- Check for tripping hazards such as roots, rocks or other environmental obstacles.
- Lubricate all moving parts on equipment.

### ***Miscellaneous items***

- Change oil in air compressors.
- Clean heating and air conditioning coils.
- Clean filters.
- Lubricate bearings and shaft.
- Clean carpets.
- Oil fan motor.
- Blow down water heaters.
- Remove and clean out P-traps.
- Check weather stripping on doors and windows.
- Check hardware on all doors to ensure they close and latch properly.
- Clean out vent piping for clothes dryer.
- Ensure all handrails are secure.
- Ensure all televisions are properly secured to movable carts.
- Paper cutters should have adequate finger guards in place.
- Check all tables, chairs and desks for missing/broken screws or rivets, missing end tabs, etc.

### ***Buses***

- Complete detailed annual vehicle safety inspection both inside and outside the vehicle. A record of this inspection must be maintained.
- Obtain a certified Department of Transportation (DOT) inspection for all buses over 16 capacity.
- Check and resupply first aid kit.
- Ensure fire extinguisher has current inspection tag.