

Lunch & Learn: Maintenance Plans!

Liz West

Church Buildings Support Officer

Today's session

- What is a maintenance plan?
- Why do we need one?
- How do we make a plan?
- Actioning the plan and recording it.



What is a maintenance plan?



- At its simplest, a maintenance plan is a list of tasks and/or works that need to be carried out.
- A longer term plan of maintenance for your church.
- Based on regular maintenance tasks and items identified in your QI Report.

Checklists

- Best for annual inspection of your building to ensure you cover all areas
- A list of items – not extensive detail
- Tick box as completed or make brief comment

SEASONAL MAINTENANCE CHECKLIST

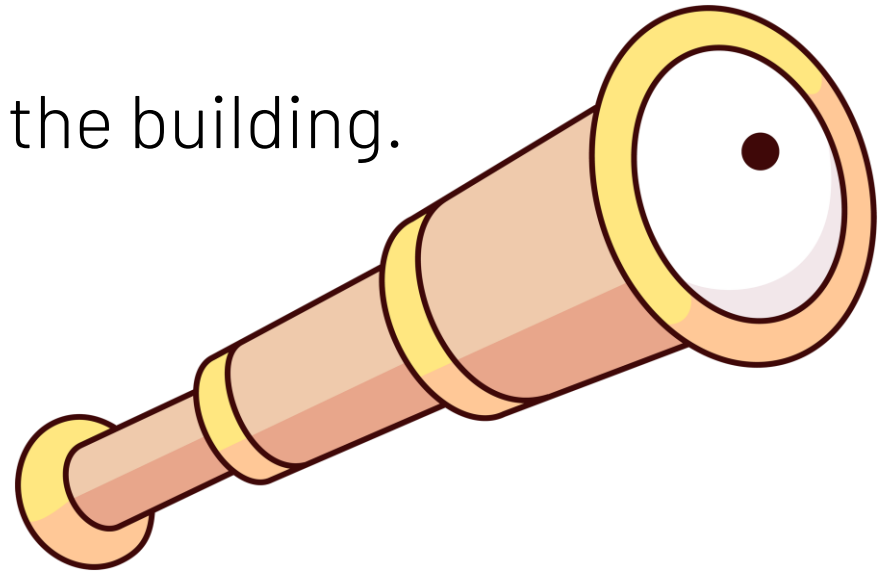
	SPRING	FALL
FOUNDATION - EXTERIOR		
Check foundation walls and floors for cracking heaving, spalling, deterioration, or efflorescence.	☐	☐
Check chimney for loose, deteriorated, or missing mortar or bricks.	☐	☐
Check grading for proper slope away from the foundation.	☐	☐
Check basement and crawlspace for moisture or leaks.	☐	☐
Check all wood surfaces for weathering and paint failure.	☐	☐
Check all decks, patio, porches, stairs and railings for deterioration.	☐	☐
Cut back and trim all vegetation from structures.	☐	☐
ROOF		
Check for any missing, loose or damaged shingles.	☐	☐
Check for any leaks or water stains on flat roofs.	☐	☐
Check downspouts - make sure downspouts divert	☐	☐

Why do we need
a maintenance plan?



Importance of maintenance

- Maintenance is the routine, everyday work which is needed to protect the fabric of a building.
- It prevents decay and deterioration of the building.
- It involves:
 - LOOKING
 - DOING
- Maintenance is different to repair!!



How do we make a plan?

- Identify the maintenance tasks and small repairs to be included.
- For ease, list the parts of the building in the same order as your QI Report.
- List the maintenance tasks – inspection, action and minor repairs.





How do we make a plan?

- Identify who is responsible for carrying out each task: volunteers, contractor, specialist.
- Note how often each maintenance task should be carried out: occasional, regular, cyclical.
- Decide when to do each of the regular tasks in an appropriate month (or months).

A photograph of a historic stone church, likely a cathedral or large parish church, featuring a prominent tower with a flag and a spire. The church has large Gothic-style windows and is surrounded by a grassy area with several old, weathered gravestones in the foreground. A semi-transparent blue box with a white border is overlaid on the center of the image, containing the text "Action the plan!".

Action the plan!



Record it!

- Put the plan into action.
- Include the actions in your logbook or have a separate maintenance logbook.
 - Your quinquennial inspector will be very happy!

A large crowd of people, many wearing backpacks, are walking across a green lawn in front of St Albans Cathedral. The cathedral is a large, historic building with a prominent brick tower and a long nave with many arched windows. The sky is overcast with grey clouds. In the background, there are some trees and a tall, thin monument.

Any Questions?

**DIOCESE OF
ST ALBANS**

Living God's Love