Our maintenance guide to preparing your property for spring

In many parts of the United States and Canada, faith communities are enjoying the longer days and warmer weather. Winter's departure brings a new host of maintenance issues to be addressed before welcoming the new season. To aid in your work, we've put together this maintenance guide which you can print off and use as a checklist.

Roof Maintenance

Winter is rough on anything that is left out in the elements, and the roof takes the brunt.

- ☐ **From the ground, look out for missing shingles as well as those that have curled and become stained from algae.** Then, hire a professional to repair or remove missing or damaged shingles.
- ☐ **Check caulking on all flashing where surfaces come together to make sure they are still intact and have not been stained by rust.** If they have, contact a pro to replace or re-caulk your flashing.
- ☐ **Clean out the gutters and down spouts.** If the system uses under-ground drainpipes, these need to be checked to make sure that they are not collapsed or plugged. Plugged drainpipes will force water to empty next to the building foundation which will cause problems.

Yard Maintenance

- ☐ **Clean and trim flower beds.** Plant new annuals and add mulch as needed.
- ☐ **Trim trees and bushes.** Be sure to trim your trees so that your lowest limbs are above a person's head when walking beneath it. The person mowing your church grounds will appreciate this.
- ☐ **Clean outdoor seating.** Use a soft brush to sweep away leaves, dirt, and other debris, then wipe benches or chairs with warm, soapy water. Avoid using harsh chemicals.
- ☐ **Run a complete safety check on all children's playground equipment and safety area fencing.** This includes looking for corrosion, rust, splinters, mold, and rot. Make repairs if needed and clean the equipment.
- ☐ **Tune up motored yard equipment and sharpen their blades.** If fuel was left in the tank over the winter, drain it and replace it with fresh gas.

Parking Lot Maintenance

Parking lots take a lot of abuse during the winter. Here are some ways to restore and preserve your parking lot from further deterioration:

- ☐ **Remove abrasive debris** such as rocks, gravel, or residual de-icing salts. They can hide damage and removing them from your parking lot will make repair work easier to perform.
- ☐ **Asphalt parking lots should be re-sealed every three to five years.** In the time between sealcoats, **inspect your lots for any cracks.** These are common and can be fixed with simple crack repair.
- ☐ **Grade any crushed stone parking lots and re-level them.** Add additional stone as needed.
- ☐ **Examine curbs and repair any pitted, crumbling, or settling portions. Repaint building entrances curbs** with a contrasting color to avoid tripping.
- ☐ Repaint handicap signs on pavement and curb cutouts to **ensure handicap access points are obvious.** If you have handicap signs, ensure that they are unobstructed and are mounted 60-96 inches (1.5-2.5 meters).
- ☐ **Ensure that water flows away from parking surfaces.** Clear parking lot drains and check that grates are firmly and safely installed.

General Facilities Maintenance

- ☐ **Service HVAC systems for spring and summer use.** This includes changing furnace filters, checking condensate lines, lubricating moving parts, and resetting thermostats.
- ☐ **Lubricate door hinges and any automatic opening/closing devices.** Wipe off any excess lubricant to prevent drips and for a clean finish.
- ☐ **Check** batteries for **all emergency lighting units and exit signs**. This can be done with a monthly 30-second functional test and an annual 90-minute full-duration test.
- ☐ **Check for any** carpeting snags or other **tripping hazards.** Small snags can be fixed by trimming, re-gluing, or re-looping the fiber, while larger snags can be repaired with a patch using leftover carpet material.

- ☐ **Clean** all indoor and outdoor **lighting fixtures and replace burned-out or dim bulbs.** Turn off the light first before prior to handling any fixtures!

Does your faith community require assistance preparing its place of worship for the spring season? Our Green Loans can help you improve operations that contribute to a more energy-efficient building and our Building Evaluation service can help you identify those things you didn't even know needed to be addressed. Contact your Building and Capital Services Advisor today.