



parish / school: \_\_\_\_\_

building / location: \_\_\_\_\_

survey by: \_\_\_\_\_

survey date: \_\_\_\_\_

**Preventive Maintenance**

Category / Description	CONDITION					Install Date	Warranty Expiration Date	Recommended Maintenance Schedule	Date of Last Maintenance	Comments
	NEW	GOOD	FAIR	POOR	N/A					
<b>MAJOR AREAS</b>										
<b>DRAINAGE/PLUMBING SYSTEMS</b>										
Area Drains								every 12 months before winter		inspect and clean out (as needed) after major storms
Backflow Preventers								inspect yearly		
Storm Drains								every 12 months before winter		inspect and clean out (as needed) after major storms
Sewers								every 12 months		
Sumps								every 12 months before winter		
<b>ROOF SYSTEMS</b>										
Roofing								inspect yearly before winter		
Roof Penetrations								inspect yearly before winter		
Curbs & Supports								inspect yearly before winter		
Flashing & Trim								inspect yearly before winter		
Gutters								every 12 months before winter		
Downspouts								every 12 months before winter		
Roof & Overflow Drains								every 12 months before winter		



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	NEW	GOOD	FAIR	POOR	N/A					
Scuppers								every 12 months before winter		
Roof Hatches										
Expansion / Seismic Joints								inspect yearly before winter		
<b>ELECTRICAL</b>										
Wiring										
Exterior Outlets										
Panels										
Surge Protection for Equipment										
<b>HVAC SYSTEMS</b>										
Filters								replace every 30 to 90 days*		*dependent on usage & manufacturers recommendations
Vents & Return Air Registers										
Air Conditioning Condensate Lines								every 12 months before summer		
<b>WATER HEATING SYSTEMS</b>										
Boilers								every 12 months before winter		
Water Heaters								every 12 months		
Tankless Water Heaters								every 12 months		
Gas Lines & Valves to Water Heater								inspect every 12 months		
<b>PEST CONTROL</b>										
Termite Damage								every 12 months		



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	NEW	GOOD	FAIR	POOR	N/A					
Attic Vent Screens								inspect every 12 months or less, as required		
Screened Crawl Space Access								inspect every 12 months or less, as required		
Basement Vent Screens								inspect every 12 months or less, as required		
<b>BUILDING INTERIORS</b>										
OVERALL										
Scheduled Cleaning										
Paint										
Wood Finishes										
FLOORS										
Carpeting										
Ceramic / Clay / Porcelain Tile										
Natural Stone										
Resilient Tile / Sheet (i.e. Vinyl)										
Sport Court										
Terrazzo										
Wood										
Sport Court										



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	NEW	GOOD	FAIR	POOR	N/A					
Wall Base										
<b>WALLS</b>										
Paint										
Vinyl / Fabric Wallcovering										
Wood Trim										
<b>DOORS</b>										
Frames										
Hardware										
Overhead Coiling Doors										
Thresholds										
Weatherproofing										
<b>WINDOWS</b>										
Seals										
Hardware										
<b>CEILING SYSTEMS</b>										
Paint										
Acoustic Tile										
<b>ELECTRICAL</b>										
Light Fixtures										
Outlets										
<b>PLUMBING</b>										
Drinking Fountains & Water Coolers										
Flush Valves										
Grease Traps										
Janitorial Sinks										



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	NEW	GOOD	FAIR	POOR	N/A					
Lavatories										
Showers / Tubs										
Toilets										
Urinals										
Water Valves										
<b>FURNISHINGS</b>										
Pews										
Liturgical Furnishings										
Cabinets										
<b>SPECIALTIES</b>										
Baptismal Font										
Fountains										
Display Boards (chalk & white boards)										
Bleachers										
Lockers										
Retractable Partitions										
Toilet Partitions										
<b>EQUIPMENT</b>										
Kitchen Equipment										
Grease Hoods / Exhaust Hoods										
Cafeteria Equipment										
POS Equipment										
Elevators										
Security Systems										



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	NEW	GOOD	FAIR	POOR	N/A					
Audio / Visual Systems										
PA Systems										
Telecom Systems / Wiring										
Data Comm Systems / Wiring										
Scoreboards & Timers										
Lockers										
Gym Equipment										
Elevators										
<b>FIRE PROTECTION</b>										
Fire Alarm System										
Fire Extinguishers										
Fire Hose System										
Fire Pumps										
Fire Sprinkler System										
<b>OTHER UTILITIES</b>										
Gas Valves										
<b>BUILDING EXTERIORS</b>										
<b>OVERALL</b>										
Scheduled Cleaning										
Paint										
Caulking / Sealants / Waterproofing										
Exposed Metal Finishes										
Wood Finishes										



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	NEW	GOOD	FAIR	POOR	N/A					
<b>DOORS</b>										
Hardware										
Security Doors										
Weatherproofing										
<b>WINDOWS</b>										
Window Washing / Cleaning										
Awnings										
Glazing										
Security Grilles										
Screens										
Caulking & Waterproofing										
<b>PLUMBING</b>										
Hose Bibbs										
<b>STAIRS &amp; RAILS</b>										
Treads & Safety Striping										
Handrails										
Pipe Guardrails										
<b>DECKS &amp; PATIOS</b>										
Waterproof Decking										
<b>SITE COMPONENTS</b>										
<b>GROUNDS</b>										
Asphalt Paving										
Concrete										
Fencing										



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	NEW	GOOD	FAIR	POOR	N/A					
Landscaping (Tree Trimming & Weed Control)										
Lighting										
Planters										
Sprinkler / Irrigation Systems										
<b>ATHLETIC FIELDS</b>										
Field / Turf Repairs										
Running Track										
Bleachers										
Lighting										
Lockers										
Scoreboards & Timers										
Sprinkler / Irrigation Systems										
<b>GATES</b>										
Perimeter Fencing/Gates										
Locks / Latches										
Gate Operators										
<b>SWIMMING POOLS</b>										
Pools										
Diving Boards										
Bleachers										
Lighting										
Pumps & Filters										