

Church Maintenance Checklist

Our checklist showcases standard maintenance routines for churches. However, every church has its own unique needs — and you may need to customize the checklist to fit yours.

Exterior Maintenance

Seasonal wear and tear from varying weather conditions affect your church's exterior. Conduct seasonal checks, especially after significant weather events like heavy storms or extended periods of extreme temperatures. Give special attention to the gutters and bell tower, as they often require more care during the fall or rainy seasons.

- Ensure gutters are cleared and inspect for leaks or damaged tiles on the roof
- Examine the foundation, walls, and beams for signs of wear or structural damage
- Clean windows and doors, inspect seals, and check for any damages
- Assess window openings, whether stone or brick, for weather damage and signs of wear
- Examine old wooden doors for any signs of infestation or deterioration
- Ensure water is being directed away from the building by assessing ground drainage
- Check the bell tower and steeple for structural soundness and proper bell function
- Examine stone or brickwork for damage or degradation as a part of masonry condition check
- Ensure areas like mesh are intact to prevent wildlife entry
- Inspect stained glass windows for cracks, lead deterioration, and ensure they are properly protected
- Seal potential entry points against drafts and moisture as part of weatherproofing
- Ensure areas like mesh are intact to prevent wildlife entry
- Monitor exterior and interior paint and finish to ensure there's no peeling, chipping, or discoloration

Comments:

Interior Care and Conservation

Clean the pews or carpets regularly, either weekly or bi-weekly, based on visitor frequency. Preserve the interior's unique features by checking artifacts and looking for window condensation on a quarterly or semi-annual basis. Schedule deep cleaning or major repairs annually.

- Clean pews, altars, restrooms, and perform deep cleaning of carpets
- Assess and maintain original church artifacts and architectural details as part of historical preservation
- Inspect, refinish, or repair pews, chairs, and other furniture and fixtures
- Inspect, clean, and, if necessary, repair valuable church art and artifacts
- Monitor and maintain the flooring, polishing or sealing as needed
- Inspect and ensure pew kneelers are secure, clean, and fully functional
- Regularly clean, repair, and store sacristy and altar items
- Ensure church vestments are laundered, mended, and stored appropriately
- Clean and polish entrance doors, hand railings, and windows
- Look for signs of condensation on windowpanes, especially colored ones; address ventilation issues if found, as they often cause this problem

Comments:

Systems and Safety

Perform routine checks on systems like HVAC and lighting monthly. Conduct more in-depth inspections, such as testing the alarm system or reviewing the septic system's condition, every quarter. Test essential emergency systems like backup generators semi-annually or annually to ensure their readiness.

- Replace filters, test HVAC system functionality, and clean ducts
- Inspect wiring, outlets, and ensure electrical fixtures are securely mounted
- Identify any plumbing leaks and review the overall condition of the septic system
- Ensure fire extinguishers, smoke detectors, and alarms are operational as part of the safety equipment check
- Make sure no doors used for fire escape are blocked or obstructed in any manner
- Replace burnt-out bulbs and ensure even illumination as part of lighting system maintenance
- Test the functionality of alarm systems, review camera feeds, and check the effectiveness of entry controls
- Calibrate speakers, microphones, and perform regular organ tuning
- Ensure fountains or decorative fountains have proper drainage and are functioning correctly by inspecting water features
- Test and ensure backup generators or other emergency systems are operational

Comments: