



*Office of Property and Risk Management*

## Property and Risk Management Advisory

### Building Maintenance During Closures

During this time of a stay-at-home order from the Governor, and in consideration of the challenges associated with life during the Covid-19 crisis it is important to remember our responsibility to keep watch of our parish church, school, office and other buildings. To the extent possible, we recommend that a daily inspection of each building be conducted in order to identify any problems, respond to them quickly and take appropriate steps to prevent associated damage.

1. Verify Building Security
  - a. Verify that alarms and other security measures are functioning properly
  - b. Verify that doors and windows are locked and secure
  - c. Determine any potential cause of or sign of break-in or other security issues
2. Inspect for Water Problems
  - a. Water leaks can cause major damage and the longer water leaks the more damage it will cause to the building and contents
  - b. Be prepared to shut off water to the building, if necessary
3. Inspect for Other Building Maintenance Issues
  - a. Electrical – consider turning off unnecessary equipment and appliances
  - b. Watch for and remove any accumulation of trash
  - c. Do not turn off heating systems or boilers if there is any potential of freezing temperatures
4. Know how to get help if there is a problem
  - a. Have emergency contact info readily accessible
  - b. Contact the Property and Risk Management Office:
    - David Hodgin (503)233-8313, [dhodgin@archdpdx.org](mailto:dhodgin@archdpdx.org)
    - Diane Woodruff (503)233-8360, [dwoodruff@archdpdx.org](mailto:dwoodruff@archdpdx.org), or [riskmanagement@archdpdx.org](mailto:riskmanagement@archdpdx.org)
    - After Hours Emergency Reporting Number (503)416-8833
  - c. Know how to report a property damage claim:  
<https://archdpdx.org/property-and-risk-management>  
scroll down to the heading “Reporting a Claim”
  - d. Contact the Property and Risk Management Office if you need recommendations for a restoration company or other service provider