PREPAREDNESS AND PLANNING
MAINTENANCE CHECKLISTS

Routine Maintenance Checklist

☐ Check roof and foundation of building annually. If roof is leaking, or foundation has problems, schedule for repair.

☐ Monitor use of candles and open flames. Assign someone to be in charge of knowing when these will be used.

☐ Test smoke detectors annually. If the alarms are battery operated, replace batteries.

☐ Inspect HVAC equipment annually. If HVAC needs maintenance, schedule for repair.

☐ Have an electrician inspect the wiring, power connection, and circuit boxes annually.

☐ Inspect water heaters annually.

☐ Provide backups and surge protection for all power sources.

☐ Clean out gutters and drains annually.

☐ Maintain grounds and fences.

☐ Trim all trees away from the rooflines annually.

☐ Check the security of canopies and covered walks on a regular basis.

☐ Check emergency supplies. Exchange food and water supplies every 6 months.

☐ Ensure vehicles have updated preventative maintenance.

☐ Ensure jumper cables are on hand.

Beyond Routine Maintenance Checklist

☐ Close blinds and curtains to minimize damage from broken windows.

☐ If possible, position computers and other electronic equipment away from windows.

☐ File and secure all papers, books, and archival materials.

☐ Cover computers and furniture with heavy plastic to prevent wind and rain damage from broken windows. Elevate computer towers off floor if computers are located on ground floor.

☐ If high winds are anticipated, board vulnerable windows.

☐ If high winds are anticipated, remove outside furniture and store inside.

☐ If high winds are anticipated, remove satellite rooftop dishes.

☐ Check the integrity of storage sheds; close and lock the doors.

☐ Check the security of all doors.

☐ Check attic spaces and windows for leaking after every storm.

☐ Contact the diocese and fax in quick response form if the parish facility has sustained damage as a result of the storm.