



RELIGIOUS PROPERTY BUILDING REPAIR & RESTORATION
A CORNERSTONE OF QUALITY SINCE 1960

P.O. BOX 620 DOVER, NEW JERSEY 07801

PHONE: (973) 442-9492 FAX: (973) 442-1552

FALL MAINTENANCE MANUAL

PARISH _____

ADDRESS _____



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PHONE: (973) 442-9492 FAX: (973) 442-1552

FALL MAINTENANCE

HEAT PUMP MAINTENANCE

INSPECT ALL HEAT EXCHANGERS
INSPECT ALL HEATING COIL TUBES
CHECK HEATING COIL MOUNTINGS AND TIGHTEN TO SPECIFICATION
INSPECT COIL CASING FOR RUST AND PAINT AS NEEDED
CHECK ALL CONTROL VALVES FOR PROPER OPERATION
INSPECT, ADJUST, CALIBRATE AND CLEAN ALL TEMPERATURE CONTROLS
MAKE ALL FILTER CHANGES AS PER SPECIFICATION

HEATING MAINTENANCE

CLEAN OIL STRAINERS
CHECK DRAFT REGULATORS FOR FREE MOVEMENT
INSPECT ALL MOTORIZED DAMPERS FOR ALIGNMENT, BEARING WEAR AND LUBRICATION
TEST BOILER WATER FOR PH., HARDNESS AND CORROSIVE COMPOUNDS
CHEMICALLY TREAT BOILER WATER AS PER SPECIFICATION
PUT BOILER ON LINE AND CHECK ALL CONTROL OPERATIONS
CHECK ALL SAFETY VALVES, STEAM PRESSURE CUT OFF HIGH AND LOW
CHECK ALL WATER FEEDERS
CHECK LOW WATER CUT OFF AND WATER LEVEL CONTROL
CHECK HIGH AND LOW TEMPERATURE AQUASTATS
CHECK ALL BLOW DOWN OPERATIONS
CHECK BURNER HIGH AND LOW FIRE
CHECK ALL PIPING FOR STEAM OR WATER LEAKS
CHECK FOR ALL OPERATING CERTIFICATES



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FALL MAINTENANCE

SITE MAINTENANCE

CLEAN ALL SEWER AND DRAIN LINES
REMOVE ALL FOLIAGE GROWTH NEXT TO BUILDINGS
CLEAN AND SERVICE ALL LAWN EQUIPMENT
CLEAN AND SERVICE ALL SNOW REMOVAL EQUIPMENT
OBTAIN ALL SNOW REMOVAL CONTRACTS

ELECTRICAL EQUIPMENT MAINTENANCE

REPAIR OR REPLACE ALL SWITCHES AND RECEPTACLES
REPLACE ALL FRAYED WIRING
REMOVE ALL OVER LOADING EXTENSION WIRING
TEST ALL SMOKE AND HEAT DETECTORS AND REPLACE BATTERIES
TEST FIRE ALARM SYSTEM
TEST EMERGENCY LIGHTING
REPLACE ALL BULBS NEEDED AND REPLACE DEFECTIVE FIXTURES

PLUMBING MAINTENANCE

SHUT AND DRAIN ALL EXTERIOR WATER FAUCETS
REPLACE ALL LEAKING VALVE GASKETS OR WASHERS
REPAIR ALL LEAKING PIPE SYSTEMS

AIR CONDITIONING MAINTENANCE

COVER ALL WINDOW A.C. UNITS FOR WINTER
PUMP DOWN SYSTEM
MONITOR COMPRESSOR HEATING ELEMENT CIRCUIT TO BE ON LINE DURING WINTER
CHECK ALL CONDENSATE PANS AND CLEAN
REPLACE ALL WORN BELTS
LUBRICATE SYSTEMS AS PER SPECIFICATION
CHECK ALL CONTROLS, DAMPERS, AND FILTERS AND REPAIR OR REPLACE AS NEEDED



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FALL MAINTENANCE

BUILDING INTERIOR MAINTENANCE

CLEAN ALL RADIATOR ENCLOSURES AND AIR REGISTERS
CLOSE ALL CRAWL SPACE OPENINGS AND BASEMENT WINDOWS USED FOR SUMMER VENTILATION
REMOVE AND DISPOSE OF ALL DEBRIS
PAINTING AS NEEDED
CHECK ALL DOOR PANIC BARS AND LOCKING MECHANISMS
REPAIR BROKEN STAIR EDGES AS NEEDED
LUBRICATE ALL NEEDED LOCKS AND HINGES

BUILDING EXTERIOR MAINTENANCE

REMOVE, REPAIR AND STORE SUMMER SCREENS
REMOVE AND STORE ALL EXTERIOR AWNINGS
REPLACE ALL DEFECTIVE WINDOW AND DOOR SEALANT
CLEAN AND INSTALL STORM WINDOWS AND WEATHERSTRIPPING
REPLACE ALL BROKEN GLASS

ROOF MAINTENANCE

CLEAN ALL DRAINS EXTERIOR AND INTERIOR
CLEAN ALL GUTTERS AND LEADERS
CLEAN VALLEYS
FILL ALL PITCH POCKETS
SECURE ALL FLASHING SYSTEMS
SECURE ALL ANTENNA SYSTEMS
COMPLETE ROOF SURVEY



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MAINTENANCE INSPECTION CHECK LIST

BUILDING LOCATION DATE INSPECTOR

FALL	PROBLEM			OBSERVATION	DATE
HEAT PUMP MAINTENANCE	MAJOR	MINOR	OK		
INSPECT AL HEAT EXCHANGERS					
INSPECT ALL HEATING COIL TUBES					
INSPECT ALL HEATING COIL MOUNTINGS AND TIGHTEN TO SPECIFICATIONS					
INSPECT COIL CASING FOR RUST AND PAINT AS NEEDED					
CHECK ALL CONTROL VALVES FOR PROPER OPERATION					
INSPECT, ADJUST, CALIBRATE AND CLEAN ALL TEMPERATURE CONTROLS					
MAKE ALL FILTER CHANGES AS SPECIFICATIONS					

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BUILDING LOCATION DATE INSPECTOR

FALL	PROBLEM			OBSERVATION	DATE
HEATING	MAJOR	MINOR	OK		
CLEAN OIL STRAINERS					
CHECK DRAFT REGULATORS FOR FREE MOVEMENT					
INSPECT ALL MOTORIZED DAMPERS FOR ALIGNMENT, BEARING WEAR AND LUBRICATION					
TEST BOILER WATER FOR PH., HARDNESS AND CORROSSIVE COMPOUNDS					
CHEMICALLY TREAT BOILER WATER AS PER SPECIFICATION					
PUT BOILER ON LINE AND CHECK ALL CONTROL OPERATIONS					
CHECK ALL SAFETY VALVES AND TEST					
CHECK STEAM PRESSURETROL HIGH AND LOW VALVE OPERATION					
CHECK ALL WATER FEEDERS					
CHECK HIGH AND LOW WATER TEMPERATURE AQUASTATS					
COMPLETE BLOW DOWN OPERATION					
CHECK HIGH AND LOW BURNER OPERATION					
CHECK ALL PIPING FOR STEAM LEAKS					
CHECK FOR ALL OPERATING CERTIFICATES					



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BUILDING LOCATION

DATE

INSPECTOR

FALL

PROBLEM

SITE	MAJOR	MINOR	OK	OBSERVATION	DATE
CLEAN ALL SEWER AND DRAIN LINES AND CATCH BASINS					
REMOVE ALL FOLIAGE GROWTH NEXT TO BUILDINGS FIXTURES					
CLEAN AND SERVICE ALL LAWN EQUIPMENT					
CLEAN AND SERVICE ALL SNOW REMOVAL EQUIPMENT					
OBTAIN ALL SNOW REMOVAL CONTRACTS					



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BUILDING LOCATION

DATE

INSPECTOR

FALL

PROBLEM

ELECTRICAL EQUIPMENT	MAJOR	MINOR	OK	OBSERVATION	DATE
REPAIR OR REPLACE ALL DEFECTIVE SWITCHES OR RECEPTACLES					
REPLACE ALL FRAYED WIRING					
REMOVE ALL OVERLOADING EXTENSION LINES					
TEST ALL SMOKE AND HEAT DETECTORS AND REPLACE ALL BATTERIES					
TEST ALL FIRE ALARM SYSTEMS					
TEST ALL EMERGENCY LIGHTING					
REPLACE ALL BULBS AS NEEDED					
REPLACE ALL DEFECTIVE FIXTURES					



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BUILDING LOCATION

DATE

INSPECTOR

FALL

PROBLEM

PLUMBING	MAJOR	MINOR	OK	OBSERVATION	DATE
SHUT AND DRAIN ALL EXTERIOR WATER FAUCETS REPLACE ALL LEAKING VALVES GASKETS OR WASHERS REPAIR ALL LEAKING PIPE SYSTEMS REPLACE ALL DEFECTIVE EQUIPMENT					



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FALL	PROBLEM			OBSERVATION	DATE
	AIR CONDITIONING	MAJOR	MINOR		
COVER ALL WINDOW AIR CONDITIONING UNITS FOR WINDOW					
PUMP DOWN ALL SYSTEMS					
MONITOR COMPRESSOR HEATING ELEMENT CIRCUIT TO BE ON LINE DURING WINTER TO PREVENT COMPRESSOR DAMAGE					
CHECK AND CLEAN ALL CONDENSATE PANS AND DRAINS					
PAINT CONDENSATE PANS AS NEEDED					
REPLACE ALL WORN BELTS					
LUBRICATE SYSTEM AS PER EQUIPMENT					
CHECK ALL CONTROLS AND DAMPERS					
REPLACE ALL FILTERS					



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FALL	PROBLEM			OBSERVATION	DATE
	INTERIOR	MAJOR	MINOR		
CLEAN ALL RADIATOR ENCLOSURES AND AIR REGISTERS					
CLOSE ALL CRAWL SPACE OPENINGS USED FOR SUMMER VENTILATION					
REMOVE AND DISPOSE OF ALL DEBRIS					
PAINTE ALL NEEDED AREAS					
CHECK ALL PANIC BARS AND LOCKING MECHANISMS					
REPAIR ALL BROKEN STAIR EDGES AS NEEDED					
LUBRICATE ALL NEEDED LOCKS AND HINGES					



C O M P A N Y

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BUILDING LOCATION

DATE

INSPECTOR

FALL

PROBLEM

ROOFING	MAJOR	MINOR	OK	OBSERVATION	DATE
CLEAN ALL DRAINS EXTERIOR AND INTERIOR					
CLEAN ALL GUTTERS AND LEADERS					
CLEAN ALL VALLEYS					
FILL ALL PITCH POCKETS					
SECRE ALL FLASHING SYSTEMS					
SECURE ALL ANTENNA SYSTEMS					
COMPLETE ALL REPAIRS					
COMPLETE ROOF SURVEY					



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INSPECTOR

FALL

PROBLEM

EXTERIOR	MAJOR	MINOR	OK	OBSERVATION	DATE
REMOVE, REPAIR AND STORE SUMMER SCREENS					
REMOVE AND STORE ALL EXTERIOR AWNINGS					
REPLACE ALL DEFECTIVE WINDOW AND DOOR SEALANT					
CLEAN, REPAIR AND INSTALL STORM WINDOWS					
REPLACE ALL NEEDED WEATHERSTRIPPING					
REPLACE ALL BROKEN GLASS					