



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

### SPRING MAINTENANCE MANUAL

PARISH \_\_\_\_\_

ADDRESS \_\_\_\_\_

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## **SPRING MAINTENANCE**

### ROOFING MAINTENANCE

CLEAN DRAINS  
CLEAN GUTTERS  
CLEAN V ALLEYS  
SECURE ALL ATTACHMENTS  
COMPLETE ROOF SURVEY

### BUILDING EXTERIOR MAINTENANCE.

SIDEWALK DEFLECTION AND REPAIR  
BROKEN GLASS" REPLACEMENT  
EXTERIOR POINTING AS REQUIRED  
PERIMETER SEALANT APPLICATION

### HEATING MAINTENANCE HVAC

FILTER CHANGE AS PER SPECIFICATION  
SERVICE ALL PUMPS AND MOTORS AS PER SPECIFICATIONS  
SERVICE ALL AIR CONDITIONING UNITS  
SERVICE ALL BOILER BURNER UNITS



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MAINTENANCE INSPECTION CHECK LIST

BUILDING LOCATION

DATE

INSPECTOR

SPRING

PROBLEM

ROOFING	MAJOR	MINOR	OK	OBSERVATION	DATE
CLEAN GUTTERS					
CLEAN DRAINS					
CLEAN VALLEYS					
SECURE ALL ATTACHMENTS					
COMPLETE ROOF SURVEY					



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DATE

INSPECTOR

SPRING

PROBLEM

EXTERIOR	MAJOR	MINOR	OK	OBSERVATION	DATE
SIDE WALK DEFLECTION					
BROKEN GLASS REPLACEMENT					
POINTING AS REQUIRED					
PERIMETER SEALANT APPLICATION					



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2011

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MAINTENANCE INSPECTION CHECK LIST

BUILDING LOCATION DATE INSPECTOR

SPRING	PROBLEM			OBSERVATION	DATE
	HEATING	MAJOR	MINOR		
SERVICE ALL PUMPS					
SERVICE ALL MOTORS					
SERVICE AIR CONDITIONERS					
SERVICE ALL BURNERS					
SERVICE ALL BOILERS					
FILTER CHANGE AS NEEDED					



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PROBLEM

INTERIOR	MAJOR	MINOR	OK	OBSERVATION	DATE
REMOVE ALL PAPERS AND BOXES REMOVE ALL FURNITURE REPAIR ALL DOOR LOCKS CLEAN ALL WINDOW SURFACES OPEN ALL AREAS FOR SUMMER VINTILATION					



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PROBLEM

ELECTRICAL	MAJOR	MINOR	OK	OBSERVATION	DATE
CHECK ALL EXTERIOR POWER LINES FOR PROPER SECUREMENT OR DAMAGE  CHECK ALL ELECTRICAL PANELS  CHECK ALL CIRCUIT BREAKERS  REPLACE ALL DAMAGED EQUIPMENT					



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SPRING	PROBLEM			OBSERVATION	DATE
SITE MAINTENANCE	MAJOR	MINOR	OK		
SERVICE ALL LAWN CUTTING EQUIPMENT					
SERVICE ALL PLAYGROUND EQUIPMENT					
REPAIR WINTER PLOW DAMAGE					
REPAIR ALL DRIVEWAYS					
REPAIR ALL PARKING AREAS					
REPAIR ALL POTHoles					
POWER CLEAN ALL DRAINS					
POWER CLEAN ALL SEWER LINES					
COMPLETE SEEDING AND LANDSCAPING					
REMOVE ALL DEAD TREE LIMBS					
PRUNE ALL SHRUBS AND TREES					