



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

SUMMER MAINTENANCE MANUAL

PARISH _____

ADDRESS _____



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SUMMER MAINTENANCE

AIR CONDITIONING EQUIPMENT

CHECK ALL FILTER SYSTEMS AND COMPLETE CHANGE
CHECK ALL CONTROL SYSTEMS AND CALIBRATE
CHECK ALL MOTOR OPERATIONS , LUBRICATE AND GREASE ALL BEARINGS
CLEAN CONDENSATE COLLECTING PAN AND DRAIN
CHECK COMPRESSOR OPERATION
CHECK BLOWER OPERATION OF AIR HANDLERS
ADJUST ALL BELTS FOR PROPER TENSION
REPLACE V BELTS AS NEEDED
CLEAN AND ADJUST CONTROLS WHICH OPERATE VALVES AND MOTORIZED DAMPERS

HEAT PUMPS

CHECK ALL CONTROL VALVES FOR PROPER OPERATION
INSPECT AND REPLACE AIR FILTERS AS PER SPECIFICATION
OIL AND LUBRICATE MOTORS
CLEAN AND CALIBRATE ALL TEMPERATURE CONTROLS

HEATING EQUIPMENT

ANNUAL CLEANING AND INSPECTION
SERVICE ALL PUMPS AND MOTORS AS PER SPECIFICATIONS
CHECK ALL BOILERS AND PIPING FOR LEAKS
CHECK ALL MOTORIZED DAMPERS
CHECK ALL BOILER DOORS AND OPENINGS FOR AIR LEAKAGE OR CORROSION
CHECK ALL CONTROL SYSTEM CALIBRATIONS
CONDUCT BOILER EFFICIENCY TEST AFTER CLEANING
TEST BOILER WATER QUALITY FOR PH. HARDNESS, CORROSIVE COMPOUNDS
CHEMICALLY TREAT BOILER WATER AS NEEDED
CHECK FOR ALL CERTIFICATES OF OPERATION
CHECK ABOVE GROUND OIL TANKS FOR LEAKS
OPEN STEAM TRAPS AND REPLACE WORN OR INOPERATIVE PARTS
REPLACE ALL NEEDED PIPE INSULATION
INSPECT AND REPAIR COMBUSTION CHAMBER AS NEEDED



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SUMMER MAINTENANCE

BUILDING INTERIOR MAINTENANCE

REMOVE ALL DEBRIS, BOXES, AND COMBUSTIBLES FROM:

PATHS OF EXIT
DOORWAYS
STAIRS
UNDER STAIRS
FURNACE AND UTILITY ROOMS
AROUND FLUES AND CHIMNEYS
AROUND HEATING EQUIPMENT AND HEAT PRODUCING EQUIPMENT
AROUND RADIATORS
ELECTRICAL PANEL AREAS
AIR CONDITIONERS
MECHANICAL EQUIPMENT

ELECTRICAL EQUIPMENT MAINTENANCE

REPLACE ALL LIGHT BULBS
REPLACE ALL DAMAGED FIXTURES AND EQUIPMENT

SITE MAINTENANCE

REMOVE EXCESSIVE FOLIAGE GROWTH
REPAIR AND SEAL ALL ASPHALT SURFACES
REPAIR ALL CONCRETE SIDEWALKS, CURBS, WALKWAYS, AND STAIRS
PAINT ALL EXTERIOR WINDOWS, DOORS, ROAD AND WALK MARKING



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SUMMER MAINTENANCE

ROOFING MAINTENANCE

CLEAN ALL GUTTERS AND LEADERS
CHECK ALL FLASHING SYSTEMS
CHECK ALL PITCH POCKETS
CHECK AND CLEAN ALL INTERIOR DRAINS
COMPLETE ALL REPAIRS
COMPLETE ROOF SURVEY

BUILDING EXTERIOR MAINTENANCE

CHECK FOR STRUCTURAL DEFECTS
COMPLETE ALL MASONARY POINTING
COMPLETE ALL WINDOW AND DOOR RESEALANT
PAINT EXTERIOR AS NEEDED
LUBRICATE ALL DOOR AND WINDOW HARDWARE
REPLACE ALL BROKEN GLASS
WASH ALL ACCUMULATED DIRT FROM BUILDING SURFACES

PLUMBING MAINTENANCE

SERVICE WELL PUMP AND WATER STORAGE TANK
INSPECT AND CLEAN OUT KITCHEN GREASE TRAP
REPAIR OR REPLACE ALL BROKEN BATHROOM FIXTURES
REPAIR OR REPLACE ALL DEFECTIVE FAUCETS
CHECK AND CLEAN ALL DRAINS
CHECK SPRINKLER SYSTEM AND SERVICE AS REQUIRED
PUMP OUT SEPTIC TANKS EVERY FOUR YEARS
CHECK ALL FLOAT VALVE SYSTEMS (STORAGE TANK)
REPLACE ALL WORN VALVES AND VALVE SEATS



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MAINTENANCE INSPECTION CHECK LIST

BUILDING LOCATION DATE INSPECTOR

SUMMER PROBLEM

AIR CONDITIONING	MAJOR	MINOR	OK	OBSERVATION	DATE
CHANGE ALL FILTER SYSTEMS					
CALIBRATE ALL CONTROL SYSTEMS					
CHECK ALL MOTOR OPERATIONS					
LUBE AND GREASE AL BEARINGS					
DRAIN AND CLEAN CONDENSATE PAN					
CHECK COMPRESSOR OPERATION					
REPLACE ALL V BELTS AS NEEDED					
ADJUST ALL BELTS FOR CORRECT TENSION					
CLEAN AND ADJUST CONTROLS WHICH OPERATE VALVES AND MOTORIZED DAMPERS					
CHECK AIR HANDLER OPERATION					



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SUMMER	PROBLEM			OBSERVATION	DATE
	HEAT PUMPS	MAJOR	MINOR		
CHECK ALL CONTROL VALVES FOR PROPER OPERATION					
REPLACE ALL FILTERS					
OIL AND LUBRICATE ALL MOTORS					
CLEAN AND CALIBRATE ALL CONTROLS					



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SUMMER	PROBLEM			OBSERVATION	DATE
	HEATING	MAJOR	MINOR		
ANNUAL CLEANING					
ANNUAL INSPECTION					
SERVICE ALL PUMPS					
SERVICE ALL MOTORS					
CHECK BOILER FOR LEAKS					
CHECK PIPING FOR LEAKS					
CHECK MOTORIZED DAMPER					
CHECK BOILER DOOR AND ALL OPENINGS FOR LEAK/CORROSION					
CHECK ALL CONTROL SYSTEMS CALIBRATION					
CONDUCT BOILER EFFICIENCY TEST					
TEST BOILER WATER QUALITY FOR PH, HARDNESS AND CORROSIVE COMPOUNDS					
CHEMICALLY TREAT BOILER WATER AS NEEDED					
CHECK ALL CERTIFICATS OF OPERATION					
CHECK ABOVE GROUND OIL TANKS FOR LEAKS					
OPEN STEAM TRAPS AND REPLACE WARN OR INOPERATIVE PARTS					
REPLACE NEEDED PIPE INSULATION					
INSPECT COMBUSTION CHAMBER					



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SUMMER	PROBLEM			OBSERVATION	DATE
	INTERIOR	MAJOR	MINOR		
REMOVE ALL DEBRIS FROM:					
PATHS OF EXIT					
DOORWAYS					
STAIRS					
UNDER STAIRS					
FURNACE ROOMS					
UTILITY ROOMS					
AROUND FLUES & CHIMNEYS					
HEATING EQUIPMENT					
AROUND RADIATORS					
AIR CONDITIONERS					
ELECTRIC PANEL AREAS					
MECHANICAL EQUIPMENT					
PAINTING AS NEEDED					



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BUILDING LOCATION

DATE

INSPECTOR

SUMMER

PROBLEM

ELECTRICAL	PROBLEM			OBSERVATION	DATE
	MAJOR	MINOR	OK		
REPLACE ALL LIGHT BULBS					
REPLACE ALL DAMAGED FIXTURES					
REPLACE ALL DAMAGED EQUIPMENT					



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SUMMER	PROBLEM			OBSERVATION	DATE
	SITE MAINTENANCE	MAJOR	MINOR		
REMOVE EXCESSIVE FOLIAGE					
REPAIR AND SEAL ALL ASPHALT SURFACES					
REPAIR ALL SIDEWALKS, CURBS, WALKWAYS, RAMPS, STAIRS					
PAINT ALL EXTERIOR ROAD AND WALK MARKINGS					
PAINT ALL DOORS AND WINDOWS AS NEEDED					



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SUMMER	PROBLEM			OBSERVATION	DATE
	ROOFING SURVEY	MAJOR	MINOR		
CHECK THE FOLLOWING: DEBRIS DRAINAGE PHYSICAL DAMAGE BARE SPOTS IN GRAVEL ALLIGATORING/CRACKING SLIPPAGE MEMBRANE CONDITION: BLISTERING SPLITTING RIDGING FISHMOUTHING PUNCTURES SECUREMENT TO DECK FASTENERS SECURE FLASHING CONDITION: BASE FLASHING PUNCTURES DETERIORATION BLISTERING OPEN LAPS ATTACHMENT RIDGING WRINKLES COUNTER FLASING OPEN LAPS PUNCTURES ATTACHMENT RUSTING FASTENERS CAULKING					



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SUMMER	PROBLEM			OBSERVATION	DATE
	ROOFING SURVEY	MAJOR	MINOR		
COPING: CAULKING FASTENERS DRAINAGE RUSTING ATTACHMENT PUNCTURES OPEN FRACTURES PARAPET WALLS: MORTAR JOINTS SPALLING MOVEMENT CRACK ROOF EDGING FASCIA: SPLITTING SECUREMENT RUSTING FELT DETERIORATION FASTENERS PUNCTURES WIND UPLIFT ROOF PENETRATIONS: A.C. CURBING FLASHING SKYLIGHTS DRAINS INTERIOR SCUPPERS PITCH PANS: MATERIAL SHRINKAGE ATTACHMENT EXPANSION JOINT COVERS: OPEN JOINTS PUNCTURES OR SPLITS SECUREMENT FASTENERS					



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INSPECTOR

SUMMER

PROBLEM

ROOFING SURVEY	MAJOR	MINOR	OK	OBSERVATION	DATE
A.C. EQUIPMENT HOUSING: BASE FLASHING COUNTER FLASHING OPEN SEAMS PHYSICAL DAMAGE CAULKING DRAINAGE EQUIPMENT OPERATION: DISCHARGE OF CONTAMINANT EXCESSIVE TRAFFIC WEAR ROOF VENTS: ATTACHMENT FLASHING VENTS OPERABLE					



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SUMMER

PROBLEM

EXTERIOR	MAJOR	MINOR	OK	OBSERVATION	DATE
CHECK FOR STRUCTURAL DEFECTS AND REPAIRS COMPLETE ALL MASONRY POINTING COMPLETE ALL WINDOW AND DOOR RESEALANT PAINT EXTERIOR AS NEEDED LUBRICATE ALL FOOR AND WINDOW HARDWARE REPLACE ALL BROKEN GLASS WASH ALL BUILDING DIRT FROM EXTERIOR MASONRY AND BUILDING APPOINTMENTS					



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SUMMER	PROBLEM			OBSERVATION	DATE
	PLUMBING	MAJOR	MINOR		
SERVICE WELL PUMP AND WATER STORAGE TANK					
INSPECT AND CLEAN KITCHEN GREASE TRAP					
REPAIR OR REPLACE ALL BROKEN BATHROOM AND KITCHEN FIXTURES					
REPAIR OR REPLACE ALL DEFECTIVE FAUCETS					
CHECK AND CLEAN ALL DRAINS					
CHECK SPRINKLET SYSTEM AND SERVICE AS REQUIRED					
PUMP OUT SEPTIC TANK EVERY FOUR YEARS					
CHECK ALL FLOAT VALVE SYSTEMS (STORAGE TANKS)					
REPLACE ALL WORN VALVES AND VALVE SEATS					