Summer Maintenance Checklist

Although parish and school buildings receive continuous care and maintenance, some maintenance and repair work can't be completed during the school year. As summer approaches, now is a good time to undertake a thorough inspection and assessment of your facilities. This will allow preplanning for needed repairs and replacement.

Safety equipment

- Check all fire extinguishers to ensure they have current inspection tags.
- Ensure fire alarm system is inspected bi-annually by a qualified inspector.
- Ensure the fire protection sprinkler system is inspected and tested annually by a qualified inspector.
- Check and resupply first aid kits.
- Check all rooms for proper posting of evacuation plans.
- Test emergency lights and battery back-up exit signs for a 1-1/2 hour period to ensure the batteries have adequate stand-by power.
- Ensure Safety Data Sheets (SDS – formally known as MSDS) are obtained for all chemicals.

Storage rooms

- Ensure storage rooms are clean and well organized. If the room is equipped with shelves, store heavier objects on middle shelves.
- Secure all storage shelves to ensure they cannot be pulled over.
- Ensure ladders or stepstools are available to reach material on upper shelves.

Kitchens

- Clean all stoves, hood filters, and cooking areas to ensure they are free of grease and other flammable waste.
- If so equipped, the exhaust hood extinguishing system should be inspected every 6 months.
- Ensure rubber backed mats are in good condition and placed in front of sinks and ice machines.
- Ensure release mechanism for door to cold storage room is working properly.

Bathrooms

- Ensure bathroom sinks are secured to the wall.
- Check all bathroom fixtures and plumbing. Have a qualified plumber make any needed repairs to pipes and fixtures.
- Remove and clean all “P” traps.
- Repair or replace damaged items such as toilet seats, soap dispensers, towel dispensers, electric hand dryers, etc.
- Repair or replace any damaged or missing floor covering, such as tile or vinyl.

**Chemical labs**

- Properly dispose of all outdated or unused chemicals each year.
- Check all storage to ensure no chemicals are stored above eye level.
- Ensure all chemical storage shelves have raised lips to prevent chemicals from falling off.
- Check to ensure safety equipment is provided and is in good condition.
  1. fire extinguisher
  2. fire blanket
  3. first aid kit
  4. eye and face wash
  5. chemical spill and clean-up materials
  6. exhaust fan
  7. safety goggles or glasses

**Electrical**

- Ensure all circuits in electrical panels are labeled and not taped in the “on” position.
- Ensure electrical panel doors close and latch properly.
- Ensure all electrical receptacles and cover plates are in good condition.
- Check for minimum 3’ clearance around electrical equipment.

**Building exterior and grounds**

- Inspect areas around the buildings for overgrown trees, shrubs, and plantings that are extending over roofs, sidewalks, parking areas, and entry doors. Trim as needed.
- Trim trees, shrubs, and vines to prevent damage to roofs and mortar joints and to prevent clogging of gutters and downspouts.
- Inspect roofs for worn, loose, or missing shingles, loose or damaged flashing, and the condition of gutters and downspouts.
- Clean out gutters and downspouts.
- Check exterior walls constructed of brick, stone, or block for any cracks, spilling, or mortar joint problems.
- Check buildings for peeling paint and worn or lifting wood shingles.
- Check wood siding and trim and repair/replace areas that are cracked or warped.
- Check the building foundation for cracks and moisture seepage.
- Inspect all sidewalks and make repairs as needed.
- Check all driveways and parking areas for potholes, depressions, and unusual settling and repair as needed.
- Check for any raised areas such as ramps, curbs, speed bumps and steps. Paint the perimeter with a two or three inch strip of paint to highlight the change in elevation. Areas previously painted which have faded should be repainted.
- Check all window frames and glass for cracks and repair as needed. Replace window screens in poor condition.
- Caulk areas around windows where needed.
Playgrounds

- Check equipment to be sure it is in good condition. Tighten loose bolts and check for worn or damaged equipment that should be replaced.
- Check the cushioning material (pea gravel, sand, mulch, or other suitable material). All footings under equipment should be safely covered and a 9”-12” cushioning base should be in place.
- Check the condition of fencing around the playground.
- Ensure “Adult Supervision Required” sign is posted in a conspicuous area.
- Check for tripping hazards such as roots, rocks or other environmental obstacles.
- Lubricate all moving parts on equipment.

Miscellaneous items

- Change oil in air compressors.
- Clean heating and air conditioning coils.
- Clean filters.
- Lubricate bearings and shaft.
- Clean carpets.
- Oil fan motor.
- Blow down water heaters.
- Remove and clean out P-traps.
- Check weather stripping on doors and windows.
- Check hardware on all doors to ensure they close and latch properly.
- Clean out vent piping for clothes dryer.
- Ensure all handrails are secure.
- Ensure all televisions are properly secured to movable carts.
- Paper cutters should have adequate finger guards in place.
- Check all tables, chairs and desks for missing/broken screws or rivets, missing end tabs, etc.

Buses

- Complete detailed annual vehicle safety inspection both inside and outside the vehicle. A record of this inspection must be maintained.
- Obtain a certified Department of Transportation (DOT) inspection for all buses over 16 capacity.
- Check and resupply first aid kit.
- Ensure fire extinguisher has current inspection tag.

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