

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.

