

Maintenance

Policy No. 205

Policy Statement: As the owner of all properties and their contents, the Archdiocese requires that an organized maintenance check be conducted on archdiocesan properties twice a year (spring and fall) and after any unusual or severe storm.

Intent of Policy: To practice stewardship of our churches and properties as gifts to be appreciated and well maintained.

- Procedure:***
- a) Refer to the
 - Guidelines to Maintenance of Property (Appendix 205A)
 - Property Inspection Checklists (Appendix 205B)
 - Spring Cleaning (Appendix 205C)
 - Winter Maintenance Reminders (Appendix 205D)
 - Arson Risk Management Manual (Appendix 205E)
 - Arson Risk Management Compliance Declaration Appendix 205F)

 - b) Loss and safety recommendations include but are not limited to:
 - store microphones, amplifiers, etc. in a safe place when not in use
 - light the outside of the church and other buildings at night as necessary to protect against theft and vandalism
 - keep locked those sections of the buildings where the public does not have access
 - make an inventory of contents and maintain on a current basis
 - install a fire detection system in the church
 - ensure that fire extinguishers are checked regularly and are working as intended
 - maintain good housekeeping practices, keeping the property clean and tidy, discarding rubbish and unnecessary combustible materials
 - inspect thoroughly the heating and electrical systems every two to three years
 - reduce liability hazards such as damaged, icy or slippery stairs and sidewalks, worn carpet, inadequate lighting, etc.
 - remove all matches, lighters and igniters that are not required.