

**Catholic Diocese of Columbus
Maintenance Plan - Template**

Area	Task	Frequency	Month(s)
Air Handling Units	Inspect and replace filters	Semi-annually	
Asphalt Pavement	Inspection and repair cracks and area patching	Annually	
Boilers, Building Heat	Inspect and repair	Annually	
Ceilings, Acoustical Tiles	Inspect – replace stained tiles	Annually	
Concrete Flatwork	Inspection for trip hazards, repair	Annually	
Fan Coil Units	Inspect and replace filters	Semi-annually	
Fire Detection System	Inspect and repair	Annually	
Floor Coverings, Carpet	Cleaning	Semi-annually	
Floor Coverings, Ceramic Tile	Inspect and replace grout	Annually	
Floor Coverings, Vinyl	Inspect for lift, cracking – replace	Annually	
Gutters & Downspouts	Repair Seams & Fastening Points Verify discharge away from foundation Cleaning	Semi-annually	
Kitchen Equipment	Inspect and repair	Semi-annually	
Light Fixtures	Inspect and repair	Semi-annually	
Light Fixtures, Emergency & Exit	Inspect and repair Test and replace batteries	Annually	
Light Poles and Fixtures	Inspect for rust, etc and repair/repaint	Annually	
Multimedia Equipment	Inspect and repair	Annually	
Pavers, Brick	Inspection for trip hazards and deterioration, reset/replace	Annually	
Pews and Chairs, Upholstery	Inspect and repair Cleaning	Annually	
Roof, Flat	Inspect and repair	Annually	
Roofs, Asphalt Shingles	Roof soffit vents clear of debris and not blocked by insulation Inspect shingles for cup, curl, lift Inspect insulation for deterioration and replace	Annually	
Rooftop Heating and Cooling Units	Inspect and replace filters	Semi-annually	
Security System	Test and repair	Annually	
Split (dual heat and AC) System	Inspect and replace filters	Semi-annually	
Walls, Inspection and Partial Masonry	Repointing Inspect & repair lintels – remove rust, repaint Inspect and repair areas of masonry deterioration	Annually	
Walls, Stucco, Cross Tower	Inspect roof cap Inspect stucco for cracking	Annually	

Policy 1813.0

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Windows & Doors	Inspect and clear weep holes Inspect caulking and repair/replace Inspect frames and repair/repaint Inspect weather-strips and replace Inspect mechanicals and adjust/replace Inspect for broken seals and replace Inspect and repair door damage	Annually	