

**Diocese of El Camino Real
Property Maintenance Checklist**

Entrance, Parking Lot, and Site Perimeter	Yes	No	Unsure
Are entrance driveways well marked and have efficient traffic flow?			
Are parking stalls well marked?			
Is pavement/asphalt in good condition?			
Is adequate signage in place?			
Is perimeter fencing in good condition?			
Does the parking lot have proper storm water drainage?			
Are the driveways and parking lot safe for pedestrians?			

Landscaping	Yes	No	Unsure
Is soil properly sloped away from structures and toward drains to ensure proper drainage (no areas of standing water)?			
Is soil protected from erosion?			
Are large trees periodically inspected/maintained to minimize the risk of damage from falling trees/limbs?			
Is the sprinkler system in good condition (no signs of leakage, overwatering, or under watering)?			
Is soil prevented from contacting structures that could be harmed by the moisture from soil?			
Is vegetation prevented from contacting structures that could damage its integrity/strength (e.g., fencing or siding)?			

Exterior Walking Surfaces	Yes	No	Unsure
Are walking surfaces free of slip/trip hazards?			
Are paved areas in good condition (no lifting or cracking)?			
Are patios, decks, porches, and balconies and their covers/enclosures in good condition (have proper railing, steps/handrails, and weather protection)?			

Building Exterior	Yes	No	Unsure
Is the foundation in good condition (no cracks or shifting)?			
Is the structure bolted to the foundation to prevent damage from an earthquake?			
Is siding material in good condition (solid/intact w/ proper caulking and no holes or cracks)?			
Are wood components in good condition (no signs of termite damage or dry rot)?			
Are painted surfaces, including doors, in good condition (no stains, peeling, chipping, or fading)?			
Are support columns and beams in good condition?			
Are eaves and soffits in good condition (no mildew)?			
Are vent screens for crawlspaces and attics in place?			

Are crawlspaces and basements in good condition (no signs of moisture intrusion, rodent infestation, or shifting support posts)?			
Are retaining walls in good condition (not leaning or cracked)?			
Has an accessibility assessment been completed?			

Roofs and Attics	Yes	No	Unsure
Are roofs in good condition (maintained free of debris, no significant ridge deterioration, no sign of leakage, no damaged or missing shingles/tiles, and no soft or spongy spots)?			
Are roof penetrations properly sealed?			
Are fascia boards and wood trim in good condition (no dry rot)?			
Are gutters and downspouts in good condition and do the downspouts lead water away from the foundation?			
Do chimneys have proper flashing/caulking and a rain cap/spark arrestor?			
Are attics in good condition (proper insulation, no sign of leakage, and no sign of rodent infestation)?			

Windows and Doors	Yes	No	Unsure
Do windows and doors open, close, and latch smoothly?			
Is the hardware (handles, knobs, hinges) in good condition?			
Is the caulking and weather stripping in good condition?			
Do sliding doors and large windows in doors have safety glass (tempered or laminated)?			
Do any windows have broken or cracked glass?			

Building Interior	Yes	No	Unsure
Are wall finishes (painted drywall, ceramic tile, wall paper) in good condition?			
Is the flooring (carpeting, ceramic tile, vinyl flooring, hardwood flooring) in good condition (no squeaky or spongy spots)?			
Are ceilings, including suspended ceiling tiles, in good condition (no staining or sign of leakage)?			
Is built-in casework (cabinets, counters, shelves) in good condition?			
Are interior flooring surfaces free of slip/trip hazards?			
Do walls and floors have proper insulation?			
Are stairs in good condition (solid steps, non-slip treads, and proper handrails)?			
Are restrooms in good condition (operable counters, mirrors, sinks, paper towel and soap dispensers, toilets, urinals, stall partitions, and showers)?			
Are support columns and beams in good condition?			
Are vertical transportation systems (escalators, passenger elevators, freight elevators) properly maintained?			
Has an accessibility assessment been completed?			

Electrical Systems	Yes	No	Unsure
Do controls and fixtures for all exterior and interior electrical systems (lighting, exhaust fans, etc.) work?			
Are electrical panels in good condition (properly labeled w/ no missing/uncovered breakers or visible corrosion)?			
Are electrical outlets and switches in good condition (properly covered and undamaged)?			
Are all live electrical parts properly protected by junction boxes and outlet/switch covers)?			
Are outlets near sinks ground fault interrupter (GFI) outlets?			
Are electrical cables secured and protected?			
Are there an adequate number of electrical outlets in every room?			
Have circuits that tend to trip been evaluated by a licensed electrician to identify any unsafe conditions?			
Has a licensed electrician evaluated the electrical service for potential safety upgrades?			

Plumbing	Yes	No	Unsure
Are piping and fixtures in good condition (no sign of corrosion or leakage)?			
Do toilets shut off properly after flushing (no excessive running)?			
Do toilets sit firmly on their bases w/ no rocking/shifting or sign of leakage?			
Do fixtures have adequate water pressure?			
Is the water heater in good condition (no corrosion or sign of leakage)?			
Is the hot water temperature maintained a safe level (does not exceed 125 degrees Fahrenheit)?			
Is the water heater discharge pipe (properly routed to the exterior)?			
Is the water heater safety relief valve operable?			
Is the kitchen garbage disposal operable?			
Does the incoming domestic water line have a backflow preventer?			
Are the sewer line cleanouts clearly identified/accessible?			

Heating, Ventilation, and Air Conditioning (HVAC) Systems and Other Heating Sources	Yes	No	Unsure
Is the HVAC system in good condition (ductwork and exhaust flues are intact w/ no corrosion on external system components)?			
Does the HVAC system operate properly (heating, cooling, and fan modes provide the desired temperature/air flow)?			
Are the HVAC systems being properly maintained (filter cleaning or replacement)?			
Are fireplace/chimneys properly maintained (periodically inspected and cleaned based on frequency of use)?			

Is adequate exhaust ventilation provided for kitchens, restrooms, and laundry rooms?			
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Emergency Preparedness and Sustainability	Yes	No	Unsure
Do you have a plan to establish/maintain a congregational disaster preparedness plan based on the ERD US Disaster Program planning guide? (https://www.episcopalrelief.org/resource/comprehensive-preparedness-planning-guide-for-congregations/)			
Are smoke detectors, carbon monoxide detectors, and fire/security alarm systems properly maintained?			
Are emergency exit signs and lighting properly maintained?			
Are portable fire extinguishers and fire suppression systems properly maintained?			
Are shutoff valves for water and gas periodically exercised to ensure they do not become frozen from lack of use?			
Does facility signage include the facility's street address on the exterior of the building (for emergency responders)?			
Is earthquake bracing provided for the water heater and other tall appliances or furniture?			
Are natural gas odors associated with appliances, as well as unusual odors coming from inside or outside the buildings, properly investigated?			
Has an assessment of the facility been conducted to determine if asbestos-containing material or lead paint is present?			
Is exterior lighting provided to enhance the safety and security of the facility at night?			
Is there a plan to reduce the carbon footprint of the facility? (https://www.diocal.org/resource/eco-justice/carbon-tracker/)			
Are separate waste containers for recycling, trash, and compost provided at appropriate locations?			