One-page Maintenance Plan - Template

* You can edit this maintenance plan template as necessary for your own church. We also recommend that you include **interior, exterior, churchyard and elevation church building plans** in your Maintenance Plan, as a useful reference for contractors and volunteers.

Frequency	Task	Responsibility	Date
Weekly	Check for faulty lighting internally	Eg. Churchwarden	Eg. Every Tuesday
	Safety check all areas	Churchwarden	
	Clean interior of church	Churchwarden	
Monthly	Check the building externally for any maintenance required eg broken or slipped tiles, leaking outside tap etc	Churchwarden	
	Check the interior for any damage to the fabric	Churchwarden	
	Risk assess all areas internally and externally	Churchwarden	
Twice Yearly	Inspect roof area from ground, and after every storm	Churchwarden	
	Check the rainwater goods for any signs of leaks, blockage or damage, and after every storm	Churchwarden	
	Clear rainwater goods of debris and ensure overflows are clear. Rod if necessary.	Contractor	
	Check and clear all gullies and drains	Contractor	
	Inspect leaded light windows and report any problems	Churchwarden	
Yearly	PAT test all portable electronic equipment	Contractor	
	Service the oil boiler	Contractor	
	Remove any vegetation from external walls and repoint as necessary	Contractor	
	Check trees for dead branches and report any problems	Churchwarden	
	Check lightning protection system and report any issues (LPS should be checked by a contractor every 2.5 years.)	Churchwarden	
Five-yearly	Quinquennial Inspection to be undertaken	Architect	
	Electrical inspection to be completed and complete any related advisories	Contractor	
Fabric meetings	The Fabric Committee to meet at least three times per year to discuss possible improvements to the environment, to review the maintenance plan, and discuss any major work that needs to be completed eg as advised in the recent Quinquennial Inspection Report or suggested by the PCC members		

 For a larger and more detailed Maintenance Plan template, click here.