WorkTrek

Church and House of Worship Facility Maintenance Plan

FACILITY INFORMATION

Facility Name: ______________________________

Address: ______________________________

Facility Managemer: ______________________________

Contact Manager: ______________________________

Building Size (sq.ft.) : ______________________________

Year Built : ______________________________

CMMS System Used: ______________________________

MAINTENANCE TEAM DIRECTORY

Name	Position	Specialization	Contact Information

CRITICAL VENDORS & CONTRACTORS

Vendor/Contractor	Service Provider	Contact Person	Emergency Contact

EQUIPMENT INVENTORY

Equipment Type	Manufacturer	Model	Location	Installation Data	Seasonal Needs

SEASONAL MAINTENANCE SCHEDULES

SPRING MAINTENANCE (MARCH-MAY)

HVAC SYSTEMS

☐ Inspect and clean cooling towers
☐ Clean condenser and evaporator coils
☐ Check refrigerant levels and inspect for leaks
☐ Clean and inspect fan motors and blades
☐ Check and replace belts as needed
☐ Calibrate thermostats and controls
☐ Replace air filters
☐ Test and balance air distribution systems
☐ Transition boilers to summer mode
☐ Schedule chiller maintenance
☐ Verify economizer operation

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

BUILDING ENVELOPE

☐ Inspect roof for winter damage
☐ Clean gutters and downspouts
☐ Inspect windows and door seals
☐ Check exterior walls for cracks or damage

☐ Inspect foundation for water penetration

☐ Test drainage systems

☐ Examine expansion joints

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

PLUMBING SYSTEMS

☐ De-winterize irrigation systems

☐ Start up fountains and water features

☐ Flush and clean storm drains

☐ Check for frozen pipe damage

☐ Test backflow preventers

☐ Adjust water heater temperatures

☐ Inspect for leaks in all systems

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

ELECTRICAL SYSTEMS

☐ Test emergency generators

☐ Adjust lighting timers for daylight saving time

☐ Check exterior lighting systems

☐ Inspect transformer yards

☐ Test emergency lighting systems

☐ Inspect electrical panels for heat issues

☐ Schedule thermographic scanning

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

GROUNDS AND EXTERIOR

☐ Repair winter damage to paved surfaces

☐ Implement spring landscape plan

☐ Service lawn equipment

☐ Inspect walkways and stairs

☐ Clean parking areas

☐ Inspect exterior signage

☐ Check outdoor furniture condition

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

SUMMER MAINTENANCE

HVAC SYSTEMS

☐ Monitor cooling system performance

☐ Check water treatment in cooling towers

☐ Clean drain pans and condensate lines

☐ Inspect for biological growth in cooling systems

☐ Perform energy efficiency checks

☐ Test emergency shutdown procedures

☐ Maintain optimal humidity levels

☐ Check VAV box operation

☐ Monitor compressor run times

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

BUILDING ENVELOPE

☐ Inspect roof membrane in high heat

☐ Check for heat-related expansion issues

☐ Monitor indoor air quality

☐ Inspect window seals for weather damage

☐ Check reflective coatings where applicable

☐ Inspect building expansion joints

☐ Evaluate shading systems

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

PLUMBING SYSTEMS

☐ Inspect cooling water systems

☐ Maintain water features

☐ Check for irrigation system efficiency

☐ Test emergency water shutoffs

☐ Monitor sewage ejection systems

☐ Inspect for pipe condensation issues

☐ Check domestic water temperature

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

ELECTRICAL SYSTEMS

☐ Monitor peak load periods

☐ Check for overheating electrical components

☐ Inspect battery backup systems

☐ Verify UPS functionality

☐ Test phase balancing

☐ Monitor transformer temperatures

☐ Inspect emergency power systems

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

GROUNDS AND EXTERIOR

☐ Maintain landscape irrigation
☐ Monitor asphalt surfaces for heat damage
☐ Maintain exterior paint and finishes
☐ Inspect outdoor amenities
☐ Check exterior drainage during storms
☐ Maintain vegetation clearance from structures
☐ Monitor pest control systems

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

FALL MAINTENANCE (SEPTEMBER - NOVEMBER)

HVAC SYSTEMS

☐ Prepare cooling towers for winter
☐ Service and start up heating systems
☐ Perform combustion efficiency tests on boilers
☐ Check heat exchangers
☐ Replace filters
☐ Service humidification systems
☐ Calibrate thermostats for heating season
☐ Check exhaust and ventilation systems
☐ Inspect insulation on steam lines
☐ Clean and inspect heat pumps
☐ Test and balance air systems

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

BUILDING ENVELOPE

☐ Inspect roof membrane in high heat

☐ Clean gutters and downspouts

☐ Check door and window weatherstripping

☐ Inspect caulking and sealants

☐ Test heat tracing systems

☐ Inspect for air leaks in building envelope

☐ Check for proper drainage away from building

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

PLUMBING SYSTEMS

☐ Winterize irrigation systems

☐ Shut down and drain exterior water features

☐ Insulate exposed piping

☐ Test freeze protection systems

☐ Service sump pumps

☐ Inspect roof drains

☐ Check fire suppression systems

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

ELECTRICAL SYSTEMS

☐ Adjust lighting timers for daylight saving time

☐ Test snow melting systems

☐ Inspect heating cables and heat trace

☐ Check exterior lighting for winter operation

☐ Test emergency generator under load

☐ Review lighting efficiency for shorter days

☐ Inspect electrical connections for tightness

Responsible Personnel: ____________________________________

Target Completion Date: ____________________________________

Special Notes: ____

GROUNDS AND EXTERIOR

☐ Prepare snow removal equipment

☐ Stock ice melt supplies

☐ Remove seasonal plantings

☐ Inspect roads and parking lots

☐ Check exterior drainage systems

☐ Service winter maintenance equipment

☐ Conduct tree trimming and removal of hazards

Responsible Personnel: ____________________________________

Target Completion Date: ____________________________________

Special Notes: ____

WINTER MAINTENANCE (DECEMBER - FEBRUARY)

HVAC SYSTEMS

☐ Monitor heating system performance

☐ Inspect steam traps

☐ Check boiler water treatment

☐ Maintain proper humidity levels

☐ Inspect fresh air intakes for snow blockage

☐ Check exhaust outlets for obstructions

☐ Monitor fuel levels and consumption

☐ Test CO and CO2 detection systems

☐ Check heat recovery systems

☐ Monitor glycol levels in hydronic systems

Responsible Personnel: ________________________________

Target Completion Date: ________________________________

Special Notes: ________________________________

BUILDING ENVELOPE

☐ Monitor ice dam formationt

☐ Check roof snow load

☐ Inspect building for cold spots

☐ Monitor interior humidity levels

☐ Check critical weatherseals

☐ Inspect pipe chases for freezing risks

☐ Monitor for condensation issues

Responsible Personnel: ________________________________

Target Completion Date: ________________________________

Special Notes:

PLUMBING SYSTEMS

☐ Monitor freeze protection systems

☐ Check heating systems on outdoor piping

☐ Inspect fire protection system freeze protection

☐ Monitor sump pump operation

☐ Check drain trap heating

☐ Inspect domestic hot water temperature

☐ Test emergency water supply systems

Responsible Personnel: ________________________________

Target Completion Date: ________________________________

Special Notes: ________________________________

ELECTRICAL SYSTEMS

- ☐ Inspect emergency power systems
- ☐ Test snow melting systems
- ☐ Check exterior lighting for winter safety
- ☐ Monitor electrical loads during peak heating
- ☐ Inspect electrical rooms for proper temperature
- ☐ Test lighting photocells during shorter days
- ☐ Check emergency lighting

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

GROUNDS AND EXTERIOR

- ☐ Implement snow removal protocol
- ☐ Monitor ice formation on walkways
- ☐ Check roof drains for ice blockage
- ☐ Inspect site drainage during thaw cycles
- ☐ Check exterior doorways for ice buildup
- ☐ Monitor parking lot conditions
- ☐ Check exterior stairwells for ice accumulation

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

SPECIAL SYSTEMS MAINTENANCE

SPECIAL SYSTEM: ______________________________

Spring Maintenance

☐ ______________________________
☐ ______________________________
☐ ______________________________

Summer Maintenance

☐ ______________________________
☐ ______________________________
☐ ______________________________

Fall Maintenance

☐ ______________________________
☐ ______________________________
☐ ______________________________

Winter Maintenance

☐ ______________________________
☐ ______________________________
☐ ______________________________

Responsible Personnel: ______________________________

Special Notes: ______________________________

CMMS INTEGRATION PLAN

CMMS Platform: ______________________________

Administration: ______________________________

Backup Administration: ______________________________

SEASONAL WORK ORDER GENERATION

Season	Trigger Date	Auto-Generated WOs	Manual Review Date
Spring			
Summer			
Fall			
Winter			

ASSET TRACKING CONFIGURATION

Asset Category	Tracking Metrics	Alert Treshold	Responsible Party

INVENTORY MANAGEMENT FOR SEASONAL TRANSITIONS

Season	Critical Inventory	Reorder Triggers	Lead Time Requirements
Spring			
Summer			
Fall			
Winter			

REPORTING SCHEDULE

Report Type	Frequency	Distribution List	Action Requirements

SEASONAL TRANSITION PROTOCOL

PRE-SEASON PLANNING (2-4 WEEKS PRIOR)

☐ Review previous season's maintenance records

☐ Assess equipment condition and identify priorities

☐ Schedule contractor services

☐ Verify parts and supply inventory

☐ Update CMMS work orders

☐ Conduct staff briefing on seasonal priorities

☐ Review budget allocation for seasonal needs

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

TRANSITION WEEK PROCEDURES

☐ Implement system changeovers according to schedule

☐ Conduct daily team briefings

☐ Monitor building conditions closely

☐ Address occupant concerns promptly

☐ Document all transition activities

☐ Verify proper system operation

☐ Update building automation system setpoints

POST-TRANSITION ASSESSEMENT (1-2 WEEKS AFTER)

☐ Evaluate system performance

☐ Address any outstanding issues

☐ Update maintenance records

☐ Conduct team debrief on transition

☐ Adjust preventive maintenance schedule as needed

☐ Document lessons learned

☐ Prepare summary report for management

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

ENERGY EFFICIENCY CONSIDERATION

SEASONAL ENERGY TARGETS

Season	Consumption Target	Demand Target	Key Strategies
Spring			
Summer			
Fall			
Winter			

SEASONAL SETPOINTS

Zone Type	Spring	Demand Target	Demand Target	Key Strategies
Office				
Common				
Special				
Storage				

EFFICIENCY VERIFICATION PROCEDURES

☐ Verify proper economizer operation

☐ Check temperature setpoints and schedules

☐ Monitor equipment runtime

☐ Analyze energy consumption patterns

☐ Verify nighttime setbacks

☐ Check weekend and holiday scheduling

☐ Evaluate lighting control effectiveness

Responsible Personnel: ______________________________

Target Completion Date: ______________________________

Special Notes: ______________________________

REGULATORY COMPLIANCE TRACKING

Insepction Type	Required Frequency	Due Dates	Regulatory Agency	Documentation Location

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SEASONAL MAINTENANCE BUDGET

ANNUAL BUDGET ALLOCATION

Season	Labor Budget	Materials Budget	Contractor Budget	Total
Spring				
Summer				
Fall				
Winter				
Total				

CRITICAL EXPENDITURE APPROVALS

Expenditure Type	Approval Threshold	Approval Authority	Timframe

APPENDICES

Standard Operating Procedures for Critical Systems

(Attach detailed SOPs for critical seasonal transitions)

Emergency Response Procedures

(Attach emergency protocols for seasonal hazards)

Historical Performance Data

(Attach relevant historical data for reference)

Manufacturer Specifications

(Attach equipment-specific maintenance requirements)

DOCUMENT REVISION HISTORY

Revision Date	Revised By	Approved By	Description of Changes
			Initial document creation

SEASONAL MAINTENANCE PLAN

Facility Manager Approval: ______________________________ Date: __________

Operation Director Approval: ______________________________ Date: __________

Safety Officer Approval: ______________________________ Date: __________

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