

Deferred Maintenance Checklist

How to Use This Checklist

Deferred maintenance becomes more expensive when it is invisible. This checklist helps church leaders identify, prioritize, and fund facility needs before they become emergencies.

1. Facility Inventory

Building or Area	Primary Use	Approximate Age	Primary Concerns
Worship Center			
Education or Children Area			
Student Area			
Family Life Center or Gym			
Offices			
Exterior Grounds and Parking			

2. Inspection Checklist

System	Review Items	Condition	Priority
Roof	Leaks, age, seams, flashing, gutters, drainage.		
HVAC	Age, service history, failures, controls, replacement schedule.		
Electrical	Panels, lighting, emergency lighting, outlets, exterior lights.		
Plumbing	Leaks, fixtures, water heaters, shutoffs, sewer issues.		
Life Safety	Fire alarms, extinguishers, exits, exit signs, AEDs, first aid.		
Accessibility	Entrances, ramps, restrooms, door widths, uneven		

5. Annual Maintenance Rhythm

- Walk every building at least annually with staff, facilities leaders, and lay experts.
- Review maintenance requests for repeat problems.
- Get professional estimates for large or uncertain items.
- Build a 3 year and 10 year maintenance plan.
- Connect the maintenance plan to the annual budget and reserve accounts.
- Report major needs clearly to church leadership before emergencies force rushed decisions.