

Maintenance of Church & Hall Buildings



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In addition to the obligations of Essential Safety Measures to Church and Hall buildings, best practice property maintenance is achieved with the support of an Asset Management Plan that includes a planned maintenance and cyclical repairs and replacement program.



A Commitment to Maintenance

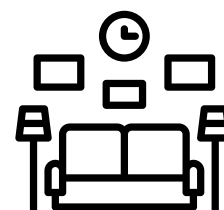
Planned maintenance is a schedule of preventive checklists. Cyclical repair and replacement is the maintenance, updating or replacement of the building components, equipment, fixtures and fittings on a cycle to sustain the asset in good order.

Asset maintenance = safe use of property.



Exterior of Buildings

By ensuring the components of Church and Hall buildings are intact, this can prevent any damage from spreading to the interior. When completing a new building project the building contractor will provide a maintenance schedule. Maintenance must be attended to maintain warranty protections.



Interior of Buildings

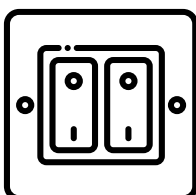
An Asset Management Plan can assist in determining what parts of the building will require greater attention when preparing a cost plan for ongoing building maintenance, repairs, replacement and upgrades.



Plumbing and Fixtures

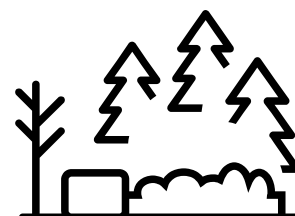
Water escape can cause serious damage to the interior and structure of Church and Hall buildings.

Repairing water damage is costly and avoidable by carrying out a consistent program of cyclic repairs and replacement.



Electrical equipment

Electrical faults are incredibly dangerous if left unattended or not repaired correctly. Regular professional servicing of all electrical equipment including switchboards improves safety for all property users.



Landscaping

Regular inspection of the perimeter of each building is necessary to remove all hazards. Maintain a sealed surface for all car spaces and pedestrian transitions to buildings whenever possible.

Safety

A property maintenance checklist should be completed annually and approved by the Church Council for record of maintenance, refer to Appendix Y - Annual Property Maintenance Checklist available at <https://victas.uca.org.au/recources/ohs>.

A Building Condition Report is recommended to be carried out every 5 years by a registered Consulting Engineer or Building Consultant to determine the status of the overall building.

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Mission Resourcing

Property Services

Example Maintenance Program:

Maintenance Schedule	Known Cycle	Cost Per Servicing Cycle	Annual Servicing Cost	Cycle								Cost plan over 30 years
				Monthly	3 months	6 months	12 months	2 years	5 years	10 years	20 years	
Essential Safety Measures including all scheduled fire services, fire safety, access and egress	In accordance with the building ESM Schedule	\$	\$	\$	\$	\$	\$				Major repairs or upgrades \$	\$
External												
Roof, gutters and downpipes carry out cleaning, flushing and repair of any damage or breakages.	Annual	\$	\$				\$				Major repairs or upgrades \$	\$
Cleaning of pits and traps for continuous stormwater management.	6 months	\$	\$			\$					Major repairs or upgrades \$	\$
Inspect external walls for any cracks and undertake repairs to prevent deterioration and water entry. Repoint masonry to appropriate mortar type.	6 months	\$	\$			\$					Major repairs or upgrades \$	\$
Inspect and arrange maintenance of carpark, paths, walkways and ramps so that they remain free from trip hazards and other obstacles.	Monthly	\$	\$	\$						Major repairs or upgrades \$		\$
Inspect glazed windows, doors and door frames for repair of damage to maintain continuous safety and security.	Monthly	\$	\$	\$							Major repairs or upgrades \$	\$
Inspect fences and walls on the property Maintain in good order to retain property boundary. Manage vegetation and tress that may impact use of the property.	6 months	\$	\$			\$				Major repairs or upgrades \$		\$
Cleaning of external air vents and fixtures for optimum airflow.	6 months	\$	\$			\$					Major repairs or upgrades \$	\$
Solar and or HWS overflow test report.	Annual	\$	\$			\$					Major repairs or upgrades \$	\$
Rodent and insect pest control system.	6 months	\$	\$			\$						\$
Internal												
Test and repair locks, hinges, handles and seals to doors and windows to ensure that they are in good working order and meet accessible needs.	Monthly	\$	\$	\$							Major repairs or upgrades \$	\$

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Internal													
Inspect and repair floor coverings and stair treads to maintain in good condition to prevent, slips, trips and falls.	Monthly	\$	\$	\$							Major repairs or upgrades \$		\$
Inspect internal wall and ceilings surfaces for repair any cracks requiring repair.	6 months	\$	\$			\$					Major repairs or upgrades \$		\$
Inspection and repairs of special equipment – Lifts, AAV, Furniture, Digital	6 months	\$	\$			\$					Major repairs or upgrades \$		\$
Plumbing													
Testing and Reporting of Backflow Prevention Device (BPD) Other sewer or stormwater drainage pumps.	Annual BPD Test & Report to Authority	\$	\$				\$				Major repairs or upgrades \$		\$
Gas appliances and equipment servicing and testing to manufacturers schedule.	Safety Certificate of Compliance each 2 years	\$	\$				\$	\$			Major repairs or upgrades \$		\$
Inspection of basin and sink and WC, for connections, pipes and hoses are securely connected and tapware is working as designed.	6 months	\$	\$			\$			Major repairs or upgrades \$				
Electrical													
Electrical switchboard, appliances and equipment servicing and testing to manufacturers schedule	Safety Certificate of Compliance Annually	\$	\$				\$				Major repairs or upgrades \$		\$
Test and tag electrical equipment as per the Church Council Electrical equipment register	As per Electrical Equipment Register	\$	\$	\$	\$	\$	\$	\$	Major repairs or upgrades \$				\$
Heating Ventilation, Air Conditioning service as to manufacturer and ESM schedule	In accordance with ESM schedule	\$	\$		\$	\$	\$				Major repairs or upgrades \$		

* Refer to ESM Brochure as to the requirements of an Annual Essential Safety Measures Report (AESMR) in Victoria.