



SITE MAINTENANCE

Have all drains been cleaned?			YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:		
Have brush and weeds been cleared from building walls?			YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:		
Have screens been removed and storm windows installed?			YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:		
Have lawn mowers been cleaned and serviced?			YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:		

BUILDING EXTERIOR MAINTENANCE

Have tree limbs resting on buildings and roofs been cut back?			YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:		
Has weather stripping and storm windows been installed?			YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:		
Have summer screen windows been repaired and stored?			YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:		



Has missing or cracked caulking been replaced on doors and windows?		YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	Amount Funded:	Work Completed:	
Have all exterior awnings been removed?		YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	Amount Funded:	Work Completed:	
Has the exterior been painted (as required)?		YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	Amount Funded:	Work Completed:	

ROOF MAINTENANCE

Have roof valleys been cleaned?		YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	Amount Funded:	Work Completed:	
Have roof drains been cleaned?		YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	Amount Funded:	Work Completed:	
Have gutters been cleaned?		YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	Amount Funded:	Work Completed:	
Have downspouts been cleaned?		YES	NO
<input type="checkbox"/> Estimate Acquired		<input type="checkbox"/> Board Approved	
Target Date:	Amount Funded:	Work Completed:	



BUILDING INTERIOR MAINTENANCE

Has the emergency lighting system been tested? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:

Has the fire alarm system been tested? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:

Have the smoke detectors been tested (replace batteries twice yearly)? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:

Have non-functioning switches, receptacles, and outlets been repaired or replaced? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:

Have extension cords and "octopus" electrical connections been removed or re-wired properly? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:

Has frayed wiring been replaced? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:

Have all exit lights been tested and bulbs replaced as necessary? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:

Are carpets free of wear or tears? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:



WINTERIZING MAINTENANCE

Have all radiators and air registers been cleaned? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:

Has the crawl space and basement windows been closed and prepared for winter? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:

Have the chimney flues been cleaned? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:

Have the air conditioners been covered and secured? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:

Has the boiler room been cleaned and cleared of debris? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:

Has the propane gas equipment and pipes been cleaned and serviced? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:

Have the furnace air filters been cleaned and/or replaced? YES NO

Estimate Acquired

Board Approved

Target Date:

Amount Funded:

Work Completed:



Have the exterior water faucets been shut off?		YES	NO
<input type="checkbox"/> Estimate Acquired	<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:	
Do you have winter snow plowing contracts in place?		YES	NO
<input type="checkbox"/> Estimate Acquired	<input type="checkbox"/> Board Approved		
Target Date:	Amount Funded:	Work Completed:	



Adventist Risk Management,® Inc. (ARM) is invested in the safety and success of your ministry. We provide risk management resources to help you protect the people and physical assets at the heart of your ministry. Our ministry is to **protect** your ministry. Learn more at AdventistRisk.org/About-Us. #ARMcares



REPORT YOUR CLAIM RIGHT AWAY
1.888.951.4276 • CLAIMS@ADVENTISTRISK.ORG
STAY INFORMED
ADVENTISTRISK.ORG/SOLUTIONS



This material is fact based general information and should not, under any circumstances, be considered specific legal advice regarding a particular matter or subject. Please consult your local attorney or risk manager if you would like to discuss how a local jurisdiction deals with any specific circumstances you may be facing.