

CATHOLIC
DIOCESE *of* RALEIGH

FACILITY MAINTENANCE MANUAL

July 2026
OFFICE OF PROPERTY AND CONSTRUCTION



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DIOCESE of RALEIGH

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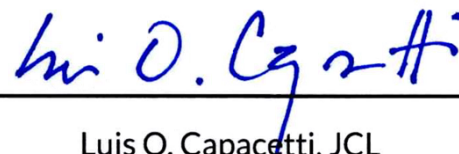
FACILITY MAINTENANCE MANUAL

This document is promulgated by the Most Reverend Luis Rafael Zarama, Bishop of Raleigh, and effective immediately in the Diocese of Raleigh. All particular law or any other practice introduced with the passage of time contrary to these guidelines is abrogated with this promulgation.

Given on July 28, 2026 at the Offices of the Diocesan Chancery



Most Reverend Luis Rafael Zarama
Bishop of Raleigh



Luis O. Capacetti, JCL
Chancellor

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1. FACILITY MAINTENANCE

“Unless the Lord build the house,
they labor in vain who build.”

Psalm 127

Purpose

The purpose of this maintenance manual is to provide effective procedures for facility managers and maintenance staff to enhance the beauty and long-term functionality of facilities in the Diocese of Raleigh. A good maintenance program, whether carried out by staff, contractors, or volunteers, can assist in providing safe places for worship, ministry, and education. It also extends the useful life of each building system, reduces utility and long-term maintenance costs, and lowers the costs of emergency maintenance by having the systems function as designed.

Not every aspect of this manual may be applicable to every facility. Some locations may already have an established maintenance program, while for others the use of the checklists contained herein will help facilities staff or maintenance professionals track the progress in maintaining the facilities, buildings, and equipment.

§1.1 What is Maintenance?

Maintenance is work done on a routine basis to protect users of a facility and to ensure long life for buildings and equipment. Its goal is to minimize unexpected repairs to buildings, grounds, and equipment. A wisely implemented preventive maintenance program, designed to correct problems before they occur, is more cost effective than waiting until the problem reaches a magnitude where special contracts and large expenditures are required to correct it.

§1.2 Basic Definitions

Deferred Maintenance is the postponement or delay of repairs or renovations that would otherwise preserve facilities or equipment from failure or decline.



Demand (or Breakdown or Reactive Maintenance) is the repair or replacement of equipment following poor performance or failure to operate.

Preventive Maintenance (or Predictive, Scheduled, or Planned Maintenance); often referred to as a “PM”) is predetermined work performed on equipment without knowledge of any defect in the equipment. It is work done to maintain operational efficiency and prevent or forestall future equipment failure.

Reserve Study (or Capital Reserve Study) is a long-term budget planning tool that identifies the current condition of equipment, predicts future maintenance, repair, or replacement needs, and projects anticipated funding requirements.

§1.3 The Benefits of a Preventive Maintenance Program

When full life-cycle costs are considered, a well-organized preventative maintenance program will reduce maintenance and operation costs by resulting in:

- Greater system reliability and reduced unplanned downtime risks
- Increased operational efficiency and reduced energy consumption
- Extension of equipment useful life
- Fewer large-scale repairs or decreased frequency of such repairs
- Easy identification of breakdown causes which can be monitored and managed more effectively
- Reduced spare parts inventory requirements
- Data available for economic replacement calculations

§1.4 Establishing a Preventive Maintenance Program

The administration of a maintenance department should include some form of preventive maintenance program. Before initiating a preventive maintenance program or improving an existing system, answers must be found to these basic questions:

- What equipment does the site have?
- Where is the equipment located?
- What are the equipment’s key characteristics?
- What kind of demand work is required?
- What maintenance work is critical?

- What maintenance work can be deferred?
- Are the building equipment and utility plans accurate and up to date?
- What historical records, brochures, catalogues, or operations and maintenance manuals are available for the site's equipment?
- What operations and maintenance instructions, if any, are currently available? In none are available, request from the equipment manufacturer.

With operating and maintenance information in hand, the next step is to determine:

- What equipment is to be periodically checked?
- What specific parts of the equipment should be inspected? The best source for this information is the manufacturer's service manual and common sense.
- How often should inspections be conducted? There is no ready-made timetable. Any schedule is a matter of judgment based on institutional knowledge.
- How often should maintenance be conducted? Maintenance frequencies may vary based on the age, size, and use of your facility. Commercial HVAC and major plumbing systems, including water heaters, etc. may require a quarterly PM inspection while residential HVAC may require semi-annual and water heaters may require annual PM inspections or servicing.

§1.5 Capital Reserves for Facility Repairs and Replacements

The Diocese recommends that parishes and schools establish a reserve for major future facility-related replacements and repairs. A professional Capital Reserve Study can identify facility repair and replacement needs for the next 20+ years and recommend an amount to budget annually to cover those expenses. This can also be accomplished by setting aside a dollar amount per square foot for each parish property on an annual basis. Questions can be addressed to the Office of Property and Construction.



2. FACILITY GUIDELINES

§2.1 Project Approvals

Projects exceeding \$20,000 or which permanently alter property or structures require Diocesan approval. Specific approval requirements are addressed in the *Diocese of Raleigh Planning and Construction Manual*.

§2.2 Work for Hire Agreement and Certificates of Insurance

Contracts for onsite work at parish, mission, or school facilities costing between \$20,000-\$100,000 should be drawn up using the Diocesan standard Work for Hire Agreement, contained in Appendix A and also available online from the Office of Property and Construction. The Agreement should be completed according to the terms agreed with the vendor, with the original vendor proposal and completed Certificate of Insurance attached as exhibits. The form was developed jointly by the Diocesan Office of General Counsel and Office of Property and Construction to ensure basic essential protections for users while reducing time required for approval and contract negotiations. This form may also be used for projects under \$20,000 at the discretion of the location. Before signature, agreements should be submitted to the Office of Property and Construction for review according to the approval requirements outlined in Section 2.1. For contracts exceeding \$100,000, please contact the Director of Property, Construction, and Risk Management directly prior to completing and submitting a Work for Hire Agreement for review.

§2.3 Qualified and Insured Labor

Repairs or replacements performed at parishes, missions, or schools including any electrical, plumbing, HVAC work or other skilled trades should be performed by properly qualified and insured professionals.

§2.4 Diocesan Rectory and Facility Inspections

Personnel from the Diocesan Office of Property and Construction conduct regular visits to parish, mission, and school campuses and rectories to offer maintenance evaluations with

recommendations for risk management. The visits occur on a rotating schedule and locations are contacted with appropriate notice to arrange a mutually agreeable time. After inspections are conducted, reports are issued to the local leadership that outline evaluation findings and recommendations for resolution. Office of Property and Construction personnel encourage and are available to participate in a post-inspection meeting to review the findings and recommendations.

The Office of Property and Construction utilizes a document, the Rectory Turnover Guide, contained in Appendix B and also available from the Office of Property and Construction, to provide guidance to parishes about the expectations regarding rectory conditions and repairs when a new resident is expected.

§2.5 Required Building Repair Policy

Upon encountering sub-standard condition(s) at a Diocesan facility, Office of Property and Construction personnel shall submit a written report with recommendations and preliminary cost estimate, if available, to the pastor and dean, requesting notification upon completion of work. If notice is not received within a reasonable period, the Director of Property and Construction will contact the dean and request that the issue be included in the next dean's visitation, with the dean assuming responsibility for compliance and notification of completion of the task.

§2.6 Termite Protection Policy

All Diocesan buildings and other facilities that are under the Bishop of Raleigh shall be covered under a treatment and inspection contract by a licensed pest control contractor. This contract shall be maintained continuously and not be allowed to lapse in coverage. The contract shall include regular visits by the contractor to all facilities, and an insurance policy to remediate the building from major damage caused by structural pests in the event of an infestation. Evidence of effective coverage by such contract shall be presented annually at the dean's visitation.

§2.7 Diocesan Policy for Securing Unoccupied Buildings

Inspect building at time of closing, taking care of obvious deficiencies, (i.e., roof leaks, gutter problems, fascia/soffit deterioration, etc.). The Director of Property and Construction will



be available for consultation and questions. Use the Facility Maintenance Manual checklists as a guide for inspection and continue with periodic general inspections at intervals of no more than four weeks. Check for changes in the condition of the building, such as roof leaks. Buildings shall be kept locked with controlled access to active keys. Confirm operation of existing alarm systems, smoke detectors, etc.

Plumbing: The entire system should be drained, especially if any pipes are routed through unheated areas, such as crawl spaces. Leave main shut off valve in OFF position. Extinguish pilot lights on gas water heaters. Maintain the pilot light for gas heating equipment only during the heating season and check regularly. It is recommended that RV antifreeze be put in all traps and in the bowls and tanks for water closets. This will not harm the fixture. A cup of antifreeze and water mixture can be poured into a sink. Any clothes washers should be disconnected and drained and the water heater should have the power disconnected and should also be drained.

HVAC System: Maintain heating and cooling to within limits of $\pm 60^{\circ}$ Fahrenheit in the winter season, and $\pm 80^{\circ}$ Fahrenheit in the summer season, and monitor humidity levels to ensure humidity does not exceed 60%. If no AC system exists, employ a dedicated dehumidifier to maintain humidity no higher than 55%, and provide ventilation on a weekly basis, for several hours, or as required to provide several complete air changes. Ensure unconditioned attic spaces and crawl spaces have continuous ventilation by mechanical or convection flow.

Electrical: It is recommended that electrical service be maintained as if the building were occupied. This will facilitate periodic inspections and allow the mechanical and lighting systems to remain in operation. Disconnect any unneeded fixtures or equipment.

Lighting: Maintain adequate exterior area lighting at a level which will deter break-ins and also provide security for persons in the vicinity of the building during nighttime hours. Timers, motion sensors and photocells can be quite useful for this type of lighting. It is advantageous to provide an interior night light circuit within the building which will be manually or automatically activated during evening hours to maintain minimal light levels inside. This aids police patrols to be able to see into the building.

Exterior Maintenance: Work shall continue to be performed on yard and landscape areas to sustain a presentable appearance, particularly if the property is being offered for sale. Municipalities generally enforce ordinances for grass height and shrubbery trimming, so as to minimize pests and complaints from neighbors. Gutters, roof drains and downspouts shall be regularly checked to ensure proper function.

Bear in mind that an undetected issue, such as a roof leak, has the potential to create thousands of dollars in damage if not discovered early. Water problems and poor ventilation are often the major causes of unoccupied building damage.

3. HAZARDOUS MATERIALS

Parish, mission, and school staff should be aware of certain hazardous materials as documented by the North Carolina Department of Health and Human Services (NC DHHS) and the United States Environmental Protection Agency (EPA).

Please notify the Office of Property and Construction before attempting to modify or remove hazardous materials. All documentation must be preserved.

The following link to the NC DHHS Health Hazards Control Unit (HHCU) provides information to the general public on the health effects that may result from exposure to asbestos and lead-based paint:

[NC DHHS Health Hazards Control Unit \(ncdhhs.gov\)](http://ncdhhs.gov)

§3.1 Asbestos

This naturally occurring mineral was long prized for its strength, insulating capacity, and ability to retard fire. In recent decades, exposure to asbestos fibers was found to cause severe lung and stomach diseases. Buildings built before the 1990s often have asbestos-containing materials (ACMs). The main building components include insulation products such as pipe wrap, roofing shingles, vinyl flooring, ceiling tiles, siding, and gaskets. Certain stable ACMs may be left in place if their condition is sound and there are no risks of disturbing the material. Improper removal or poor management can increase danger to building occupants or workers by releasing asbestos fibers into the air. Building materials that may contain asbestos must be treated as if they do until laboratory analysis proves they do not contain asbestos.

Demolition: The Health Hazards Control Unit (HHCU) of the N.C. Department of Health and Human Services, Division of Public Health, must be notified of plans to demolish a building, including residences demolished for commercial or industrial expansion.

Notification of demolition is required by law even if no asbestos is present in the building.

Removal or Renovation: Materials containing asbestos that can be crumbled or reduced to powder by hand pressure must be removed prior to demolition or renovation activities that

will disturb the material. The removal must be carried out only by N.C.-accredited asbestos professionals.

Owners or operators must obtain an asbestos removal permit from the HHCU prior to any renovation project that will disturb more than 35 cubic feet, 160 square feet, or 260 linear feet of regulated asbestos-containing material.

Demolition notifications and asbestos removal permit applications are to be submitted using the application form (DHHS-3168). **Note: Obtaining a demolition permit from the local city or county building inspections department does NOT satisfy or meet the notification requirements of the HHCU.**

Schools: Every school is required to have a local staff member assigned as LEA (Local Education Agency) Designee, responsible for ensuring all asbestos requirements and responsibilities are properly implemented. The LEA Designee is not required to be accredited, but must attend a one-time LEA Designee training provided by the NC DHHS Health Hazards Control Unit.

Additionally, school administrators and maintenance workers should be familiar with the regulations and best practices concerning asbestos-containing building materials.

For more information, visit <https://www.dph.ncdhhs.gov/programs/environmental-health/health-hazards-control-unit/asbestos> or call the NC DHHS Health Hazards Control Unit at (919) 707-5950.

§3.2 Lead

Lead is one of the most toxic materials encountered in buildings, especially for children. It accumulates in the body and is associated with various medical problems. The most common presence of lead is found in paint. Lead in interior paint was banned in 1978. Older buildings may still contain paint with significant levels of lead.

The best method to reduce lead exposure risk is to avoid dry scraping, sanding, or other procedures that would cause lead-based paint particles to enter the air. Chipping or peeling paint should be promptly repaired. Options include covering the paint with heavy wallpaper or special paint, replacing painted trim, or removing old paint by misting and scraping. Any removal or repair should be left to certified professionals. If your building was built before



1978, consult with a qualified lead inspector before doing any paint removal. Areas should be tested for lead dust after any demolition.

Lead-based paint is only part of the problem. Lead can also occur at dangerous levels in drinking water. While government regulations have tightened in recent years, buildings built before 1986 pose a potential for danger because the lead solder used in pipe connections often contains high levels of lead. Plumbing fixtures may also contain lead in small quantities. You can have your water tested for lead content. Check with your local or state health department for details. If levels are high, it may be necessary to replace pipes or fixtures and/or install water filters at each point from where potable water is drawn. This will remove a large percentage of lead from the drinking water but may involve replacing filters and incurring routine maintenance expenses.

The North Carolina DHHS Health Hazards Control Unit, Lead-Based Paint Hazard Management Program (LHMP) has state specific statutes and rules for renovation, repair and painting activities conducted in Housing and Child-Occupied Facilities, built before 1978. For more information, visit <https://www.dph.ncdhhs.gov/programs/environmental-health/health-hazards-control-unit/lead>, or call the NC DHHS Health Hazards Control Unit at (919) 707-5950.

Federal law requires contractors that disturb painted surfaces in homes, childcare facilities and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask to see your contractor's certification.

§3.3 Polychlorinated Biphenyls (PCBs) in Building Materials

According to the EPA, there was potential widespread use of PCB-containing building materials in schools and other buildings built or renovated between 1950 and 1979. PCBs have been identified as probable human carcinogens and may cause a variety of non-cancer health effects. Although the presence of PCBs in schools and other buildings may be a concern, the presence of PCBs alone is not necessarily a cause for immediate alarm. However, if PCBs are present or suspected of being present, EPA recommends actions outlined in this document be taken by school administrators, building owners and building managers to reduce PCB exposures.

[Practical Actions for Reducing Exposure to PCBs in Schools and Other Buildings
\(epa.gov\)](https://www.epa.gov/schools/practical-actions-reducing-exposure-pcb-schools-other-buildings)

Regardless of whether PCBs are known to be present, the EPA recommends that all schools and other buildings built between about 1950 and 1979 implement the following best management practices to minimize potential building occupant exposure to PCBs:

- Remove all PCB-containing fluorescent light ballasts (FLBs)
- Remove PCB-containing caulk, paint and other PCB-containing building materials during planned renovations and repairs (when replacing windows, doors, roofs, ventilation, etc.) Consider encapsulation to reduce PCB exposure
- Conduct the following best management practices (BMPs) listed below on a frequent ongoing basis to minimize potential exposures to PCBs:
 - Ensure that ventilation systems are operating properly and are regularly inspected and maintained according to system manufacturer instructions and guidelines or ANSI/ASHRAE/ACCA Standard 180-2012—Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems. If system cleaning is needed, follow ANSI/ACCA Standard 6 – Restoring the Cleanliness of HVAC Systems (2007).
 - Clean inside schools and other buildings frequently to reduce dust and residue.
 - Use a wet or damp cloth or mop to clean surfaces.
 - Use vacuums with high efficiency particulate air (HEPA) filters.
 - Do not sweep with dry brooms or use dry cloths for dusting.
 - Wash hands with soap and water, particularly before eating.
 - Wash children's toys.

The following link from the EPA discusses common Questions and Answers:

[PCBs in Building Materials – Questions and Answers \(epa.gov\)](https://www.epa.gov/pcb/building-materials-questions-and-answers)

The EPA recommends that non-leaking PCB FLBs be removed and retrofitted as part of lighting upgrades or as a stand-alone project. Leaking PCB FLBs must be removed and disposed of as required under 40 CFR part 761, subpart D. Removal, cleanup and disposal of PCB-containing FLBs, light fixtures and building surfaces should be performed by an experienced contractor or properly trained facilities maintenance staff person. Consult



with your EPA Regional PCB Coordinator to ensure that all relevant cleanup procedures are followed; see <https://www.epa.gov/pcbs/epa-regional-polychlorinated-biphenyl-pcb-programs>

The following link from NCDHHS offers additional information on PCBs:

[NC DPH: Occupational and Environmental Epidemiology: PCBs \(ncdhhs.gov\)](https://www.ncdhhs.gov/occupational-and-environmental-epidemiology/pcb)

4. NC FIRE PREVENTION CODE INSPECTIONS

§4.1 Periodic Fire Inspections

The following link to the [NC 2018 Fire Prevention Code, Chapter 1, Section 106](#) (NC 2024 Fire Code, Section 108) provides information on fire inspection requirements for churches and educational facilities. North Carolina churches are required to have a recurring inspection once every three years and educational facilities are required to have an inspection once every two years, though local officials may inspect more frequently. The local fire marshal schedules and conducts the inspection, but all parishes, missions, and schools should contact the local fire marshal if recurring inspections have not occurred on that minimum schedule.

[2018 NORTH CAROLINA STATE BUILDING CODE: FIRE PREVENTION CODE | ICC DIGITAL CODES \(iccsafe.org\)](#)

§4.2 Common Fire Inspection Deficiencies

- Blocked electrical panels
- Blocked exits, fire doors, or egress paths
- Improper storage, including storage of combustible materials
- Materials stored too close to ceiling
- Items hanging from ceilings, sprinkler heads, or pipes
- Improper use of extension cords
- Exit signs and faulty lighting
- Expired or dead backup batteries
- Expired fire extinguishers
- Broken or expired smoke detectors
- Faulty fire alarms or pull stations
- Painted over tags on fire-rated doors and frames
- Blocked fire department connection valves or exterior access points
- Improper records



5. INDOOR ENVIRONMENTAL QUALITY

§5.1 Indoor Environmental Quality

The following link for Indoor Environmental Quality (IEQ) provides information on poor IEQ which can impact the health of building occupants. This site includes quick links discussing Carbon Monoxide, Mold, Ozone, Particulates, Pesticides, Radon, and Volatile Organic Compounds (VOCs).

[Indoor Environmental Quality \(ncdhhs.gov\)](https://www.ncdhhs.gov/indoor-environmental-quality)

A healthy indoor environment is one in which the surroundings contribute to productivity, comfort, and the health and well-being of building occupants. Basic indoor air quality standards include:

- The indoor air is free from significant levels of odors, dust, and contaminants and circulates without creating drafts.
- Temperature and humidity are appropriate to the season and to the clothing and activity of the building occupants.
- There is enough light to illuminate work surfaces without creating glare and noise levels do not interfere with activities.
- Sanitation, drinking water, fire protection, and other factors affecting health and safety are well planned and properly managed to create a beneficial environment.
- Occupants are encouraged to report unusual odors, discomfort, or other changes in the building. These may be early signs of maintenance problems that need to be addressed.

6. MAINTENANCE CHECKLISTS

§6.1 How to Use the Checklists

The following checklists are intended to be flexible working documents that can be customized and applied to each building on a parish, mission, or school's physical site. These sections are the foundation for the Facility Maintenance Manual. You may choose to have one set for each building, or you may combine checklists for all buildings into a single checklist. You may also find items that do not pertain to your specific situation. The checklists are available from the Office of Property and Construction as MS Word documents to allow you to amend the checklists according to your needs, location, and ease of use. Consider carefully before deleting tasks or checks from a checklist.

Prior to each inspection, make copies of each of the checklists. Use one set of checklists for each building. Keep the original documents for future use.

§6.2 Maintenance Checklists

The Maintenance Checklists are organized by area and serve as reminders for maintenance personnel of the various jobs to be completed. Each item should be checked off and dated as it is finished. These checklists require a physical inspection of the items at least once a year, though individual items may require more frequent inspections.

- A. Site and Grounds Maintenance Task Checklist
- B. Building Exterior Maintenance Task Checklist
- C. Building Exterior Inspection Checklist
- D. Building Interior Maintenance Task Checklist
- E. Building Interior Inspection Checklist
- F. Mechanical Maintenance

- a. Due to the specialized knowledge required to properly maintain mechanical equipment, many parishes have contracted third-party companies to monitor, maintain, and repair mechanical systems. If your parish has qualified employees capable of properly monitoring, maintaining, and repairing various mechanical systems, you may contact the Office of Property and Construction for specific mechanical system checklists.



- b. If your parish contracts the monitoring, maintenance, and repair of mechanical systems, the general preventive mechanical maintenance contracts should include components such as boilers, burners, valves, gauges, motors, pumps, compressors, fans, steam traps, ignition components, filters, safety devices, etc. Contracts can also include operation of the equipment, parts inventory, corrosion prevention, and water treatment especially for steam boilers, calibration of temperature controls, and fuel efficiency tests.

A. Site and Grounds Maintenance Task Checklist

Building Name: _____

Inspected by: _____

Title: _____

Item	Maintenance Task (as needed)	Date	Inspection / Notes Action Taken / Notes
A1	Remove and dispose of all fallen tree limbs, dead shrubs, etc.		
A2	Trim and prune shrubs and trees		
A3	Repair parking lots and driveways		
A4	Reseed and fertilize lawn		
A5	Obtain contract bids for summer yard care and landscaping (if required)		
A6	Service all lawnmowers and miscellaneous lawn care equipment		
A7	Clean all site drains		
A8	Check and service playground equipment		
A9	Repair and/or paint fences, gates, railings, statues, etc.		
A10	Repair any sidewalks that exhibit a vertical change over 1/4 inch. Power wash sidewalks as needed.		
A11	If standing water exists near any buildings, verify that no nearby gutters or downspouts are plugged, and that ground level piping extends at least 6 feet away from foundation		
A12	Repair retaining walls, fences or gates as required		
A13	Pump out septic tanks at least every 4 years		
A14	Repaint fire lane and parking striping as required		



B. Building Exterior Maintenance Task Checklist

Building Name: _____

Inspected by: _____

Title: _____

Item	Maintenance Task (as needed)	Date	Inspection / Notes Action Taken / Notes
B1	Remove or install storm windows, screens and awnings		
B2	Wash exterior building walls and windows		
B3	Repair cracks around windows and doors		
B4	Paint building exterior as required		
B5	Cut back tree limbs resting or overhanging buildings and roofs		
B6	Clean roofing areas including valleys, drains, gutters and downspouts		
B7	Perform necessary roof repairs		
B8	Lubricate exterior door hinges and hardware		
B9	Repair broken, cracked or chipped glass		
B10	Repair loose or disintegrated mortar		
B11	Repair loose or missing sealants at building penetrations		
B12	Verify locks on exterior doors and windows work properly		
B13			
B14			
B15			

C. Building Exterior Inspection Checklist

Building Name: _____

Inspected by: _____

Title: _____

Maintenance Inspections: If any of the following maintenance inspection observations are present, the parish should contact an appropriate professional for estimates and repairs. The parish should also contact the Office of Property & Construction for guidance in creating a long-term capital budget plan. Inspection notes and resolution actions should be included.

Item	Maintenance Inspection (as needed)	Date	Inspection / Notes Action Taken / Notes
C1	Do foundation walls show signs of large cracks in masonry, bricks or stones?		
C2	Do any foundation walls show signs of flaking mortar or concrete?		
C3	Are there any signs of foundation movement, bulging or bowing?		
C4	Are there any signs of foundation water leaks, stains or discoloration?		
C5	Are interior basement, crawl spaces or foundation walls damp or show mold stains, or mildew odors?		
C6	Are insect tubes visible along foundation walls?		
C7	Do any exterior frame walls show rot, or deterioration of sills, siding, walls or wood molding?		
C8	Do any exterior frame walls show cracked, split or buckled siding boards?		
C9	Are there any piles of sawdust?		
C10	Are exterior frame wall cavities insulated?		
C11	Is paint blistered or peeling on exterior frame walls?		
C12	Are there gaps or holes around any roof penetrations, chimneys, or vents? Is there any evidence of water?		



C13	Are there signs of sagging or movement in the roofing material? Are flashings or caulking separated, loose, or missing?		
C14	Does the roof and/or attic have proper ventilation?		
C15	For Built Up Roofs, Are there blisters, bubbles, cracks, splits, or seams in roofing membranes? Is there evidence of standing or ponding water? Are roof drains clear and operating properly? Does the roof feel “squishy” under foot? Is there any vegetation growing through the roof?		
C16	For slate roofs, are there broken, missing, or loose slates? Are ridge roofs loose, deteriorated, or rusted? Are there sections patched with asphalt?		
C17	For metal roofs, are metal roof sheets rusted? Are there signs of holes, pitting, or cracking, open joints or defective fasteners?		
C18	For exterior doors and windows, Are flashings over doors and windows cracked, missing, or rusted? Are trim, sills or caulking around doors and windows split, loose, or deteriorated?		
C19	For exterior doors and windows, Is there broken or cracked glass? Do doors and windows lock properly? Do doors and windows operate and seal properly? Are screens, shutters and other exterior window attachments secure?		
C20	Are parapet walls cracked or do chimneys lean?		
C21	Are bricks loose or spalling? Do mortar joints require re-pointing? Are flashings missing, loose, or damaged or is there evidence of moisture penetration?		

C22	Are there loose, pitted, rotted, or missing gutters and downspouts? Do gutters sag or downspout joints leak? Do gutters or downspouts require repainting? Do splash blocks/drains under downspouts divert water properly?		
C23	Are the exterior attachments (cables, canopies, alarms, lights, other) in good condition and secured to the building?		
C24	Are lightning rods and cables intact?		
C25	Do porches, stairs, or balconies require painting? Is porch floor structure decayed or weak? Are stair treads loose or broken? Are column bases in need of repair? Are railings broken, weak or loose? Are balusters broken, loose, or missing?		
C26			
C27			
C28			
C29			
C30			



D. Building Interior Maintenance Task Checklist

Building Name: _____

Inspected by: _____

Title: _____

Item	Maintenance Task (as needed)	Date	Inspection / Notes Action Taken / Notes
D1	Clean windows, draperies, blinds, etc.		
D2	Clean ashes from fireplaces and incinerator ash pits		
D3	Service all mechanical ventilating equipment		
D4	Clean carpet		
D5	Remove debris and combustibles from all areas including doorways, stairways, furnace and utility rooms, around heating equipment, radiators, flues, chimneys and electrical panels		
D6	Perform test on building sprinkler system and service if required		
D7	Service HVAC units, including changing filters and verifying condensate drains are not clogged		
D8	Replace leaking faucets, etc.		
D9	Replace burned out light bulbs		
D10	Inspect and clean out grease traps		
D11	Repair or replace broken fixtures		
D12	Inspect and/or service kitchen exhaust hoods and fire suppression systems		
D13	Check for up-to-date electrical panel schedule		

E. Building Interior Inspection Checklist

Building Name: _____

Inspected by: _____

Title: _____

<i>Maintenance Inspections: If any of the following maintenance inspection observations are present, the parish should contact an appropriate professional for estimates and repairs. The parish should also contact the Office of Property & Construction for guidance in creating a long-term capital budget plan. Inspection notes and resolution actions should be included.</i>			
Item	Maintenance Inspection (as needed)	Date	Inspection / Notes Action Taken / Notes
E1	Are floor joists warped, cracked, or sagging? Is floor joist blocking and bridging secure? Is there visible separation between floors and walls at base trim? Do floors squeak or creak?		
E2	Are masonry and tiles floors cracked, broken, or worn? Is wood flooring warped, separated, or badly worn? Is carpet loose, torn, or badly worn?		
E3	Are interior walls water stained? Are there visible cracks? Are surfaces peeling or dirty? Is wall finish buckled or loose?		
E4	Are interior ceilings water stained? Are there visible cracks? Are surfaces peeling or dirty? Is ceiling structure sagging or separating? Is ceiling tile grid secure? Are there damaged ceiling tiles? Are light fixtures secure?		
E5	Do interior doors bind? Do doors have loose or missing hinges, knobs, or locks? Is there evidence of mold or discoloration around windows and/or doors?		



E6	Do interior rafters, floor joists and sheathing show sign of water stains, warping, cracking or sagging?		
E7	Is there evidence of leaking around any roof penetrations including vents, ducts, chimneys, etc.?		
E8	Is attic floor insulated?		
E9	Are attic fans or vents operating properly? Is attic free of debris and unused combustible items? Are off-season and other materials stored neatly and away from heat?		
E10	Is crawl space and/or basement damp, wet, or water stained? Is there evidence of water entering through the crawl space, basement walls, or floors? Does water or snowmelt drain into basement from window wells? Is crawl space and/or basement floor cracked or disintegrated?		
E11	Are there water leaks at bathroom fixtures, faucets or pipes?		
E12	Do flush valves/faucets work properly?		
E13	Are any drains clogged?		
E14	Do wires on appliances and equipment show fraying, splits or bare wires? Do electrical outlets, switches and boxes operate properly and have cover plates?		
E15	Are fire extinguishers and emergency lighting present and inspections up-to-date?		
E16			

APPENDIX A

Diocese of Raleigh Work for Hire Agreement

Please contact for the Office of Property and Construction or visit us online at:
<https://dioceseofraleigh.org/property-and-construction/forms-guides-and-manuals>
for the most recent version.



STANDARD WORK FOR HIRE AGREEMENT

Instructions for use

Note: This cover should not be included with the final agreement documents

This standard Work for Hire Agreement (WFHA) is provided by the Diocesan Office of General Counsel and Office of Property and Construction for parish or school use with single-vendor contracts.

When to Use the WFHA

Projects less than \$20,000: This agreement form may be used at the discretion of the location. Consult with the Director of Property, Construction, & Risk Management for any such projects which include permanent changes to property or structure. *Note: Pastors must consult with their Parish Finance Council for any administrative action \$10,000 or more.*

Projects \$20,000 - \$100,000: Follow the instructions included below.

Projects over \$100,000: Discuss the project with the Director of Property, Construction, & Risk Management prior to completing and submitting a WFHA.

How to Use the WFHA

Step 1 – Solicit Bids and Select a Vendor: Share WFHA with prospective vendors while soliciting bids. Any questions about the terms or insurance limits should be discussed with the Director of Property, Construction, & Risk Management.

Step 2 – Complete WFHA: Once the parish has selected a vendor, fill out the WFHA per the agreed terms, attach the vendor proposal and Certificate of Insurance, and proceed to Step 3.

Step 3 – Diocesan Approvals

Expenditure Approval: Submit an expenditure approval request, confirming the total project cost, the source of the funds, and the approvals of both the Pastor/Administrator and Parish Finance Council to the Director of Financial Planning & Analysis.

Contract Approval: Submit the completed WFHA with the original proposal and completed Certificate of Insurance attached as exhibits to the Director of Property, Construction, & Risk Management for review and approval.

Step 4 – Contract Execution: Once both Step 3 approvals are confirmed, the Pastor should sign the agreement and proceed with the project. Copies of the full, executed documents should be submitted to the Director of Property, Construction, & Risk Management for the record.

Change Orders: Any changes to the contract cost after execution of a WHFA should be documented in writing and sent to the Diocese for review and approval prior to accepting the change or any work being performed.

Diocesan Approval Contacts

Expenditure Approval

Peter Ciulla
Director of Financial Planning & Analysis
peter.ciulla@raldioc.org
(984) 900-3143

Contract Approval

Michael Wengenroth
Director of Property, Construction, & Risk Management
michael.wengenroth@raldioc.org
(919) 728-7125

&

Bill Herhold
Regional Facilities Manager
bill.herhold@raldioc.org
(984) 332-1163



Work for Hire Agreement

This Work for Hire Agreement (this "Agreement") is made effective as of: _____
(date)

by and between: _____, NC (the "Owner"),
(Parish or Location Legal Name)

and Contractor: _____, (the "Contractor"),
(Contractor Legal Name)

of _____.
(Contractor Address, City, State, ZIP)

1. DESCRIPTION OF WORK. Contractor will perform the work described in the attached **Exhibit A** (collectively, the "Work"), in a competent, good, workmanlike manner. The **Exhibit A** is an integral part of this Agreement. The Work shall be performed at _____.
(Address/Location of Work)

2. PAYMENT FOR WORK. Owner will pay compensation to Contractor for the Work in the amount set forth in the **Exhibit A**, but not to exceed \$_____, except with prior written approval in the form of a change order, signed by both the Owner and Contractor detailing the scope and total cost of the change. Payment shall be made no later than ____ days after receipt of Contractor's invoice and satisfactory completion of the Work billed. Interest for past due invoices will be calculated at a rate of the Prime Rate at the time of contracting plus 1% per annum.

3. PERMITS. Contractor will obtain and coordinate all permits, inspections, or approvals as may be required for proper performance and completion of the work and will pay all associated fees.

4. TERM. This Agreement will terminate upon completion of the Work, unless earlier terminated as provided herein; provided, however the Confidentiality and Indemnification provisions shall survive such termination. Work is scheduled to begin within ____ days of the final execution date of this Agreement and shall be completed within ____ days thereafter, except as provided in any change orders approved by the Owner and Contractor.

5. RELATIONSHIP OF PARTIES. It is understood by the parties that Contractor is an independent contractor and not an agent or employee of the Owner. The Contractor has no authority to enter into any agreement with other parties that binds the Owner. The Owner will not provide fringe benefits, including health insurance benefits, paid vacation, worker's compensation insurance or any other employee benefits to Contractor, and Contractor agrees to be solely responsible for all such benefits and all required governmental taxes and withholdings.

6. CONFIDENTIALITY. Contractor will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Contractor, or divulge, disclose, or communicate in any manner any information that is proprietary to the Owner. Contractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective after the termination of the Agreement. Upon termination of the Agreement, Contractor will return to

the Owner all records, notes, documentation, and other items related to the Owner that were used, created, or controlled by Contractor during the term of this Agreement.

7. INSURANCE. For the duration of the Work, Contractor shall maintain: (i) commercial general liability insurance in the amount of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate; (ii) automobile liability insurance in the amount of not less than \$1,000,000 combined single limit; (iii) umbrella or excess liability insurance in the amount not less than \$3,000,000 per occurrence and \$3,000,000 in the aggregate; and (iv) worker's compensation insurance as required by law and employer's liability insurance in the amount of not less than \$500,000 each accident, \$500,000 disease, policy limit, and \$500,000 disease, each employee. Contractor's liability insurance shall be primary. _____, the Roman Catholic Diocese of Raleigh, and Bishop Luis Rafael Zarama will be named as additional insureds under Contractor's commercial general liability, automobile liability, and umbrella or excess liability policies. Contractor shall verify that all subcontractors maintain adequate commercial general liability insurance, worker's compensation, automobile liability insurance, and umbrella or excess liability insurance.

Instructions for Contractor's Certificate of Liability Insurance:

Prior to commencing work, Contractor agrees to provide certificate(s) of insurance to the Owner evidencing the required insurance coverages along with an endorsement to its commercial general liability, automobile liability, and umbrella or excess liability policies evidencing the additional insured status of the Owner, Diocese, and Bishop.

Certificate Holder: **Luis Rafael Zarama, Bishop of the Roman Catholic Diocese of Raleigh**
7200 Stonehenge Drive
Raleigh, NC 27613
C/O _____, NC

In the Description of Operations, include a brief description of the work and the following text:

" _____, NC, the Roman Catholic Diocese of Raleigh, and Bishop Luis Rafael Zarama are listed as Additional Insured for Commercial General Liability, Automobile Liability, and Umbrella or Excess Liability"

8. NO WAIVER OF SUBROGATION. The Owner does not waive or limit any rights of recovery against the Contractor for any damages resulting from the negligent or intentional acts of the Contractor associated with the Agreement and/or on the Owner's property.

9. INDEMNIFICATION. To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold harmless the Owner, the Roman Catholic Diocese of Raleigh, and Bishop Luis Rafael Zarama, and their respective officers, members, managers, employees, and agents (all of the foregoing, "Indemnitees") from and against any loss, liability, claims, demands, causes of action, damage, cost, and/or expense (including reasonable attorneys' fees and expenses) which may be asserted against any of them or which they may incur or pay out, to the extent arising out of or related to: (a) the work and/or materials supplied by, or acts or omissions of, Contractor and/or any of its Subcontractors and/or material suppliers; and/or (b) claims by any party claiming by, through or under Contractor or any Subcontractor; and/or (c) Contractor's breach of its obligations under



this Agreement. The obligations of Contractor hereunder shall survive the completion of Contractor's Work under this Agreement or the earlier termination or expiration of this Agreement.

10. TERMINATION. The Owner may terminate Contractor's performance of services under this Agreement for default upon giving at least fifteen (15) days' prior written Notice to Contractor, specifying the nature of the default, during which time the Contractor shall have the opportunity to cure such default if it is of such nature that it can reasonably be cured in a timely manner. In such a case, the Owner's liability hereunder will terminate as of the termination date specified in such Notice, except that the Owner will remain liable for any payments for Work earned by Contractor, through the effective date of termination (which amounts the Owner may offset against any amounts properly due and owing to the Owner from Contractor). If the Owner has paid in advance for any work, Contractor shall refund or credit to the Owner the portion of such advance payment allocable to the period after the termination date.

11. ENTIRE AGREEMENT; SUPERSEDING INCONSISTENT DOCUMENTS. This Agreement may only be amended in writing signed by the party against which enforcement is sought. This Agreement constitutes the entire agreement between the Owner and Contractor and supersedes all prior agreements or understandings between the Owner and Contractor, whether written or oral, relating to the same subject matter. The provisions of this Agreement govern and supersede any inconsistent language contained in the **Exhibit A** or any purchase orders or invoices of Contractor.

12. COUNTERPARTS; FACSIMILE AND ELECTRONIC VERSIONS. This Agreement may be executed simultaneously or in separate counterparts, and any of the parties to this document may execute it by signing counterpart signature pages, all of which taken together shall constitute one and the same document. Signatures transmitted by facsimile or as emailed PDF or other similar electronic versions shall be binding as originals, and the parties hereto hereby waive any defenses to the enforcement of the terms of this document based upon the form of signature. If facsimile signatures or emailed PDF or other electronic copies are used to exchange signed documents, the parties will each forward original counterpart signatures to the other promptly after delivery of the facsimile signatures or PDF copies, but the failure to do shall not invalidate this Agreement.

13. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of North Carolina, and venue of any action shall be in Wake County or the County in North Carolina in which the work is performed.

Owner	Contractor
_____ (Parish or Location Legal Name)	_____ (Contractor Legal Name)
Signature:_____	Signature:_____
Name:_____	Name:_____
Title: Pastor/Administrator	Title:_____
Date:_____	Date:_____

EXHIBIT A - DESCRIPTION OF WORK
(attach original vendor contract or proposal here)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN HAVE BEEN REQUESTED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY	X				DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS-MADE ☐ OCCUR ☐					MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$
	GENTL AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$
	POLICY ☐ PRO-JECT ☐ LOC ☐					\$
	AUTOMOBILE LIABILITY	X				COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS					\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DED ☐ RETENTION \$	X				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N ☐	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

[Brief description of the work]

[Parish/School Name], [City], NC, the Roman Catholic Diocese of Raleigh, and Bishop Luis Rafael Zarama are listed as Additional Insured for Commercial General Liability, Automobile Liability, and Umbrella/Excess Liability only with regards to work performed at [Project Address].

CERTIFICATE HOLDER	CANCELLATION
Luis Rafael Zarama, Bishop of the Roman Catholic Diocese of Raleigh 7200 Stonehenge Drive Raleigh, NC 27613 C/O [Parish/School, City], NC	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05)

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APPENDIX B

Diocese of Raleigh Rectory Turnover Guide

Please contact for the Office of Property and Construction
for the most recent version.





CATHOLIC DIOCESE of RALEIGH

Office of Property & Construction

Rectory Turnover Guide

The goal of this guide is to provide parishes with a checklist of tasks to complete upon assignment of a new priest resident to ensure the property is safe, clean, and prepared prior to arrival. While the guide is intended to be accessible without specialized knowledge, repairs or replacements including any electrical, plumbing, HVAC work or other skilled trades should be performed by properly licensed or qualified professionals. The Office of Property & Construction is available to consult regarding any questions or concerns.

Items found to be deficient should be cleaned, repaired, or replaced as necessary.

Note: This guide addresses only standard items applicable to most residences. Unique conditions or significant deferred maintenance may require additional work. Please consult with the Office of Property & Construction for additional guidance.

General Cleaning:

- Sweep and mop all floors.
- Clean or professionally shampoo carpets as needed.
- Clean windows and windowsills.
- Dust all hard surfaces, including shelves, cabinets, furniture, trim, and light fixtures, and remove cobwebs.
- Clean high-touch areas, including light switches, doorknobs, and cabinet handles.
- Clean all kitchen appliances, countertops, sinks, and cabinets.
- Clean all bathroom fixtures, including the toilet, sink, and shower/tub.

Deep Cleaning: (when appropriate)

- Consider hiring professionals for deep cleaning, especially for carpets and upholstery.
- Consider hiring professionals to clean the HVAC ductwork.

Repairs and Maintenance:

- Confirm that all appliances are in working order.
- Repair any damage to walls, ceilings, or floors.
- Fix leaky faucets, drains, pipes, or toilets.
- Verify toilets flush, fill, and shut off properly.
- Verify sinks, tubs, and showers drain properly.
- Verify hot and cold water is present at sinks.
- Verify shower or bathtub caulking is intact and unstained.
- Verify bathroom ventilation fans function properly.
- Ensure all electrical outlets and switches are functional.
- Replace any burnt-out light bulbs.
- Test smoke & Carbon Monoxide (CO) detectors and replace batteries. Replace any detectors by the printed expiration date or any smoke detectors older than 10 years and CO detectors older than 7 years.
- Ensure all doors and windows open, close, and latch properly.
- Check window screens for holes and gaps.
- Replace HVAC filters.
- Check for and address any pest infestations (e.g., rodents, insects).
- Ensure there is an active termite treatment policy which includes a warranty or insurance for structural damage.

Painting:

- Touch up or repaint walls and ceilings as necessary.
- Touch up or repaint/re-stain any woodwork, such as trim or doors.

Flooring:

- Repair or replace damaged tiles, hardwood, laminate flooring, or carpet that is excessively worn or permanently stained.

Exterior Maintenance:

- Clean the exterior of the property, including eaves, siding, windows, porches, and decks.
- Repair any damage to porches or decks.
- Ensure that the yard and landscaping are well-maintained.



- Check outdoor lighting for proper function.

Safety:

- Install or ensure the presence of smoke and CO detectors outside of each separate sleeping area in the immediate vicinity of the bedrooms.
- Provide fire extinguishers in readily accessible locations. Recommended locations include on each level of the home near exits and near any locations a fire may start, including the kitchen and garage.
- Check and secure any potential safety or trip hazards, such as loose handrails and loose or uneven stairs, including outdoor deck areas.
- Ensure locks function as intended and all exterior doors have deadbolts. Rekey or change locks if necessary.
- Verify that all exterior electrical outlets and switches have covers.
- Ensure all bathroom, kitchen, laundry and garage outlets are GFCI (Ground-Fault Circuit Interrupter) protected.
- Automatic garage door openers should be verified to automatically reverse if an object is placed underneath a closing door. Also, if equipped, a closing automatic garage door should be verified to reverse upward if the beam between the sensors is obstructed.

Furnishings:

- Ensure rectory furnishings are complete, clean, and in working condition.

Upgrades:

- A change of resident may provide an opportunity to address any features that are past service life, have reduced function, or are costly to maintain and operate. Examples include worn floor finishes, carpeting, drafty windows, older toilets and plumbing fixtures, outdated electrical systems, aged appliances, worn-out cabinetry, etc.

Final Inspection:

- Conduct a final inspection to ensure that all work has been completed and the property is move-in ready.

New Resident Orientation:

- Provide the new resident with keys, alarm codes, and any necessary access instructions for any services (internet, cable, etc.).
 - Conduct a walkthrough with the new resident to explain how appliances and systems work and answer any questions.
-

Regular Maintenance Recommendations:

In order to preserve the condition of the residence, maintain operational efficiency, and reduce future repairs, the parish should arrange for the following if not already in place:

- **HVAC & Water Heater Maintenance:** Annual Preventative Maintenance contracts for HVAC; Water Heater recommended as well.
- **Air Filters:** The parish should arrange for air filters to be changed once per month or according to manufacturer recommendations.
- **Smoke and Carbon Monoxide Detectors:** The parish should test units regularly and replace batteries annually. Detectors should be replaced every 7-10 years or by expiration date if provided.
- **Pest Control/Termite Contract:** All buildings in the Diocese, including rectories, are required to be covered under a termite treatment and inspection contract which also includes coverage for structural damage (a.k.a a “Termite Bond”)
- **Cleaning:** Regular general cleaning of the interior.
- **Yard:** Regular maintenance of the yard. Vegetation should be trimmed for appearance and to prevent any contact with the structure.
- **Gutters, Downspouts, and Splash Blocks:** Gutters, downspouts, and splash blocks should be checked and cleaned regularly to prevent blockages and water backing up to the structure.
- **Sump pumps (if equipped):** Sump pumps (if equipped) should be verified to function. Sump pump basins should be verified to be free of debris and have an effective cover if there is a risk of stepping into basin.



FACILITY MAINTENANCE MANUAL
Roman Catholic Diocese of Raleigh
Office of Property and Construction
7200 Stonehenge Dr.
Raleigh, North Carolina 27613

Please direct any questions, comments, or concerns to the
Office of Property and Construction at:
(919) 728-7125