

COCWA encourages all churches to have a best practice approach to management and maintenance of property assets. Church Boards are encouraged to review their property management plans at least annually. Note that churches are considered as Class 9b buildings.

This Annual Checklist is designed as a guide and may not identify all building maintenance needs. These checks should be carried out as applicable to all buildings and structures and professionals engaged as needed. Please take care when inspecting the property and use appropriate tools. Do not undertake any risks or carry out work you are not qualified to perform.

Class 9b:

An assembly building, including a trade workshop, laboratory or the like, in a primary or secondary school, but excluding any other parts of the building that are of another class.

FIRE AND FIRST AID

- Check there is an evacuation plan in place.
- Check all volunteer leaders know the procedure in the event of an emergency.
- Check that fire exits and paths of travel clearances are maintained in accordance with an evacuation plan.
- Check that evacuation plans are clearly displayed.
- Ensure occupants using the premises are aware that exit paths must not be blocked at any time.
- Check and restock all first aid kits. Responsibly discard and replace expired contents.
- Check there is a procedure in place for the dispensing of medical aids from the first aid kits.
- Check smoke alarms are hardwired in to the building.
- Check smoke alarms are cleaned of dust and functioning.
- Check fire extinguishers and fire blankets are well within their expiry date.
- Appoint a licenced contractor to check and test that fire and security alarms are in working order and are compliant with regulations.
- Check fire breaks are cleared.

BUILDING - EXTERNAL

- Inspect and clean roof, gutters, down pipes and sumps.
- Inspect septic tanks and empty if required.
- Inspect and clean air conditioning installations and clear vents of leaves.
- Check the condition of the grounds and ensure lawns, trees, shrubs, etc are not overgrown. Look for large trees too close to the building. Note any poisonous trees and shrubs.
- Check the condition of fences and gates.
- Inspect parking areas (concrete or asphalt) for loose or cracked parts, open joints and trip hazards and repair or make safe as necessary.
- Inspect signs, fencing and parking lot fixtures for damage and replace or repair.
- Look for damp ground in the vicinity of the drains, which could be caused by cracks or leaks in pipes, needing replacement.

BUILDING - INTERNAL

- Clean the building, remove clutter and unnecessary items.
- Check the general condition of carpet and/or vinyl floor coverings to ensure they are in good repair and do not present a tripping hazard. Deep clean carpet and treat stains.
- Check the condition of floor tiles and grouting. Ensure there are no chips or cracks in tiles or that the tiles are not lifting. Check that the grouting is not cracked or missing.
- Maintain and store records of servicing and replacement of equipment (kitchen, hot water systems etc).
- Check that all seating is clean and in good repair. Discard or repair broken chairs and furniture.
- Check for wall and ceiling cracks and inspect paint condition.
- Make sure that the windows can be opened and check for broken window panes.
- Check all balustrade and railing is sturdy and secure.
- Inspect sound system and service as appropriate.

ELECTRICAL

- Check that the light switches and power points work.
- Test all power points with a powerpoint tester.
- Look for signs of burns around switches, fittings and fuses.
- Check any electrical appliances (stove, fridge, dishwasher, stove ventilation fan) are clean and free of dust and in good working order. Look for water stains around the dishwasher to ensure there are no leaking water pipes.
- Test any electrical heating or air conditioning installations for normal operation. It is advisable to have these systems checked by a qualified tradesperson.

PLUMBING

- Check all plumbing fittings for cracks or leaks including taps, sink and toilets.
- Check the tiles and splashbacks around sinks are water tight and in good condition and free from water damage.
- Test the water pressure in hot and cold taps.

GENERAL OH & S

- Where needed, check that heritage listings are up-to-date.
- Any asbestos in the building will need to be identified and managed in accordance with government regulations and legislation. All care needs to be taken when inspecting or working with asbestos.
- Ensure an annual pest and termite control inspection and application has been carried out.
- Occupational Health & Safety legislation applies to buildings. Churches may consider conducting an audit of their buildings through an OH & S Officer.
- Disability Access should be compliant with any new building work that churches undertake. Normally this will be detailed in the Building Permit.