

# CHURCH MAINTENANCE FORM



**MAINTENANCE CHECKLIST**  
*(Name of Church, Contact Details & logo)*

	YES	NO	N/A
<b>Floors, Aisles, Stairs and Landings</b>			
1. All walls are clear			
2. Aisles are free of clutter, mop and all furniture			
3. Stairs free of coats or other items			
4. Handrails are in good repair			
5. Stairwell steps or stairs are in good condition			
<b>Storage</b>			
6. No storage under seats			
7. No items under the pews			
8. No clutter in service rooms			
9. No items under altar cloth			
<b>Electrical power</b>			
10. High voltage electrical in service			
11. No electrical clutter under			
12. No electrical clutter in aisle or pews			
13. All light switches in operation			
14. No loose wires for power and/or telephone in pews or elsewhere			
15. No loose telephone wires			
<b>Fire and</b>			
16. Fire alarm considered an emergency incident			
17. Appliances being repaired			
18. Items reported for other repairs			

# Church Maintenance Manual

**Methodist Episcopal Church**



**Church Maintenance Manual:**

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