

The church at 111 Hillside semiannual maintenance checklist

Spring: Typically 1st Saturday of May

Fall: Typically 2nd Saturday of November (in time for city leaf pickup)

Inside

- Clean HVAC vents (vacuum out cobwebs and dust, wipe off accumulated dust/dirt using window cleaner and rag)
- Wash windows
- Wash window screens (priority: those facing the driveway and street; remove, scrub gently with soapy water and rinse)
- Clean light fixtures (remove globes to dust or wash gently, vacuum out dead bugs in large globes and dust) and replace dead bulbs as needed
- Clean floors as needed (shampoo carpet, strip and seal VCT floors)
- Clean thermostats (wipe covers with window cleaner to remove dirt)
- Clean accumulated grime from electrical outlet and switch plates
- Clean accumulated dirt off doors and door hardware
- Clean ovens if needed
- Clean refrigerator (inside and heat exchanger coil) and purge old items
- Note areas that need touch up painting
- Inspect attic "crawl space" (check for evidence of leaks around vent risers, check for evidence of pests)
- Purge accumulated junk in closets
- Purge accumulated junk in office nook
- Purge accumulated junk in kitchen

Outside

- Spring:
 - Repair sod chewed up by snowplow
 - Prepare lawn for mowing
 - Clean out A/C condensing units (CUT OFF POWER FIRST!!)
- Fall:
 - Mow lawn one last time
 - Clear leaves from driveway and parking lot; rake to street for city pickup, or to back among trees
 - Cover A/C condensing units
- Clean large sanctuary window
- Remove leaf debris from gutters
- Clean siding where needed
- Inspect exterior siding, trim, roof for signs of needed repairs
- Inspect catch basins and remove accumulated debris
- Perform maintenance on power equipment
- Check sidewalks for sealing, especially around areas that get chipped in winter
- Purge accumulated junk in shed