

Davisburg United Methodist Church Trustee Work Order

Please Complete This Entire Document and Submit to Pastor's Office for Approval and Proper Retention

Person Responsible

Month	Day	Year

- There no maintenance required at this time AND/OR all items have been adequately addressed.
- Maintenance required at this time: (Please see below for additional information)

Interior Area To Be Addressed:	Trustee	Contractor
<input type="checkbox"/> Well System		
<input type="checkbox"/> Septic System		
<input type="checkbox"/> Electrical		
<input type="checkbox"/> HVAC		
<input type="checkbox"/> Ceiling		
<input type="checkbox"/> Interior Coverings		
<input type="checkbox"/> Window and Doors		
<input type="checkbox"/> Floors		
<input type="checkbox"/> Garbage Receptacles		
<input type="checkbox"/> Signage		

Exterior Area To Be Addressed:	Trustee	Contractor
<input type="checkbox"/> Gutters		
<input type="checkbox"/> Roofs		
<input type="checkbox"/> Exterior Coverings		
<input type="checkbox"/> Windows/Doors		
<input type="checkbox"/> Parking Lot		
<input type="checkbox"/> Garbage Receptacles		
<input type="checkbox"/> Green Areas		
<input type="checkbox"/> Signage		
<input type="checkbox"/> Other:		
<input type="checkbox"/> Other:		

Does this issue require Urgent* attention? Yes No

Location Of Issue:

Were materials purchased using the Church's Tax I.D.? Yes No If "No" What

Cost of maintenance: \$

Description of work completed and material used:

Person Maintenance Completed By

Month	Day	Year

***We define urgent as problems that require immediate attention to protect you and your family from harm, or to avoid further damage to the church, property, or adjacent properties. In emergencies, contact someone immediately.**

Was this item related to another church project or ministry? Yes If "Yes" what is the name of project or ministry

No

Other persons assisting:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

If Contractor Used Please Completely Fill In This Portion Of Document:

Business/Contractor Name

Street

City

State

Zip

Primary Phone Number (Please Include Area Code)

Alternative or Fax Number (Please Include Area Code)

Invoice Number

Arrival

Time

Completion

Time

Please attach original invoice to this document upon submission.

Additional Information:

Davisburg United Methodist Church Trustee Monthly Checklist

INTERIOR -All Facilities

H.V.A.C.

- 1 Filters - Monthly Okay Requires Service
- 2 Thermostat batteries - Monthly Okay Requires Service
- 3 Heat Registers/Cold Air Returns Verified No Obstructions - Monthly Okay Requires Service

Well System

- 1 Faucets Run In Order/Then Turned Off In Order - Monthly Okay Requires Service
- 2 Aerators To Be Cleaned - Monthly Okay Requires Service
- 3 Toilets/Urinals To Be Activated And Checked For Leaks - Monthly Okay Requires Service
- 4 Water Softener - Monthly
 - A Verify Proper Function And Check For Leaks Okay Requires Service
 - B Salt Levels Okay Requires Service
 - C Filter Status Okay Requires Service
 - D Power Supply Okay Requires Service
 - E Timer Okay Requires Service

Septic System

- 1 Verify Proper Signage In Place For "Proper Product" Allowed Okay Requires Service
- 2 Verify Grinder System And Alarm In Gospel Center Okay Requires Service
- 3 Maintain Proper Pumping Schedule - Check Off Monthly Okay Requires Service

	Scheduled Pumping			
Company Providing Septic Pumping	Date - Record Monthly	Month	Day	Year

Electrical

- 1 Verify All Lightbulbs Working - Monthly (A flickering bulb needs to be replaced) Okay Requires Service
- 2 Breaker Boxes Tested Twice A Year - January And June Okay Requires Service
- 3 Verify All Receptacles/Switches To Be Unobstructed & Functioning Properly Okay Requires Service

Ceilings

- 1 Inspect For Overall Condition And For Damage (Cracks, Missing Pieces, Etc.) Okay Requires Service
- 2 Verify No Indication Of Leakage Okay Requires Service
- 3 Verify Proper Installation Of Any/All Connected Items Okay Requires Service

Wall Coverings

- 1 Verify All Interior Wall Coverings To Be Intact And In Good Condition Okay Requires Service

Windows/Doors

- 1 Inspect For Overall Condition And For Damage (Cracks, Missing Pieces, Etc.) Okay Requires Service
- 2 Verify Seals/Weather Stripping Okay Requires Service
- 3 Verify Proper Screening/Storm Windows In Place And Functioning Okay Requires Service

Floors

- 1 Inspect For Overall Condition And For Damage (Cracks, Missing Pieces, Etc.) Okay Requires Service
- 2 Proper Protection In Place At Elevation Changes - NO TRIP HAZZARDS Okay Requires Service
- 3 Verify Clean And Debris Free Okay Requires Service

Garbage Receptacles

- 1 Verify All Rooms Have Adequate Receptacles In Place Okay Requires Service
- 2 Verify Condition Of Receptacles And Surrounding Area Okay Requires Service
- 3 Verify All Items Properly Disposed Okay Requires Service

Additional Interior Notes:

Exterior -All Facilities

Gutters

- 1 Verify Properly Attached And Overall Condition Okay Requires Service
- 2 Verify Gutters Not Blocked Okay Requires Service
- 3 Verify Downspouts Connected Properly And Clear Okay Requires Service

Roofs

- 1 Visually Verify Overall Condition Okay Requires Service

Exterior Coverings

- 1 Verify Proper Signage In Place For "Proper Product" Allowed Okay Requires Service

Electrical

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Parking Lot

- 1 Inspect For Overall Condition And For Damage (Cracks, Missing Pieces, Etc.) Okay Requires Service
- 2 Asphalt Condition Okay Requires Service
- 3 Stripping Okay Requires Service
- 4 Signage Okay Requires Service
- 5 Debris Okay Requires Service

Garbage Receptacle (Dumpster)

- 1 Signage Okay Requires Service
- 2 Verify Condition Of Receptacle And Surrounding Area Okay Requires Service
- 3 Verify All Items Properly Disposed Okay Requires Service

DUMC has an ongoing problem with the community using the receptacle we pay for as their own private refuse container. With consideration given to the fact we are unable to determine content of refuse deposited and possibility of hazardous wastes being placed, steps are to be taken to reduce the amount of community refuse being deposited. DUMC will be held responsible if any hazardous waste is collected and whatever outcome is determined.

Greenbelt/Landscaped Areas

- 1 Inspect For Overall Condition And For Damage Okay Requires Service
- 2 Weeds Okay Requires Service
- 3 Mulch Okay Requires Service
- 4 Plantings/Shrubbery/Grass Okay Requires Service
- 5 Trees - Limbs/Trunk/Leaves Okay Requires Service

Additional Exterior Notes:

Davisburg United Methodist Church Trustee Yearly Checklist

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Person Responsible

Month	Day	Year

- Insurance Policies
 Report submitted to Administrative Board

Current carrier:

Quote request sent to:

Month	Day	Year

Quote request sent to:

Month	Day	Year

Quote request sent to:

Month	Day	Year

- Parsonage Review
 Report Submitted to Administrative Board

Person Responsible

Month	Day	Year

- Church/Sanctuary/Fellowship Hall Review
 Report Submitted to Administrative Board

Person Responsible

Month	Day	Year

- Gospel Center Review
 Report Submitted to Administrative Board

Person Responsible

Month	Day	Year

- Parking Lot Review
 Report Submitted to Administrative Board

Person Responsible

Month	Day	Year

Additional Yearly Check List Notes: