

Harris Chapel COGIC Preventive Maintenance Form

(Deacon John Bland, Supervisor)

Date: ___/___/___

Member:

Phone Number (If Deacon Bland has questions):

Building Preventive Maintenance	
Interior	Notes
Flooring	
Paint and Woodwork	
Windows and Window Frames	
Outdoor Doors and Window Seals	
Lights	
Fire Alarms	
Exterior	Notes
Paint and Woodwork	
Steps and Hand Rails	
Driveway Surface	
Signage	
Garbage Area	
Roof and Gutters	
Heating and Cooling System	Notes
Filter	
Air Ducts	
Furnace	
Hot Water Tank	
Gas Line	
Misc.	
Kitchen and Bathrooms	Notes
Toilets and Sinks	
Drains	
Caulking and Sealant	
Mold	
Leakage	
Cabinets	