

## **POLICY 3.1.8**

## **Parish Property Maintenance**

The parish, quasi-parish, and mission properties in the Archdiocese are aging but with care and attention can be expected to remain in good condition for a few more decades. This policy is intended to assist parish priests and Parish Finance Councils in devising plans to assure the maintenance and repairs of the real property, both buildings and land, in their care.

### **Parish Property Maintenance Plan**

A parish property maintenance plan should include either forming a Maintenance Committee for the parish, as a sub-committee of the Parish Finance Council (PFC), or appointing one or more people to be in charge of the maintenance and repair needs of the parish, under the authority of the parish priest and the PFC.

The maintenance plan should include:

- principal parish contact for providing or arranging for provision of repairs to buildings and grounds;
- schedule or roster for checking: furnace filter; smoke detectors; carbon monoxide detectors; light bulbs; stair and entrance safety;
- review of annual inspection and maintenance report by the PFC or, where there is none, the parish priest.

### **Annual Inspection and Maintenance Report**

Once a year, in September, the Archdiocese requires parishes to inspect their buildings and grounds, using Form 3.1.8.a. The form is designed to help the parish ensure that all property in its care is routinely inspected, allowing the parish to identify problems as early as possible, keeping damage to a minimum and repair costs affordable.

Form 3.1.8.a is to be used for inspecting rectories, churches, and any other buildings owned by the parish, quasi-parish or mission. The inspector uses a different copy of the form for each building inspected, identifying the building by checking the appropriate box in the top portion.

Each form has a number of different categories, some of which may not be present in every building. The PFC, or Maintenance Committee, may choose to amend the form to meet the needs of the parish or may choose to mark N/A in areas of the form that do not apply to their buildings.

### **Review of Annual Inspection and Maintenance Report**

The PFC and, where present, the Maintenance Committee must review the inspection reports within six weeks of the date of the inspection. The PFC is responsible for determining the steps to be taken to address any problems, concerns or issues identified in the report.

The review and decisions taken by the PFC must be recorded in the meeting minutes and, where problems or repair needs have been identified, a separate document describing the actions to be taken also produced.

The parish priest will provide a copy of the inspection report and the PFC's action items, if applicable, to the Chancellor within two weeks of receiving them.

As much as possible, the same person should undertake the inspection every year to allow for a consistent method and follow up to potential issues.

### **Acting on Identified Maintenance and Repairs**

It is important that the annual budget of the parish includes the routine maintenance and repair costs for the church, rectory (if applicable), cemetery (if applicable) and grounds. It should also include a contingency for more periodic and for extraordinary maintenance and/or repairs.

When extraordinary maintenance and/or repairs of more than \$5000 are identified, the parish will review Policy 3.4.1 and Policy 3.4.2 to determine how best to proceed. This may also include consulting with the Finance Administrator before and during the preparation of a Policy 3.4.2 petition.

### **Role of the Archdiocesan Building and Property Committee**

The principal role of the BPC is to provide direction, support and management for renovation and new construction projects in parishes, missions and other property owned by the Archdiocese. The BPC is relied on to ensure that the process of building and repair is completed to the satisfaction of the Archdiocese and the parish or mission.

Promulgated by the Council of Priests 11 June 2019