



Archdiocese of Cape Town



Property Department

PARISH MAINTENANCE CHECK-LIST AND 10-YEAR MAINTENANCE PLAN 2026-2027 UPDATE

All buildings and equipment deteriorate over time. Regular and timely maintenance of church property is essential to ensure that it is safe for use and effective in the Church's mission of evangelisation. Regular, preventive maintenance that is aimed at keeping things in good repair is much easier and cheaper than delaying maintenance until the problem worsens to the point where major repairs become unavoidable and more expensive.

Each parish is required to compile and regularly update a 10-year maintenance schedule for itself. The updated schedule, along with a maintenance checklist, is submitted to the Vicar for Property every 12 months. This allows access to the Parish Building Fund (PBF). ***cf Rules for the Parish Building Fund***

Step 1: Inspection and Evaluation Report

The first step is for the parish to arrange for an inspection and evaluation report of its buildings and grounds. This report should be carried out by a competent person or persons to assess the parish's current and future maintenance requirements. The report should be discussed and considered by the parish finance council. Should the parish have the inspection and evaluation done professionally, then the parish is responsible for any costs that they may incur.

1.1 List all the buildings and structures (e.g. parish halls, churches, presbyteries, shrines, steeples, walls of remembrance etc) for which the parish is responsible: list these on the Buildings / Structures List **[Sheet 1]**.

1.2 For each building or structure complete a separate Inspection Sheet **[2]**, renaming a tab in the excel spreadsheet for each one according to the Sheet 1, and adding additional tabs as needed by copying the existing ones.

In the **Condition** column, please use the criteria as detailed and described at the top of each page (Urgent Attention, Attention, Acceptable, Good)

In the **Details** column, briefly describe any work required for that section

The addition of photographs, especially of areas in poor repair is helpful

Step 2: 10-year Maintenance Schedule

2.1 Consult the parish finance council and other experts regarding the issues identified in the inspection sheets and prioritise the projects to be completed according to their condition (using financial year 1 July – 30 June for each year).

2.2 Plan for regular, preventative maintenance over the next ten years. Generally, items in a poor condition should be attended to as soon as possible, while items in acceptable or good condition should be scheduled for attention as or if needed over the next 10 years. Also consider if there are any building projects or major improvements that are foreseen in the future and need to be included in the schedule.

The plan should show that some thought has gone into what regular maintenance needs to be done over the next ten years, including those items that must be worked on each year.

It is vitally important that provision is made for regular maintenance as well as safety and compliance checks. This should include all of the planned work and expenditure that falls below the Archdiocesan Limit, in order to ensure that the plan is as complete and useful for the parish as possible.

Include some provision for emergencies and unexpected maintenance; but remember that the cost for repairs of unexpected items and consequent damage can sometimes be claimed from insurance. Insurance will cover items such as burst pipes, storm damage, but will not cover regular maintenance or damage caused by neglect to do regular maintenance. The replacement of burst geysers and subsequent damage is usually included in the parish's insurance policy.

2.3 Estimate the amount of money needed to fix the issues identified in the Inspection Sheets and those projects planned for the future. Estimates should be based on the advice of competent experts in the building trade. The obtaining of actual quotes will be part of the standard procedure for obtaining permission from the Vicar for Property to proceed with any item but are not necessary for the 10-year plan.

2.4 Complete the 10-year Maintenance Schedule [**Sheet 3**] for the parish, listing the items identified in Sheet 2. Remember to include an annual escalation of at least 5% compounded for each year after the current one.

In each row, fill in the name of the building and the area or project. For each of these, in the appropriate cell, under the relevant year, fill in the estimated amount to be spent on that project or area in that year.

Step 3: Submit the Report and Schedule

3.1 Submit copies of the completed Inspection & Evaluation Report for each building/structure and the completed 10-Year Maintenance Plan to the Vicar for Property for his approval. The sooner the schedule is completed and approved, the sooner the parish can begin to use its PBF.

3.2 Once the 10-Year Maintenance Plan has been completed and accepted, it should be updated regularly, noting work that has been done and any changes to future plans. This should happen at PFC and Maintenance team meetings.

3.3 Permissions for work and access to the Parish Building Fund, as well as receiving assistance from the Advent Appeal, or other grants are contingent on the approval of the annual updates of these documents.

Other important items to note

- Be mindful of occupational health and safety (both practically and legally)
- Key areas to check compliance include Fire Safety, Gas and Electricity
- If rooves contain asbestos, please refer to the relevant guidelines and documents for safety plans and requirements for contractors.