

# KINGDOM HALL YEARLY MAINTENANCE GUIDELINE

## EXTERIOR MAINTENANCE CHECKS

- ✓ Check for loose roofing sheets or deteriorating materials. Put in order to prevent leakage. **(Follow safety regulations whilst working on roof).**
- ✓ Check all gates and exterior doors and hinges, apply grease or paint as needed.
- ✓ Check all outside lamps and clean lamp shade. Remove bulb from holder and check for rust. If rusty then clean/replace lamp holder. fix bulb back in position.
- ✓ Clean ventilation grills and ensure they are free from obstruction.
- ✓ Check condition of fences. Repair/ paint as required.
- ✓ Check/repair any loose mortar, cracks in the masonry/plaster, peeling of paint or stain.
- ✓ Inspect and clean out the septic tank. If required.
- ✓ Trim all trees and bushes. Clean out weeds.

## INTERIOR MAINTENANCE CHECKS

- ✓ Inspect all wooden doors/frames for termites. Treat as necessary.
- ✓ Check wooden cabinet/shelves, literature counters and cupboards, speaker stand, contribution boxes for soundness. Re-varnish as necessary.
- ✓ Ensure all plastic benches are firm and all bolts are tightened (do not over tighten).
- ✓ Check fire extinguisher for expiry date and replace if outdated. Refill sand bucket if applicable.

## ELECTRICAL MAINTENANCE CHECKS

- ✓ Check correct functioning of all ceiling fans and light bulbs.
- ✓ Check all sockets and switches for burnt marks and secureness.
- ✓ Check electrical switches for proper operation. Check the fuse box / circuit breakers for proper size fuses.
- ✓ Service the generator. (Consult the manual for your model of generator)