

PREVENTIVE MAINTENANCE MANUAL

St. Andrew's Episcopal Church
925 South 84th Street – Omaha, NE 68114



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This manual is intended to be a practical help to the people of St. Andrew's in the exercise of their stewardship of the buildings and properties entrusted to them. As no two parishes are the same, this is designed exclusively for St. Andrew's Episcopal Church. This should be considered a legacy document enabling this parish to be here for generations to come.

“An ounce of prevention is better than a pound of cure”

Our objective is to prevent major failures with intentional and ongoing reviews, checklists, walk throughs, and other procedures listed herein.

What is maintenance?

Maintenance is work performed on a routine basis to protect users of a building and to assure a long life for the building. Its goal is to minimize unexpected repairs for buildings, grounds, and equipment. A wisely implemented preventive maintenance program is designed to correct each problem before it occurs to efficiently minimize cost rather than waiting until the problem reaches a magnitude where special contracts and large expenditures are required to correct it.

Maintenance items can be classified into three general areas:

Routine: Such as weekly cleaning, trash removal, lawn care

Preventive: Such as roof inspections, boiler inspections

Deferred: Anything that doesn't get done by year end

How to use this manual

This manual is intended to be a flexible working document that can be applied to the building and the campus. As technology evolves (such as new lighting), a new procedure should be added to this manual.

A checklist is included but a checklist cannot be all inclusive. A good dose of common sense is needed. For instance, our harsh Nebraska winters require additional attention to be sure all buildings have heat. One must also be vigilant for freezing pipes, paying attention to ice forming around buildings. Spring tornadoes also bring unique challenges.

A church is a commercial building, classified as such. Commercial buildings are typically office buildings, industrial facilities, auditoriums, and other business establishments. Maintaining commercial buildings requires a completely different approach than taking care of your house. A church is considered a “place of assembly” by most applicable codes, such as a movie theater, auditorium, or school. Simple replacement items such as a light bulb may look the same as one in a table lamp at home, but a commercial replacement is significantly different. Inserting the wrong bulb creates an avoidable fire hazard.

St. Andrew's runs on volunteer workers for all sorts of things. However, when doing these things for the building, always check in with the Office Manager, Jr. Warden, or Building & Grounds before grabbing that paintbrush. City of Omaha codes such as ICC Electrical, construction/remodeling, fire department regulations seem to be in the way of just about everything. Did you know there are over 3,300 City of Omaha codes?

General

Buildings must be designed according to building and fire safety codes and other regulatory standards in effect at the time of construction. However, such codes and standards are continuously changing. The original construction does not have to comply with current changes in the code; however, any modifications to the original construction should, and must in most cases, comply with current codes and standards.

St. Andrew's has no fire suppression system such as an automatic fire sprinkler system. **Fire prevention is therefore a #1 priority of preventive maintenance.** The church is exceptionally well built, with a beamed wood ceiling over the Nave. The church is constructed with 45% non-combustible materials (concrete floors, foundations) and 55% combustibles (wood, pews, cushions, organ pipes, robes). If a fire ever started, the church will be severely (if not totally destroyed) damaged.

Fire safety inspections can be obtained by calling the Omaha Fire Department and requesting an inspection. This type of inspection will cover areas such as possible fire hazards, adequacy of exits, alarm systems, fire extinguishers, sprinklers systems, etc. This service is generally free of charge.

An architect or engineer (preferably a licensed fire and life safety engineer who may also be certified) that is knowledgeable in all areas of building safety could perform a comprehensive safety inspection. There is typically a fee for such a service.

Approved contractor list/contracted maintenance items

The Vestry will approve all contractors and vendors. The Sr. & Jr. Warden, and Office Manager have the authority to sign contracts (subject to guidelines and/or Vestry approval), and designate parishioners who have technical knowledge to work with contractors. See Appendix II.

Our church will conduct all dealings with contractors and vendors in a businesslike manner. Unfortunately, churches have a reputation of requesting lots of bids and switching contractors frequently.

St. Andrew's will establish a business relationship on an ongoing, three-year plan when dealing with contractors and vendors. Should we experience a deterioration in service, sloppy work, or excessive pricing, the contractor will be contacted for resolution. If that fails, a replacement contractor will be found.

Annual maintenance contracts with approved contractors serve several purposes: 1) They are preventive in nature to allow professionals to inspect and spot deficiencies on a regular basis, 2) A contract will provide emergency response, 3) Reduced price for repairs. Ongoing contracts should be entered into for services such as: Roof inspections, mechanical equipment (boilers, air conditioning, lawn and snow).

These contracts are not the same as services performed by contractors for code compliance only, for instance elevator inspections.

Most repairs and improvements will be entered into on a time and materials basis with approved contractors with whom the church has an ongoing business relationship. Using good judgement, more detailed proposals will be requested for large projects such as a roof replacement or major improvements to our organ.

St. Andrew's is an architecturally beautiful church constructed with high grade materials. To maintain that high level of quality, our decisions will not be price driven but rather quality driven.

The approved contractor list is kept on file in the Office. Contact the Office Manager or Jr. Warden to obtain the most current listing of contractors, suppliers, and vendors.

Routine Maintenance

The schedule below is organized on a quarterly or seasonal basis. Duplicate entries are intentional for services that occur semi-annually or quarterly. All four quarters should be reviewed during the winter months when maintenance activities are minimal.

First quarter – January, February, March

Remove and dispose of all fallen tree limbs, dead shrubs, etc. – spring
Trim and prune shrubs and trees – March (Terry Hughes Tree Service?)
Remove brush and weed growth adjacent to building walls – start following the last frost
Reseed worn lawn areas – spring (_____ Lawn Service)
Repair property damage due to snow plowing
Check outside hose bibs (sill cocks) for leaks, operational status
Inspect sidewalks and repair as needed
Clean all gutters, downspouts, scuppers, roof inspections, all buildings (Boone Bros)
Inspect door hinges and locks, lubricate if required
Inspect all interior and exterior lights, replace bulbs, clean lens where needed
Exit sign lamps and lenses inspected – March

Second quarter – April, May June

Replace cracked or missing glazing putty and caulking
Inspect all glass, replace if needed
Fertilize lawn and planting beds
Patch, repair, fill cracks of asphalt parking lots and drives
Deep clean vinyl floors and carpet (_____ {Stanifer?})
Clean all site/storm water drains (Michael Dykstra)
Check and service/repair playground equipment
Wash windows (Somebody cool window cleaning company)
Inspect all painted exterior areas, repaint if needed
Inspect all interior and exterior lights, replace bulbs, clean lens where needed

Third quarter – July, August, September

Inspect sidewalks and repair as needed

Check outside hose bibs (sill cocks) for leaks, operational status

Inspect all interior and exterior lights, replace bulbs, clean lens where needed

Fourth quarter – October, November, December

Turn off and drain lawn sprinklers (and other outside water equipment)

Clean all site/storm water drains

Clean all gutters, downspouts, scuppers, roof inspections (Boone Bros)

Check and service/repair playground equipment

Check sidewalks, drives and drains for ice buildup and heaving. (Do not use salt-based deicer)

Inspect all air intake points for debris and/or ice.

Exit sign lamps and lenses inspected

Deep clean vinyl floors and carpet (_____)

The fourth quarter winter months are an excellent time to thoroughly review inside items:

Dispose of all unused books, paper, debris, etc.

Clean windows, blinds, draperies, etc.

Flush with Clorox then pour RV Antifreeze that is non evaporating and environmentally safe, in all floor drains. Areas such as restrooms, boiler room, storeroom

Patch, repair and paint damaged and faded walls and ceilings.

Refinish damaged or peeling interior wood trim.

Paint or refinish handrails, doors, windows and etc.

Clean entry floors of exterior salt and sand (ongoing).

Replace worn carpet.

Check floor drains in restrooms and boiler room.

Check condensate traps in boiler room.

Electrical Equipment: (If licensed electrician is needed, call (_____ Electric Company)

Inspect all service and breaker panels. Service as needed by a licensed electrician

Test all switches and receptacles, repair as needed

Inspect and service all exterior lighting

Inspect all exterior outlets, install GFCI where appropriate

Check overhead power lines

Inspect all interior and exterior lights, replace bulbs, clean lens where needed

Maintenance conducted at intervals greater than one year

Paint road, walk, and parking lot stalls

Seal and stripe asphalt parking lots every three years

Maintenance required by law and/or professionals

Mechanical equipment inspected quarterly incl boiler backflow preventer (Mainelli Mechanical?)

Fire extinguishers, alarms, by Fire Guard

Kitchen suppression system by Fire Guard

Check all gas supply piping for water heaters. Inspect all visible supply and drain piping.

Operate main water and gas shut off valve for building. Be sure main valves are labeled. (Mike the Plumber)

Preventive Maintenance

Preventive Maintenance is regularly and routinely performed on physical assets to reduce the chances of equipment failure and unplanned outages. These tasks are performed while the equipment is still working to prevent breakdowns (fix it before it breaks). It extends the life of buildings and materials.

Activities such as but not limited to cleaning, lubrication, routine repairs, inspections, utilization of checklists.

Preventive maintenance coordinates with routine maintenance to work together. Some may state that routine maintenance is the small stuff and preventive is generally more costly.

Deferred Maintenance

Deferred maintenance is repairs to assets and infrastructure that get delayed or rescheduled into the future due to limited resources. These are maintenance tasks that must be completed eventually, either to avoid safety issues, breakdowns, or damage. Appendix III

Use of Safety Checklists

A safety checklist for compliance with current standards should be performed yearly.

The safety checklists included in this manual show several safety issues involved. Any unsatisfactory items should be tended to immediately. Professional advice may be required depending upon the problem involved.

Service records, boiler inspections, and related materials will be filed with the office. *“The palest ink is better than the best memory.”*

Major construction dates:

Original church built: 1949 Nave: 1957
Engle Hall: 2005/2007

Upgrades:

Boiler: 2017 Parking lot lights: 2-14 Parking lot sealing and striping 2021
Roof/flat: (maybe 25 years old?) peaked: 2017
HVAC: Engle Hall 2005/2007, 1957 Addition 20187
Nave lighting: 2017 incl stage lights

A complete set of all blueprints are kept in the Archive Room in the second level columbarium along with other sensitive documents.

Who Should Perform Safety Checks?

Many communities have a building inspector who is knowledgeable about current standards/codes and their provisions for safety. The building inspector could be asked to visit the facility and prepare a written report on any safety and code violations. This type of service is generally free of charge.

This manual has been drafted with multiple appendices to accommodate updates. Vestry members change annually, municipal codes change, and contractors change frequently. Other procedures may remain valid for several years.

Appendix I	Emergency contacts and Vestry
Appendix II	Approved contractor list/contracted maintenance
Appendix III	Deferred maintenance list
Appendix IV	OFD Inspections
Appendix V	Budget
Appendix VI	Inspection checklists (satisfactory/unsatisfactory)
Appendix VII	Maintenance log

Appendix I
To preventive maintenance manual

EMERGENCY CONTACTS

Never hesitate to call 911 when urgency is required

Do not text, email, tweet, or Facebook when an emergency arises. Talk to someone on the telephone. Contact the Jr. Warden (for crisis situations, 24 hours) as soon as possible for emergencies involving any of the buildings, contents, or outside campus.

Omaha Police Department	Emergency 911
505 S 15 St	Non-emergency (402) 444-5600
Omaha, NE 68102	Crime stoppers (402) 444-STOP
https://police.cityofomaha.org/	Telephone report squad (402) 444-4877
St. Andrew's is in the southwest	Reports may also be made online
Precinct: 5111 South 135 St	Drug activity hotline (402) 444-5680
Omaha, NE 68137	
(402) 444-6116 – not for emergency	
https://police.cityofomaha.org/incident-form	

Douglas County Sheriff
3601 N 156 St
Omaha, NE 68116
(402)444-6641
<https://www.omahasheriff.org>

Omaha Fire Department	Stations most likely to respond to St. Andrew's:
1516 Jackson St	Station #51 – 3434 South 84 th St
Omaha, NE 68102	Station #52 - 8001 Dodge St (aerial truck)
(402) 444-5700	Station #60 - 2929 S 129 St
https://www.omaha-fire.org	

Ambulance dial 911 (Part of the Omaha Fire Department)

Omaha Public Power District	Power outage: (800) 554-6773
444 S 16 St	Or online https://ww3.oppd.com/report-outage
Omaha, NE 68102	
(402)536-4131	
https://www.oppd.com	

Metropolitan Utilities District	Smell gas? (402) 554-7777 also water emergency
1723 Harney St	
Omaha, NE 68102	
(402) 554-6666	
https://www.mudomaha.com	

The Church Insurance Company (800) 293-3525 (restoration/catastrophic events)

The Episcopal Diocese of Nebraska, 109 N 18th St, Omaha, NE 68102 (402) 341-5373

Emergency Contacts (Cont'd)

Clergy/Administrative

Fr. Keith Winton, Rector (402) 953-8443
Sara Black Director Christian Education (402) 660-7649
Erin Rhian Office Manager
Jim Saunders Building & Grounds (402) 669-1303

Vestry

Charlie Pugsley III, Sr. Warden (402) 321-6270
Lance Banker, Jr. Warden (402) 660-3801
Eric Rodawig, Treasurer (712)204-2868

Sue Woodson (314) 324-2081
Doug LeClair (402) 306-4735
Shaun Rife (402) 651-5502
Colleen Messec (402) 670-1947

Loris Westfall (402) 960-5139
Alex Allemang (402) 659-9190
Dari Dornan (402) 490-4886
Joel Vander Veen (402) 578-6209

Appendix II
To preventive maintenance manual

APPROVED CONTRACTOR LIST
(companies with whom St. Andrew's has a contract denoted with *)

Building and Grounds
Jim Saunders (402) 669-1303

Property and Liability Insurance: Church Insurance Company (800) 293-3525 (obtain agent name & No.)

ELECTRICAL CONTRACTORS

Brase Electrical Contracting Contacts: Elmer
4430 S 108th St. Gertrude
Omaha, NE 68137 Email:
(402) 331-0400 Emergency:
<https://braseelectrical.com/>

Jim Saunders is a licensed master electrician, call him first.

HEATING, VENTILATION AND AIRCONDITIONING (HVAC)

Mainelli Mechanical Contractors (Boiler) Contacts: Elmer
8701 N 29th St Gertrude
Omaha, NE 68112 Email:
(402) 457-5501 Emergency:
<https://www.mainellimechanical.com/>

AirTech Services (air conditioning) Contacts: Elmer
13316 C St Gertrude
Omaha, NE 68144 Email:
(402) 445-4566 Emergency:
Website: none

Aksarben Heating, Air Conditioning & Plumbing Contacts: Elmer
7070 S 108th St Gertrude
La Vista, NE 68128 Email:
(402) 234-8170 Emergency:
<https://www.aksarbenars.com/>

Consider consolidating all HVAC contractors into Mainelli with an annual service contract.

FIRE AND SECURITY

FireGuard Contacts: Elmer
4404 S 76th Cir Gertrude
Omaha, NE 68127 Email:
(402) 592-1999 Emergency:
<https://www.fireguardusa.com/>

Currently considering a service contract with FireGuard for the alarm system (intrusion, fire, life safety) . Who is Ginny? Old note: "Check with Andy Hawekotte" ?

INSIDE/MISCELLANEOUS CONTRACTORS

TKE (formerly O'Keefe) Elevator * Contacts: Elmer
13275 Cornhusker Rd. Gertrude
Omaha, NE 68138 Email:
(402) 3458-4056 Emergency:
TKE appears to be a Canadian corporation. Find out more about the acquisition.

Carpenter Contact: Dennis Ressel (402) 206-4978

Rainbow Glass & Supply (repair) Contact: Erik Falk
565 N Jackson St. Email: rainbowglassandsupply@gmail.com
Papillion, NE 686046 Emergency:
(402) 331-2990
<https://rainbowglassne.com/>

Kitchen questions Contact: Jill Siner (402) 331-2239

Enterprise Locksmiths Contact: Elmer
14929 Industrial Rd Gertrude
Omaha, NE Email: enterpriseli@msn.com
(402) 393-7727
<https://enterpriselock.com/>

Columbarium contractor - Dennis Ressel
Columbarium Painter -Room for Improvement Kevin Schaben (402) 630-9957 (402) 490-3120

JANITORIAL-FACILITIES MAINTENANCE

Abe's' Trash Removal * Contact: No name but (402) 671-0568
8123 Christensen Ln Gertrude
Omaha, NE 68122 Email:
(402) 468-5434 Emergency:
<https://www.abestrash.com/>

Carpet Pro of Omaha Contact: Mark Hosick (402) 292-6240
13706 S 18th St Email:
Bellevue, NE 68123 Emergency:
Website: none

Denny and Son (upholsterer) Contact: Elmer
5701 N.W. Radial Hwy Gertrude
Omaha, NE 68104 Email:
(402) 571-8240 Emergency: N/A
<https://dennysupholstery.yourwebsitespace.com/>

Century Certified Services (Exterminator) Contact: Elmer
1945 Vinton St. Gertrude
Omaha, NE 68108 Email:
(402) 345-0600 Emergency:

BW Drywall
3911 N 160th St
Omaha, NE 68116

Contact: Bill Williamson (402) 677-9633

Not sure this is correct info

LIGHTING TECHNICIANS

Omaha Stage Equipment
3873 Leavenworth St.
Omaha, NE 68105
(402) 345-4427
<https://www.omahastageequipment.com/>

Contact: Steve Walling

Email: pat@omahastageequipment.com

MUNICIPAL SERVICES

Omaha Public Power District
444 S 16 St
Omaha, NE 68102
(402) 536-4131
<https://www.oppd.com>

Power outage: (800) 554-6773
online <https://ww3.oppd.com/report-outage>

Metropolitan Utilities District
1723 Harney St
Omaha, NE 68102
(402) 554-6666
<https://www.mudomaha.com>

Smell gas? (402) 554-7777
Water Emergency: same #

OUTSIDE CONTRACTORS

Boone Brothers Roofing * (flat roof)
8909 Washington Cir
Omaha, NE 68127
(402) 339-2888
<https://www.boonebrothers.com/>

Contact: Linda

Email: boonebrotherskc@boonebrothers.com

Rich Poisel's Roofing (Steepled roof)
6815 Railroad Ave.
Omaha, NE 68107
(402) 339-3491
<https://handsomeroofer.com/>

Contact: Rich (402) 689-9193

Email: rich@handsomeroofer.com
Emergency:

Omaha Friendly* (lawn and snow)

(402) 932-5704

Contact: Paul: (402) 677-9019
Plow: (402) 609-9494

Tree trimming

Contact: Phil Pierce (402) 253-2860

Parking Area Maintenance
9580 Ida St
Omaha, NE 68122
(402) 496-3400
<https://www.parkingmaintenanceomaha.com/>

Contact: Ben Norris (402) 660-1222

Email: ben@pamincomaha.com

Lymm Construction Company
2417 Keystone Dr.
Omaha, NE 68134
(402) 558-2133
<https://www.lymmconstruction.com/>

Contact: Gary Soliday (402) 212-3361

Email: lymm@lymm.omhcoxmail.com

St. Andrew's hired Thrasher for the mud jacking of the front walk summer 2023?

PLUMBING CONTRACTORS

Michael Dykstra (Plumber)

Contact: Michael (402) 571-8989

Appendix III
To preventive maintenance manual

DEFERRED MAINTENANCE LIST

This list is to be reviewed quarterly. Perform walk through inspections quarterly. Alert all parishioners and groups to report repairs to the office manager or Building & Grounds.

Parishioners with a working knowledge of commercial buildings shall serve and/or advise the Building & Grounds Committee.

OUTSIDE:

Exterior Signage or numbering on all doors (Fire Dept) Mechanical equipment room.

Gas & electrical shut offs

Drainage by undercroft kitchen door and undercroft double door

Sidewalk drain repair, near Pacific Street. Check with City of Omaha regarding surface drainage over sidewalk.

Are the PVC pipes under the drain fiber optic pulls?

Seal parking lot

List of small repairs:

Inspect and repair all lawn sprinkler heads

Replace door sweep at office double doors

Edge the sidewalks

Trim tress and shrubs on east and north lot lines

INSIDE:

Develop lighting manual for every room in the church.

Inventory portable fire extinguishers.

Address access to large electrical panel obscured in west Nearly New Shop.

Blue room upgrades including furniture replacement.

Engle Hall sun control.

List of small repairs:

Replace light bulbs in nave: one on cross, one flood on northeast corner

Eliminate trip and fall exposure for wires on the east floor in conference room.

Eliminate trip and fall exposure by musical cables in sanctuary.

Light fixture hanging by wires behind east chapel wall.

LARGE PROJECTS PENDING:

Roof replacement \$250,000 (conduct a study of options/maintenance)

Security system \$30,000 (work with Fireguard)

Replace/add/improve sensors.

System technical matters need attention (error messages, computer chip)

Analyze all aspects of the system: Intrusion, fire, Emergency lighting, ionization sensors, exit signs.

The large wood frame vestibule east of rector's office. The doors are in poor condition. What purpose does this serve? As frame construction, should it simply be removed?

Engle Hall sun control.

Replace corner sign with digital insert

Appendix IV
To preventive maintenance manual

OMAHA FIRE DEPARTMENT INSPECTION

To be scheduled with Jim Saunders, the Jr. Warden, and _____

Subject to the Omaha Fire Department recommendations, this should be performed no less than every two years.

Appendix V
To preventive maintenance manual

BUDGET 2024

Establish a fund that is contributed/allocated to regularly for maintenance purposes

This fund is a “savings account” to be drawn upon for future financial needs.

Can the Building & Grounds Fund be used for this purpose? The Legacy fund? A new Fund?

To create a fiscally sound plan for future expenses, St. Andrew’s must create and intentionally set aside money for the replacement of a wasting asset (for example, roof replacement, air conditioning) that will require a significant expense. An adequately funded fund like this will reduce the emergency of a sudden and unexpected cost such as a boiler failure in December.

Most churches depend upon the success of a capital fund drive for big expensive projects. Should such a fund drive fall short, going into debt (loan) will be the only solution. While this may be the right strategy for some major expenses (like a new roof), it is not optimal for all non-budgeted expenses to be handled in this way.

The fund must be structured in such a fashion that its funds cannot be transferred to the general fund at year end. The fund is money that has been allocated over a period of time (usually years) to pay for future works and repairs. These contributions are included in the regular annual budget.

When holding major fund drives, some donors may wish to make contributions to the this fund. For example, giving to the church via bequests, wills, and life insurance proceeds (tax advantages by the family or individual) can be specifically designated for Building and Grounds Fund purposes only. Giving in this fashion legally restricts St. Andrew’s from applying these monies for any other purpose.

This fund is not to be confused with preventive maintenance and routine maintenance costs. **These expenses are included and projected within the church’s normal budget.**

<Insert spreadsheet here>

Appendix VI
To preventive maintenance manual

INSPECTION CHECK LIST

This appendix is under development as of the time of drafting the initial Preventive Maintenance Manual. There are several excellent check lists that can be obtained from our insurance company, The Church Insurance Company, the diocese, and typical commercial building web sites.

