Trustee Checklist

Use this Trustee Checklist to stay abreast of needed upgrades, modifications, and safety concerns. Be prepared to discuss at any Trustee, Official Board, Church Conference, or Quarterly Conference Meeting. Pick up a new copy of the trustee checklist from the Pastor's Office on the last Sunday of each month after service.

Trustee Checklist										
Month:	1 st Sunday	2 nd Sunday	3 rd Sunday	4 th Sunday	5 th Sunday					
Doors are properly secured and locked										
Alarm is properly set and armed										
Safety hazards have been identified through weekly monitoring of internal and external edifice										
Safety hazards have been properly addressed										
HVAC has been properly set when building is not in use: (Fan is in auto mode and proper temperature of 65 in cold weather (Heat) and 78 in hot weather (AC).)										
Ground maintenance check has been properly mailed to grounds keeper										
Utilities checks have been properly mailed to the appropriate utility companies										
Church is properly incorporated (Trustees must have a current copy with updated information)										
Church is properly insured, and insurance is up to date.										
Trustees have an updated copy of the church insurance policy.										
Opening of Building for Church School										
Taking out and Removing Trash Can from Street										
Filters for A/C Changed										

Check lighti	ng in sanctuar	у							
Keep days and times the security guard arrives and leaves.									
Inspect prop	perty weekly								
		Pro	posed P	roject	:s/Impr	ovemen	ts		
Proposed I	mprovements	(To be given to the	ne pastor by t	he last Su	unday of th	ne Month.)			
12/27/19	5/26/19	9/29/19			•	,			
2/24/19	6/30/19	10/27/19							
3/31/19	7/28/19								
4/28/19	8/25/19								
Project					Expected	Date of Com	pletion		
1.									
2.									
3.									
4.									
5.									