

Item	Frequency	Who	Last done	Next due
HVAC filter change	Monthly (or per manufacturer spec)	Facilities volunteer / vendor		
Fire extinguisher inspection	Annual	Licensed vendor (required by code in most jurisdictions)		
Smoke / CO detector battery check	Twice yearly	Facilities volunteer		
Roof and gutter inspection	Twice yearly (spring/fall)	Vendor or trained volunteer		
Water heater flush	Annual	Vendor		
Parking lot / walkway inspection (trip hazards, striping)	Annual	Trustees		
Pest control service	Per contract (typically quarterly)	Vendor		
Playground equipment inspection, if applicable	Twice yearly	Trustees		
Kitchen fire-suppression system inspection, if applicable	Per code (typically twice yearly)	Licensed vendor		
Insurance coverage review against GCFA's published schedule	Annual, reported to charge conference	Trustees chair + SPRC chair + Trustees (¶2533.2) pastor together (¶2533.4)		

Add rows for anything specific to your building — a pipe organ, an elevator, a commercial kitchen hood — each usually carries its own inspection requirement from code or an insurer, not from this list.

This is a starting point, not legal advice. Employment law varies by state, and your annual conference may have policies that go beyond the Discipline. Before you rely on anything here for a hiring, firing, or compensation decision, run it past your conference office or chancellor.

Paragraph references are to the 2020/2024 Book of Discipline. This document paraphrases; for the binding text, see the Discipline itself.

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