



Catholic Diocese of Columbus

1300.0 - Facility Inspections

In order to assure that our facilities are well maintained and comply with applicable safety laws, the following policies and guidelines are in effect for each Diocesan entity which has responsibility for one or more facilities:

1301.0 - Facility Inspection

1302.0 - Reserve Study

1303.0 - Jarod's Law

It is recommended that each entity establish a sub-committee of their Finance Council to provide the entity with council related to facilities issues.



Catholic Diocese of Columbus

Policy Guideline

Diocesan Parish School All

1301.0 - Periodic Inspection of Facilities

It is the responsibility of each entity of the Diocese of Columbus to assure that their physical facilities and equipment are maintained to assure that they will be available to future generations of the faithful.

Every entity should establish a set schedule for inspection of their facilities and correction of any maintenance issues uncovered during the inspection.

An example of a plan follows. Please note that some of the elements listed below will not apply to all entities. In addition, entities may have additional elements that need to be added. A template is provided (**policy 1813.0**) that can be modified for individual Diocesan Entity.

Area	Task	Frequency	Month(s)
Air Handling Units	Inspect and replace filters	Semi-annually	
Asphalt Pavement	Inspection and repair cracks and area patching	Annually	
Boilers, Building Heat	Inspect and repair	Annually	
Ceilings, Acoustical Tiles	Inspect – replace stained tiles	Annually	
Concrete Flatwork	Inspection for trip hazards, repair	Annually	
Fan Coil Units	Inspect and replace filters	Semi-annually	
Fire Detection System	Inspect and repair	Annually	
Floor Coverings, Carpet	Cleaning	Semi-annually	
Floor Coverings, Ceramic Tile	Inspect and replace grout	Annually	
Floor Coverings, Vinyl	Inspect for lift, cracking – replace	Annually	
Gutters & Downspouts	Repair Seams & Fastening Points Verify discharge away from foundation Cleaning	Semi-annually	
Kitchen Equipment	Inspect and repair	Semi-annually	
Light Fixtures	Inspect and repair	Semi-annually	
Light Fixtures, Emergency & Exit	Inspect and repair Test and replace batteries	Annually	
Light Poles and Fixtures	Inspect for rust, etc and repair/repaint	Annually	
Multimedia Equipment	Inspect and repair	Annually	
Pavers, Brick	Inspection for trip hazards and deterioration, reset/replace	Annually	



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1301.0 - Periodic Inspection of Facilities

Area	Task	Frequency	Month(s)
Pews and Chairs, Upholstery	Inspect and repair Cleaning	Annually	
Roof, Flat	Inspect and repair	Annually	
Roofs, Asphalt Shingles	Roof soffit vents clear of debris and not blocked by insulation Inspect shingles for cup, curl, lift Inspect insulation for deterioration and replace	Annually	
Rooftop Heating and Cooling Units	Inspect and replace filters	Semi-annually	
Security System	Test and repair	Annually	
Split (dual heat and AC) System	Inspect and replace filters	Semi-annually	
Walls, Inspection and Partial Masonry Repointing	Inspect & repair lintels – remove rust, repaint Inspect and repair areas of masonry deterioration	Annually	
Walls, Stucco, Cross Tower	Inspect roof cap Inspect stucco for cracking	Annually	
Windows & Doors	Inspect and clear weep holes Inspect caulking and repair/replace Inspect frames and repair/repaint Inspect weather-strips and replace Inspect mechanicals and adjust/replace Inspect for broken seals and replace Inspect and repair door damage	Annually	



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Diocesan Parish School All

1302.0 - Reserve Study

A Reserve Study is a comprehensive review of all facilities and major equipment at a location for the purpose of establishing a reserve fund for the replacement or repair of the entity's facilities and major equipment.

It is recommended that all entities have a Reserve Study performed to establish a schedule of major repair and replacement projects at their respective locations.

This study should be performed by a competent firm which employs individuals who have earned the Professional Reserve Analyst and/or the Reserve Specialist designation. Firms offering this service can be found through the Association of Professional Reserve Analysts (www.apra-usa.com).

A particularly important benefit of a Reserve Study is the recommendation of the amount of funds that should be set aside each year to fund future major maintenance.

In addition to providing a guide to what will be necessary to establish and maintain such a fund, following this methodology will spread out the cost of future repairs and replacements over many years instead of incurring the costs in a single year as the work is performed.

It is highly recommended that all Diocesan entities give budgetary consideration to establishing and funding a reserve for this purpose.



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1303.0 - Jarod's Law

Jarod's Law Background Information

Jarod's Law became effective in March of 2007. It is named for a first grade student named Jarod Bennett, whose accidental death was caused by a folding cafeteria table that had fallen on him.

This law requires schools and other diocesan institutions to establish and implement safety policies and procedures summarized below.

- Creation of the School Health and Safety Network.
- School inspections for unsafe health, safety, and sanitation conditions by the Ohio State Board of Health.
- Published inspection reports for each school.
- Mandatory written plans, including timeframes, for remediation of each item identified as not within compliance by the inspection.
- Review of school remediation plans, by the Boards of Health, to ensure proper compliance.
- Auditing and review by the State of Ohio Auditor's Office to ensure the overall integrity of the School Health and Safety Network Program.

The Office of Catholic Schools has the following policies in place in regard to this law:

- 3510.1 Policy Bus/Vehicle Idling
- 3510.2 Radon Testing
- 3510.3 Asbestos Management
- 3510.4 School wide Safety/Crisis Management Plan
- 3510.5 Comprehensive Safety Plan
- 3510.6 Chemical Hygiene Plan
- 3510.7 Pest Management Plan
- 3510.8 Water Line Flushing
- 4114.2 Hand washing
- 4114.3 Blood borne Pathogens
- 5141.0 Administering Medications to Students
- 5141.2 Diabetes Protocol

Packets containing pertinent information for Jarod's law is available from the Ohio Department of Health or the Catholic Schools Office of Education.

It is the policy of the Diocese of Columbus that all schools and other institutions to which the law is applicable will adhere to the requirements in the timeframes specified by the law.