

— CHURCHES & PLACES OF WORSHIP · PRINTABLE CHECKLIST

CHURCH ROOF PLANNING CHECKLIST

Share it with the trustees or building committee. Many church campuses have several roofs of different ages and systems.

Know the campus

- ☐ List each roof: sanctuary, education wing, fellowship hall, additions
- ☐ Note the system and age of each
- ☐ Mark steeples, bell towers, domes and skylights
- ☐ Collect past repair invoices and warranties

Inspect

- ☐ Stained glass and window leaks traced to the roof or walls
- ☐ Flashing at steeples, towers and wall junctions
- ☐ Flat roof drains and ponding on additions
- ☐ Gutters, downspouts and ice at entrances

Plan and fund

- ☐ Rank each roof: repair, maintain or replace
- ☐ Build a multi-year plan the congregation can support
- ☐ Plan capital campaigns or reserves early

- ☐ Get comparable bids on one written scope

Schedule the work

- ☐ Work around services, weddings and funerals
- ☐ Protect the sanctuary interior and organ
- ☐ Safety plan for steep roofs and towers
- ☐ Final walk-through and warranty documents to the trustees

General planning checklist, not professional advice. Follow your local code, your product instructions and your contractor's written contract.