

# **HOME MAINTENANCE MINISTRY**

## **WORK FORM APPLICATION:**

If you are a widow, a Home Maintenance Team wants to help you with your minor home repair or maintenance needs. Typical home improvement repairs are the type that can be done in a day. Some repairs may require a follow up visit. Jobs will not be undertaken which require the volunteer to be licensed or for which a building permit is required. Volunteers will be placed into teams of two or more. **NO ONE WILL ENTER A WIDOW'S HOME ALONE.** A volunteer may NOT accept money or gifts for their volunteer services. The volunteer will have the widow sign the "Indemnity/Hold Harmless Agreement" prior to starting the project. It is important to protect the volunteer and the church from any liability that might arise from the volunteer work. A volunteer will only complete jobs they know they are capable of completing successfully.

Schedule Workdays:

Application Deadline:

Please return a completed form (front & back) to  
by

APPLICATION (Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Referred by: \_\_\_\_\_

What project(s) would you like the ministry to accomplish?

What materials, tools, etc. do you have that the team could use?

Would you like a team member to review the Home Maintenance 101 booklet with you?

Please review the Seasonal Maintenance Schedule on the back and check any projects with which you may need assistance.

# **HOME MAINTENANCE SEASONAL CHECKLIST:**

## **SPRING:**

- Inspect HVAC filters (monthly)
- Inspect fire extinguisher
- Test smoke detectors
- Rotate/flip mattresses
- Clean gutters
- Clean patios
- Wash outside of windows
- Clear dead plants/shrubs from house

## **SUMMER:**

- Inspect HVAC filters (monthly)
- Inspect fire extinguisher
- Test smoke detectors
- Rotate/flip mattresses
- Clean dryer vent and lint hose
- Dust refrigerator coils
- Clean patios
- Clean range hood filter

## **FALL:**

- Inspect HVAC filters (monthly)
- Inspect fire extinguisher
- Test smoke detectors
- Rotate/flip mattresses
- Clean out fireplace
- Clean gutters
- Sweep garage
- Caulk any leaks in windows, doors, and bathrooms
- Rake leaves and dispose or mulch

## **WINTER:**

- Inspect HVAC filters (monthly)
- Inspect fire extinguisher
- Test smoke detectors
- Rotate/flip mattresses
- Flush outdoor water faucets and store hoses
- Clean range hood filter
- Check all locks/deadbolts on windows/doors

***If you have any questions or concerns about the ministry, please contact:***

---