

Master Plan Template

Parish: _____

Date: _____

Priority 1: Exterior Building Envelope

	Description	Estimate
1 Year		
5 Years		
10 Years		

Priority 2: Infrastructure

	Description	Estimate
1 Year		
5 Years		
10 Years		

Priority 3: Code Compliance

	Description	Estimate
1 Year		
5 Years		
10 Years		

Parish: _____

Date: _____

Priority 4: Exterior and Grounds

	Description	Estimate
1 Year		
5 Years		
10 Years		

Priority 5: Interior Finishes / Furnishings

	Description	Estimate
1 Year		
5 Years		
10 Years		

Priority 6: Addition / Reconfiguration

	Description	Estimate
1 Year		
5 Years		
10 Years		

Priority 1: Exterior Building Envelope

The building envelope provides weather protected, safe and secure environment. The following elements should be annually reviewed for their ability to maintain a protected, safe and secure environment. When these elements are not taken care of deterioration of the building envelope occurs creating a potentially unsafe condition. These elements should always move to the top of any long range facility plan.

1. Roof, flashings, drains and gutters/ downspouts
2. Exterior walls including caulking, tuckpointing, fascias and soffits
3. Windows-are they sealed properly, wind and rain. Cracked or broken glass
4. Doors –are they sealed properly, wind and rain. Do they close properly and do they provide security from unwanted intrusion.
5. Does the exterior grade keep water from intruding into the building at walls or foundations.

Priority 2: Infrastructure

The systems within the building should provide for an environment that allows the functions of the building to occur and provide for a comfortable space to perform those functions.

1. Electrical service, distribution, lighting, lighting controls, and power
2. HVAC/ boilers/radiators and associated equipment
3. Plumbing supply and waste lines, fixtures and hardware
4. Fire protection systems-alarms and fire sprinklers
5. Communications systems-telephone, computers, intercoms, sound systems and alarming devices

Priority 3: Code Compliance

Existing facilities are code compliant based on the code in which they were constructed under. When work is performed at the facility the work being performed should be code compliant based on current code requirements. Under certain circumstances a project that modifies a facility significantly may trigger the requirement for the entire facility to be brought into current code compliance. Handicapped accessibility is a requirement of the building code. We are required to conform to the requirements of the building code but are exempt from the federal statute know as ADA.

Priority 4: Exterior and Grounds

The exterior and grounds are the first impression of the Church. The appearance of being well maintained sets the tone for the vitality of a parish.

Priority 5: Interior Finishes / Furnishings

Finishes and furniture are the elements most people recognize for how they look. They are often times considered more important than items that are out of sight out of mind. Selection of materials is important for how easy they are to maintain, their durability and how they appear. The same applies to furniture and furnishings.

Priority 6: Addition / Reconfiguration

There are several reasons for doing an addition or reconfiguration usually it relates to growth such as increased numbers of students in the school. Careful planning should take place to look at the long term growth vs. a spike in growth.