



Date: July 28, 2025

To: Pastors, principals, business managers, chancery employees

From: Jordan Harper, claims/risk manager, Catholic Mutual Group

Re: Summer maintenance and preparedness

Now that we are in the warmer summer months, it is important to prepare your buildings for the summer weather and have a plan in place in the event of severe weather. Here are some suggestions to help your parish/school prepare and contact information in case of a property loss.

- Remove debris from your gutters and downspouts to prevent water accumulation.
- Ensure downspouts and other water runoff is directed away from the foundation of the building(s).
- Cut down and/or trim trees that overhang or are growing towards buildings.
- Get HVAC systems checked to ensure your system is well maintained.
- Perform routine maintenance on your water heater and examine potential areas for leaks, check the interior of building for water leaks. Consider adding a water leak detection device to your buildings.
- Have a certified, licensed and insured pest control professional inspect all buildings.
- Have a certified, licensed and insured termite control professional inspect all buildings.
- Ensure smoke detectors are working properly and get familiar with your fire extinguishers to be prepared for kitchen or grill fires.
- Have an emergency plan in place in the event your building is not inhabitable due to severe property loss.
- Document your property and belongings by taking pictures of the interior including contents and exterior in case you have a future claim.

Please promptly report all claims. In the case of a property loss necessitating external vendor assistance for remediation (e.g. water or fire damage), kindly reach out to me directly on my cell phone at 504-491-3126, especially after hours. This ensures swift action guaranteeing adherence to an agreed-upon fee schedule, selecting vendors with suitable insurance coverage and protecting the building(s) from further damage after a loss. Your quick notification enables us to secure immediate services and maintain quality standards.

If for any reason you can't contact me and need immediate remediation assistance, please contact Sherrie Boyland with BELFOR at 770-490-2072 or sherrie.boylan@us.belfor.com.
BELFOR Emergency Hotline: 800-856-3333.

Sincerely,

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