Facility Management Tips and Tricks: How to Improve Efficiency and Stewardship



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Behind every vibrant church service, community event, and outreach program is a facility that quietly makes it all possible. Yet, keeping that building safe, functional, and ready for ministry doesn't happen by accident—it takes planning, the right tools, and a commitment to good stewardship.

From tracking maintenance needs to streamlining workflows, smart facility management can save time, stretch budgets, and prevent problems before they start. In this post, we'll share practical tips and proven strategies to help churches run their facilities more efficiently, make informed decisions, and ensure their spaces are always ready to serve.

1. The Power of Data Collection in Facility Management

Why Data Collection Matters

One of the most underutilized aspects of facility management (https://www.smartchurchsolutions.com/resources/blog/what-is-facilities-management-an-easy-guide/) is data collection and reporting. Many churches track event numbers but fail to dig deeper into the details that truly impact operations. Effective facility management requires more than just counting events—it involves analyzing:

- Event locations and attendance numbers
- Support and resources needed for events
- Additional maintenance required, including unforeseen wear and tear
- Unplanned repairs and work orders (https://www.smartchurchsolutions.com/

work-order-management/)
- Preventative maintenance schedules

Understanding these elements helps churches justify budget increases, additional staffing, and scheduling adjustments. Without proper data collection, it's difficult to make objective, defensible arguments to leadership regarding facility needs.

How to Use a CMMS for Better Data

A Computerized Maintenance Management System (CMMS), like eSPACE (https://www.smartchurchsolutions.com/software/), enables churches to:

- Track work orders and asset management (https://www.smartchurchsolutions.com/work-order-management/)
- Schedule preventive maintenance
- Generate reports with real-time data
- Compare maintenance needs across different facility areas

By leveraging a CMMS, facility teams can move beyond guesswork and base decisions on hard data, just as financial and attendance teams do within a church.

2. Going Digital: Why Paper-Based Work Orders Are Obsolete

The Downsides of Paper-Based Workflows

Many church facility teams still rely on printed work orders. While this may seem like a simple solution, it actually:

- Doubles or triples the time required to complete tasks
- Leads to inefficiencies, with staff spending more time on paperwork than actual maintenance
- Results in lost documentation and tracking errors

How Digital Solutions Improve Efficiency

By transitioning to a digital system, churches can streamline facility management processes. A CMMS like eSPACE eliminates manual paperwork, allowing teams to:

- Submit and track work orders digitally
- Instantly access facility data via mobile devices
- Reduce the workload on administrative staff
- Improve real-time communication and workflow automation

Moving to a digital-first facility management approach ensures that data is accurate, accessible, and actionable.

3. Train and Trust Your Facility Team

The Importance of Training

Investing in training and technology is essential for effective facility stewardship. Facility managers should ensure that their teams:

- Understand how to use digital work order systems
- Are trained on preventive maintenance best practices
- Have access to clear documentation and standard operating procedures

Without proper training, even the best facility management tools will go underutilized.

Trusting Your Team to Use Technology

Some facility managers hesitate to transition to digital tools because “our guys don’t like technology.” However, modern technology can be:

- User-friendly, with intuitive interfaces
- Limited to essential functions (no distractions like web browsing or gaming)
- Easily accessible via tablets or simple mobile devices

By providing basic digital training, churches can increase efficiency and reduce unnecessary workload.

4. Planning Ahead: Staging Tools and Equipment for Maximum Efficiency

Reduce Time Wasted Searching for Tools

One of the biggest inefficiencies in church facility management is the amount of time spent searching for tools and materials. Studies show that up to 50% of a maintenance team's time is spent locating necessary supplies.

Facility Management Hack: Pre-Staged Carts

A simple yet highly effective trick is to use pre-staged carts for different types of maintenance tasks. For example:

- Electrical Cart → Includes all tools for changing fixtures, ballasts, and electrical repairs
- Painting Cart → Contains wall repair tools, rollers, and color-matched paint
- Plumbing Cart → Equipped with wrenches, pipe fittings, and leak detection kits

By implementing pre-staged maintenance carts, teams can reduce downtime and complete work orders faster.

5. Daily Walkthroughs: Catch Small Issues Before They Become Big Problems

Why Facility Walkthroughs Matter

A daily or weekly walkthrough of the facility can identify maintenance needs before they become costly repairs. Facility managers should:

- Inspect high-traffic areas for wear and tear
- Identify lighting or HVAC issues
- Ensure fire exits and safety equipment are accessible
- Check storage areas for clutter and safety hazards

Instead of waiting for someone to report a problem, a proactive facility walkthrough helps prevent small issues from becoming expensive emergencies.

6. Use LED Lighting for Efficiency and Security

LED Lights: The Smart Choice for Churches

Switching to LED lighting is a simple but powerful facility management upgrade. Benefits include:

- Lower energy costs
- Longer bulb lifespan
- Improved security (well-lit areas deter crime)

Bonus Security Tip: Use Motion Sensors

Adding motion-sensor lighting in hallways and stairwells enhances security (https://www.smartchurchsolutions.com/resources/blog/illuminating-safety-how-lighting-enhances-church-security/) while reducing energy waste. This ensures that:

- Lights are on only when needed
- Dark areas are instantly illuminated if someone enters
- Law enforcement can easily identify intruders in real-time

By integrating LED and motion-sensor lighting, churches can improve both energy efficiency and safety.

7. Declutter: Most Churches Have a Retention Problem, Not a Storage Problem

How to Reduce Clutter in Church Facilities

Most churches do not need as much storage space as they think. Instead, they have a retention problem—keeping unnecessary items for years or even decades. A simple decluttering rule:

- If you haven't used it in a year, you don't need it on campus
- Move storage offsite if necessary, but prioritize accessibility
- Place a dumpster in a strategic location to encourage the disposal of unneeded items

By keeping storage areas organized and intentional, facility teams can free up valuable space and reduce operational inefficiencies.

Conclusion: Work Smarter, Not Harder

Facility management in churches doesn't have to feel overwhelming. When churches embrace data-driven decision-making, adopt digital tools, and invest in training their teams, they create a foundation for better stewardship. Small changes—like staging tools in advance, walking the facility regularly, upgrading lighting, and clearing out unnecessary clutter—can have a big impact on efficiency and safety.

Together, these habits form a proactive approach that keeps buildings in top condition, reduces wasted time and resources, and ensures every space is ready to support the church's mission. Working ***smarter***, not harder, allows facility teams to focus less on putting out fires and more on creating an environment where ministry can thrive.



Nathan Parr

Since joining Smart Church Solutions in 2017, Nathan Parr has been a key player, using his wide range of skills to help churches. With advanced degrees in both Theology and Business, Nathan understands the unique needs of church operations from multiple perspectives. Before joining our team, Nathan spent over 12 years making sure a church ran just right, which gave him a lot of experience in handling all sorts of tasks a church might need. He's also been in the U.S. Marine Corps, built and fixed things in construction, and worked outdoors in landscaping.

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of your building and your team, and consulting services related to facility management training and assessments.

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