## SafeChurch<sup>®</sup> Monthly Inspection Checklists

These safety checklists are part of a monthly inspection of church property. The items listed are not meant to imply that other concerns could not be present. The items listed are those that cause the most damage and result in the more frequent and severe claims.

Crime	N/A	Yes	No
Are the doors and windows locked when the building is unoccupied?			
Ladders, tools, and flammable liquids, such as cleaning supplies and gasoline, locked up at the end of the day?			
Lighting fixtures protected through the use of plastic lenses or metal screens over the fixtures?			
Are interior entry lights left on during overnight hours?			
Are stairways and fire escapes that provide access to the roof secured?			
Does a responsible person, prior to leaving the building for the day, conduct a tour the building and grounds to make sure all doors and windows are secured?			
To prevent a fire from spreading to adjacent buildings, are all trash containers stored away from buildings?			

Electrical	N/A	Yes	No
If the electrical system utilizes screw-in fuses, are Fustat type "S" tamper-proof fuses installed with appropriate amperage ratings to prevent over-fusing of the circuits?			
Are any circuit breakers taped in the "ON" position, or altered to prevent them from tripping?			
Are there any missing panels on electrical breaker/fuse boxes?			
Are extension cords being used in place of permanent wiring?			
Are extension cords used for temporary wiring in good condition? For example: cord insulation not damaged, ground plug not missing, etc.			
Are any multiple-tap electrical outlet adapters being used?			
Are any switches, outlets or junction boxes missing cover plates?			
Are any combustible materials being stored within 36 inches of electrical equipment and panels?			
Are ground fault circuit interrupters (GFCIs) tested monthly?			
Is there any evidence of dirt, dust or moisture on the electrical equipment or panels?			
Has the building noted any recurring electrical problems, such as blown fuses, tripped breakers or flickering lights?			
Are electrical outlets equipped with appropriate outlet safety plugs in the children's area?			

Elevators / Lifts	N/A	Yes	No
Are all elevators adjusted to be even and level with the floor surface?			

Emergency Preparedness	N/A	Yes	No
Are emergency evacuation diagrams posted throughout the building, identifying all exits, evacuation routes, safe assembly spaces, fire extinguishers, and First Aid kits?			
Are safe shelter areas marked at the church, and a basic disaster supply kit provided in the safe shelter area?			
Is a basic First Aid kit provided and is it fully stocked?			

Exits	N/A	Yes	No
Are all routes of egress from the building free from obstructions?			
Are all emergency exit signs visible and in good condition?			
Are all exit signs illuminated and working?			
Are all emergency lighting units being tested and properly working?			
Are all exit doors in good working order (for example: locks, panic hardware); and do they open outward?			

Fire Protection	N/A	Yes	No
Are any items being stored within 18 inches of any sprinkler heads?			
Are any items being hung from sprinkler heads, for example, holiday decorations, maintenance items, etc?			
Is the area around the sprinkler system shut-off valve clear of all obstacles?			
Are fire extinguishers fully charged, properly mounted and easily accessible?			
Are all flammable and combustible liquids appropriately marked and kept in a U.L. listed, locked flammable liquid storage cabinet?			

Heating, Ventilation, and Air Conditioning	N/A	Yes	No
Are any combustible materials being stored within 36 inches of the furnace or boiler?			

Housekeeping	N/A	Yes	No
Is trash stored in enclosed containers and taken outside daily?			
Are cleaning products well marked and stored in a safe and locked place?			
Are all combustible materials (boxes, paper products) stored in appropriate locations and kept within 36 inches of any heating equipment or electrical panels?			
Are cleaning rags being appropriately stored in metal containers with self- closing lids?			

Kitchen	N/A	Yes	No
Is the hood and ventilation system installed over the cooking equipment free from grease build-up?			
Is the general cooking area of the kitchen clean, free of grease build-up, and in good condition?			
Is a Class "K" rated fire extinguisher installed in a visible, easily accessible location within the kitchen and fully charged?			
Are the deep fat fryers a minimum of 16 inches away from any open flame producing appliance?			
Are proper food preparation procedures being followed, including food preparation, serving, storage, and sanitation?			

Playground Equipment	N/A	Yes	No
Do surfaces around playground equipment have at least nine to 12 inches of wood chips, mulch, sand, or pea gravel (an alternative is mats or synthetic surfacing made of safety-tested rubber or rubber-like materials); and does the protective surfacing extend at least six feet in all directions from the play equipment?			
Is the playground equipment inspected according to the manufacturers' recommendations?			
Is there any dangerous hardware such as open S hooks on swings, protruding bolts, or sharp points or edges?			

Slip and Fall Prevention	N/A	Yes	No
Are ladders inspected daily before each use to ensure the ladder is safe?			
Is scaffolding inspected daily before each use to ensure the scaffold is safe?			
Are walking surfaces free of obstructions, cracks and potholes, and repaired if more than a ¼ inch variance is found in the surface?			
Are parking lots free of cracks and potholes, and repaired if more than a $\frac{1}{4}$ inch variance is found in the surface?			
Do entrance and exit doors open and shut smoothly?			
Are carpet remnants, scatter rugs, or cheap mats (vinyl backing, or no backing) <i>not</i> used?			
Are all stairs, aisles, and hallways free of obstructions?			
Are handrails in good condition, without any physical damage, and adequately secured in place?			
Are ramps clear of obstructions?			
Are electrical, telephone, and microphone cords routed around walkways and doorways; or where this is not possible, are they securely taped down or covered with cord protectors?			
Are all interior and exterior walking surface light fixtures in good repair (for example, walkways, parking lots, stairways, hallways, basements, etc.)?			
Is snow and ice removal equipment available, including shovels, ice melt,			

Slip and Fall Prevention	N/A	Yes	No
snow blowers, etc?			
Are snow and ice adequately removed from sidewalks and parking lots in a timely fashion?			
Are de-icing products applied to walkways in front of entrances during snow and ice storms?			
Are mats installed at entrances during snow and ice storms?			
Are equipment and supplies available to manage the wet conditions, including mops, buckets, and warning signs or cones?			
Are gutter downspouts located so that they do not drain onto walkways?			

Water Damage	N/A	Yes	No
Is the building checked for signs of current or past water damage? For example: rotten wood, damaged walls or floors, stained ceilings panels, dampness in lower levels or basement, etc.			
Is the roof inspected for loose or missing shingles, insufficient caulking around vents, chimneys or skylights, and flashing in valleys and eaves?			
Are gutters, downspouts, and eaves cleaned on a regular, periodic basis to keep them clear of debris and functioning correctly?			
Are downspouts properly connected and extended to at least six feet away from the building?			
Are water supply lines checked for leaks or damage? For example: sinks, toilets, water fountains, etc.			
Are early signs of mold quickly cleaned with bleach and water?			
Is the baptistery properly monitored during the entire filling process?			

## **Corrective Actions Taken**

The items listed on these checklists are not meant to imply that other concerns could not be present. The items listed are those that cause the most damage and result in the more frequent and severe claims.

If you answered "No" to any of the questions, corrective action should be taken as soon as possible.

## Name of Inspector:

## Date of Inspection:

"No" Item	Corrective Action Taken

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