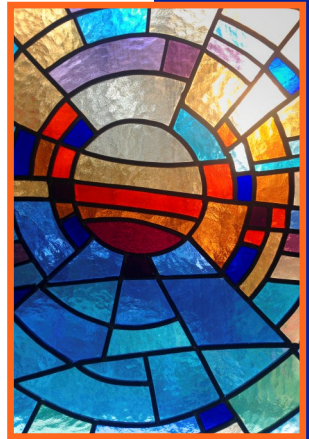
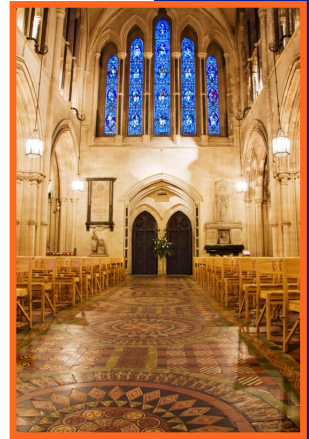


YOUR CHURCH PROPERTY

Self-Inspection

Checklists for Churches



Our insurance serves you so you can serve God.

Serve God

Our Mission is to support and protect your church and ministry with superior property and casualty risk management and insurance services.

To that end, Insurance Board is pleased to present this Self-Inspection Safety Checklist to assist you, our participants, in preventing or reducing property, liability, workers' compensation and vehicle losses.

We suggest you use this guide to conduct regular inspections. We have organized the checklists to correspond with areas of concern: electrical, interior, exterior, fire and kitchens.

Many churches will have a Risk Committee or Property Committee, or a volunteer, or other church member perform the inspection(s). Either way, it is our recommendation that whomever does the inspection is not the same person each inspection period. While the checklists may seem straight forward, there is always room for interpretation and personal judgement. Please remember too, that improvement in areas that need attention is a critical component of the process.

When repairs or improvements are needed, information should be kept on a separate checklist (located last in this booklet) in order to keep to a schedule and to ensure proper reviews and reports on progress are documented.

This checklist is not intended to be used as a stand alone risk management policy, nor is it guaranteed to comply with federal, state or local regulations. We offer it as simply one element of your total risk management program to help make your church a safer, more secure environment for your employees, volunteers, congregants, and visitors.

If you have any questions, please feel free to email: LossControl@InsuranceBoard.org.



Table of Contents and Resource Guide

Exterior Inspection Checklist.....	Page 4
Interior Inspection Checklist.....	Pages 5 & 6
Electrical Checklist.....	Page 7
Fire Suppression Checklist.....	Page 8
Kitchen Checklist.....	Page 9
Repairs and Improvements Needed Summary.....	Pages 10 & 11

American National Standards Institute.....	www.ansi.org
ASTM International	www.astm.org
American Society of Heating, Refrigerating & AC Engineers	www.ashrae.org
American Society of Safety Engineers	www.asse.org
Board of Certified Safety Professionals	www.bcsp.org
Environmental Protection Agency	www.epa.gov
Federal Emergency Management Agency	www.fema.gov
Food Safety and Inspection Service	www.usda.gov
Insurance Committee for Arson Control.....	www.arsoncontrol.org
Lightning Protection Institute	www.lightning.org
National Fire Protection Association	www.nfpa.org
National Safety Council	www.nsc.org
National Weather Service	www.weather.gov
Nonprofit Risk Management Center	www.nonprofitrisk.org
Occupational Safety and Health Administration	www.osha.gov
United States Fire Administration.....	www.usfa.fema.gov

Exterior Facilities Checklist

	Good	Needs Work	Does Not Apply	Observations
Are exterior light posts securely attached and free of rust and working properly?				
Have dying trees/branches/vegetation been removed/pruned, and brush, undergrowth and other combustible material kept clear of buildings?				
Is the building exterior closed tightly to prevent access by animals/birds?				
Are chimneys cleaned annually & in good repair?				
Are roofs inspected annually? (structurally sound, no loose or missing shingles, surface appears smooth sealed and secure, eaves constructed to prevent ice dams, etc.)				
Are gutters, downspouts and drains securely attached and properly sloped and routed to allow drainage away from building foundations and sidewalks? Are they clear of leaves/debris?				
Is all wood, vinyl, or metal siding securely attached and holding paint well?				
Are there any deteriorated brick, stone, or mortar in need of repair?				
Are all foundation openings or basement windows secured from entry?				
Do pavement surfaces, sidewalks, stairs, porches, and landscaping slope away from building?				
Are ramps/stairs in good condition and equipped with securely anchored handrails?				
Are all walkways, sidewalks, stairs, and parking lots free from damage and potential tripping hazards such as cracks, raised or uneven surfaces, potholes, etc.?				
Are parking areas, sidewalks, and stairs lighted adequately to reduce probable falls?				
Are parking lot signs adequate, clearly visible, and positioned for easy viewing? Are parking wheel stops and blocks easily visible & secured?				
Do all doors and windows close securely to prevent entry of wind-driven rain? Are they caulked and free of rot or cracks?				
Is stained glass free of defects and covered with a shatterproof material to prevent damage and leakage?				
Are fences on/around the property securely anchored and in good repair?				

Completed By: _____ Date: _____

Interior Facilities Checklist

	Good	Needs Work	Does Not Apply	Observations
Are building repairs performed promptly?				
Are plumbing/heating repair contractors pre-qualified and is after-hours contact information accessible?				
Are all steps/stairs equipped with secure hand-rails and slip resistant tread surfaces?				
Is all seating (pews, chairs) in good condition?				
Are attic spaces insulated and ventilated to prevent ice dams and frozen pipes? (no outside light should be visible through the roof interior under the deck or around vents, chimneys, and utility connections)				
Are ceilings free of sagging/bowing/separation?				
Are upper level walls and ceilings under bathrooms and kitchens free of crumbling plaster, stains or flaking/peeling paint?				
Are basement walls dry and free of mold/mildew? (sources of moisture should be investigated/corrected and building materials replaced as necessary)				
Are emergency telephone numbers clearly posted by all telephones?				
Are exterior entrances below grade covered and if not, are drains cleaned regularly?				
Are sink/shower/floor drains clean/unobstructed?				
Are precautions taken to prevent pipes from freezing such as in exterior walls, near windows, in attics and unheated areas?				
Are water sensors or leak detectors in place and connected to an alarm panel?				
Are sprinkler systems/sewer lines equipped with backflow prevention devices?				
Is the location of all water supply shut-offs known and documented? (shut-offs should be exercised annually to insure they operate properly)				
Are all exits clearly marked with a lighted sign and a back up power source?				
Do all emergency exits open out, and are they equipped with panic hardware?				
Are there at least two exits (not next to each other) on each floor of each building?				
Do you have a video inventory of your church, its current condition, and all of your assets?				

Completed By: _____ Date: _____

Interior Facilities Checklist

	Good	Needs Work	Does Not Apply	Observations
Is emergency lighting tested regularly?				
Have pipes and valves in concealed spaces been inspected for leakage, seepage?				
Do exterior vents prevent wind-blown rain from entering the building?				
Are caution-wet-floor signs used?				
Are walk-off mats used at entranceways to reduce snow/ice/rain from being tracked inside?				
Are carpets and rugs in good condition and free of tears or wrinkles that could cause tripping?				
Are all electrical cords placed so as not to create tripping hazards?				
Are all interior areas adequately lighted to help reduce the possibility of falls?				
Is the furnace or heating, ventilation, and air-conditioning system professionally cleaned and inspected annually?				
Do glass doors/partitions have applique or markings to alert people as to their presence?				
Where exits/stairways/steps lead into a traffic area, are barriers/warnings provided to prevent direct access with traffic?				
Is storage off the floor in areas where flooding has previously occurred? (should be elevated at least 4-6" especially in areas near boilers and water heaters)				
Are poisonous substances stored away from areas where children gather?				
Are steps/stairs free of stored items?				
Equipment/Machinery: Does your church have a list of working machinery and equipment with operational purpose, purchase date/cost, and cleaning/maintenance schedule (yard equipment and office machines, sound systems, etc.)				
Do you get annual HVAC inspections and cleanings by a licensed contractor?				
Do boilers and hot water tanks have pressure and temperature relief valves?				
Are power tools cleaned, repaired if needed, and stored correctly?				
Does your church have a sump pump with a battery back up in case of electrical failure?				

Completed By: _____ Date: _____

Electrical Checklist

	Good	Needs Work	Does Not Apply	Observations
Do you keep a maintenance log detailing a record of inspections by a licensed electrician?				
Is all wiring in good condition? (connections protected and not exposed, secure, isolated from water, etc.)				
Have any recurring electrical problems (flickering lights, frequent tripping of breakers) been examined by a licensed electrician?				
Is access to electrical rooms limited to authorized personnel?				
Are electrical rooms cleaned on a routine basis?				
Are electric panel boxes equipped with cover doors and closed at all times?				
Are all electrical circuits identified and labeled as to area and use?				
Are circuit breakers in good condition?				
Are there any openings in electrical panel boxes or between circuit breakers that are not covered with appropriate filler clips or plugs?				
Are all electrical outlets, receptacles, and switches contained in boxes and equipped with cover plates that are in good condition?				
Are all appliances grounded?				
Are electric outlets in close proximity to sources of water equipped with GFCI protection?				
Are all power cords in good condition?				
Are extension cords used only for temporary purposes?				
Do you limit use of power strips? (do not plug one power strip into another)				

Completed By: _____ Date: _____

Fire Suppression Checklist

	Good	Needs Work	Does Not Apply	Observations
Do dumpsters and trash containers have lids and are they kept closed at all times?				
Are contractors required to use a "hot work" permit checklist when applicable?				
Is the use of space heaters prohibited?				
Are portable fire extinguishers inspected and serviced by a professional annually? Are fire extinguishers properly mounted, and easily accessible? (on every floor including balconies, maximum travel distance, 75')				
Have staff/volunteers received training on the use of fire extinguishers?				
Are smoke/carbon monoxide detectors installed in every room & hardwired with battery backup? Are alarm backup batteries replaced annually?				
Are smoke and carbon monoxide detectors in all sleeping areas?				
When automatic sprinklers and fire alarms are present, are professionals used to monitor signals and perform periodic inspection/testing on the systems? Are records of sprinkler and alarm system inspections maintained?				
Are sprinkler heads in good condition (free of corrosion) and not coated with paint? Is there 18" of clearance between sprinkler heads and any items or shelving?				
Is storage of combustible materials such as office/housekeeping supplies prohibited inside dedicated utility, computer server, electric rooms?				
Are hallways kept clear of storage items?				
Are excess stored materials discarded on a regular basis?				
Are flammable liquids and cleaning/painting supplies such as gasoline, aerosol paints, and paint thinner stored in securely closed metal cabinets?				
Is all combustible storage kept at least 3' away from possible heat sources such as furnaces, water heaters, motors, and electrical panels?				
Are boiler/furnace rooms cleaned regularly?				
Are laundry dryers vented to the exterior with metal exhaust ductwork, and cleaned annually?				
Are lightning rods (air terminals) fully connected to ground without interruption?				

Completed By: _____ Date: _____

Kitchen Checklist

	Good	Needs Work	Does Not Apply	Observations
Are exits easily identified?				
Are proper waste containers available?				
Are spill clean up materials/supplies available?				
Does the kitchen have smoke/heat detectors?				
Is a UL300 compliant automatic fire suppression system in place and inspected by a professional contractor?				
Is a Class K fire extinguisher available and easily accessible in the kitchen area? (Class K extinguishers are for fighting fires in cooking oils and fats and they should be mounted within 10' of cooking equipment, a Class ABC fire extinguisher should be located nearby too for fighting fires in common combustibles, liquids and gasses, and electrical sources)				
Are fire extinguishers regularly inspected and fully charged?				
Have kitchen employees/volunteers received training in use of fire extinguishers?				
Are proper hood and ventilation systems installed? (constructed of steel or equivalent material, equipped with removable filters, vented to building exterior)				
Are stove tops, grease trays, kitchen range hoods, and exhaust filters free of grease buildup and cleaned regularly? (hood and exhaust systems should be cleaned at least annually by a professional contractor)				
Are deep fat fryers equipped with automatic fuel cutoffs and located at least 16" away from open flames of adjacent cooking equipment?				
Are refrigeration motors, coils, and compressors free of combustible materials, cleaned & maintained regularly?				
Do all walk in freezers or coolers have safety latches that are in good repair?				
Are gas stoves periodically checked to ensure that pilots lights are lit and that burners light immediately when turned on?				
Are GFCI outlets used for all kitchen outlets?				
Are small appliances unplugged when not in use? (coffee pot, hot plate, mixer, etc.)				

Completed By: _____ Date: _____

Items in Need of Repair Summary

Page Number:_____ **Repair Needed:**_____

Estimated Budget:_____ **Estimated Timeframe:**_____

Person/Company Completing Work:_____

Work Began On:_____ **Work Completed On:**_____ **Reviewed By:**_____

Page Number:_____ **Repair Needed:**_____

Estimated Budget:_____ **Estimated Timeframe:**_____

Person/Company Completing Work:_____

Work Began On:_____ **Work Completed On:**_____ **Reviewed By:**_____

Page Number:_____ **Repair Needed:**_____

Estimated Budget:_____ **Estimated Timeframe:**_____

Person/Company Completing Work:_____

Work Began On:_____ **Work Completed On:**_____ **Reviewed By:**_____

Page Number:_____ **Repair Needed:**_____

Estimated Budget:_____ **Estimated Timeframe:**_____

Person/Company Completing Work:_____

Work Began On:_____ **Work Completed On:**_____ **Reviewed By:**_____

Items in Need of Repair Summary

Page Number:_____ **Repair Needed:**_____

Estimated Budget:_____ **Estimated Timeframe:**_____

Person/Company Completing Work:_____

Work Began On:_____ **Work Completed On:**_____ **Reviewed By:**_____

Page Number:_____ **Repair Needed:**_____

Estimated Budget:_____ **Estimated Timeframe:**_____

Person/Company Completing Work:_____

Work Began On:_____ **Work Completed On:**_____ **Reviewed By:**_____

Page Number:_____ **Repair Needed:**_____

Estimated Budget:_____ **Estimated Timeframe:**_____

Person/Company Completing Work:_____

Work Began On:_____ **Work Completed On:**_____ **Reviewed By:**_____

Page Number:_____ **Repair Needed:**_____

Estimated Budget:_____ **Estimated Timeframe:**_____

Person/Company Completing Work:_____

Work Began On:_____ **Work Completed On:**_____ **Reviewed By:**_____



1468 W. 9th St., Cleveland, OH 44113
PH: 800.437.8830 | FAX: 216.736.3239
www.InsuranceBoard.org



INSURANCE BOARD
Partners in Protection