GUIDEONE® INSURANCE + SafeChurch®

Annual Inspection Checklists

These safety checklists are part of an annual 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?	☐	☐	☐
Are one-inch deadbolt locks installed on exterior doors?	☐	☐	☐
Are exterior doors made of solid core (not hollow) construction, preferably metal (including the doorframe), and, if hinged on the outside, are tamper-proof hinges installed?	☐	☐	☐
Is there a key control policy in place, documenting who is in possession of a key at any given time, re-keying or replacing the door locks when a key is lost, eliminating or limiting the use of a master key and keeping back-up keys in a locked key box?	☐	☐	☐
Are ladders, tools, and flammable liquids, such as cleaning supplies and gasoline, locked up at the end of the day?	☐	☐	☐
Is exterior lighting installed covering all sides of the building, including parking lots, walkways, and entry/exit doors; and is it in good working order?	☐	☐	☐
Are lighting fixtures protected with plastic lenses or metal screens over the fixtures?	☐	☐	☐
Is motion-activated lighting installed near entry/exit doors?	☐	☐	☐
Are interior entry lights left on during overnight hours?	☐	☐	☐
Are timers for interior/exterior lights updated following time changes?	☐	☐	☐
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 of the building and grounds to make sure all doors and windows are secured?	☐	☐	☐
Are shrubs and trees trimmed around windows and doors to eliminate potential hiding places for arsonists and criminals?	☐	☐	☐
Are signs or displays installed so as not to block the view of the building?	☐	☐	☐
To prevent a fire from spreading to adjacent buildings, are all trash containers stored away from buildings?	☐	☐	☐
Are large rocks used for landscaping *not* present?	☐	☐	☐
Have church members, local authorities, or neighbors been contacted to help watch the building and grounds for suspicious behavior?	☐	☐	☐

Are valuables (fine art, rare books, valuable collectibles or other rare items) kept in a secured location?	☐	☐	☐
Is an inventory or schedule of valuables maintained, including a detailed description and value?	☐	☐	☐
Have high value items been photographed and/or videotaped; and is a copy maintained of the inventory/schedule, photographs, and videotapes off site?	☐	☐	☐

Electrical	**N/A**	**Yes**	**No**
If any part of the electrical system is over 30 years old, has it been inspected by a licensed electrician?	☐	☐	☐
Do you have an Electrical Preventive Maintenance Program in place that includes an inspection by a licensed electrician once every three years?	☐	☐	☐
Is there any knob and tube wiring in use?	☐	☐	☐
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 there any renewable fuses or fuse clip clamps in use?	☐	☐	☐
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 electrical panels properly labeled to indicate their purpose?	☐	☐	☐
Are there any open spaces in the circuit breaker panel?	☐	☐	☐
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 any outlets within 36 inches of water equipped with ground fault circuit interrupters (GFCIs)?	☐	☐	☐
Are ground fault circuit interrupters (GFCIs) tested monthly?	☐	☐	☐
Are there any broken or unsupported light fixtures, switches or outlets?	☐	☐	☐
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?	☐	☐	☐
Is there an electrical safety disconnect installed between the air conditioning condensing unit and the main electrical service?	☐	☐	☐
Is the building equipped with lightning and surge protection?	☐	☐	☐
Are electrical outlets equipped with appropriate outlet safety plugs in the children’s area?	☐	☐	☐

Elevators / Lifts	N/A	Yes	No
Are elevators working properly, been serviced by a certified elevator servicing contractor in the last year and are the service tags kept on file?	☐	☐	☐
Are all elevators adjusted to be even and level with the floor surface?	☐	☐	☐

Emergency Preparedness	N/A	Yes	No
Has the church developed an Emergency Response Plan?	☐	☐	☐
Have emergency evacuation diagrams been developed and posted throughout the building, identifying all exits, evacuation routes, safe assembly spaces, fire extinguishers, and First Aid kits?	☐	☐	☐
Are natural disaster drills and fire evacuation plans practiced regularly?	☐	☐	☐
Have safe shelter areas been identified and marked at the church, the staff and congregation members made aware of the locations, and a basic disaster supply kit provided in the safe shelter area?	☐	☐	☐
Is there a pre-appointed, qualified spokesperson to field all questions from the media and investigators?	☐	☐	☐
Has the church compiled a list of important phone numbers, accounts and addresses?	☐	☐	☐
Has an itemized inventory list of all items, equipment, and other valuables within the church (along with photographs and video recordings of items within the church's interior) been completed?	☐	☐	☐
Have back-up files of computer data and important records and copies of vital paper records been made, along with a copy of the disaster recovery plan; and is all of this information kept at a secure off-site location?	☐	☐	☐
Have arrangements been made ahead of time for an alternative meeting space and use of equipment?	☐	☐	☐
Has the facility been inspected to determine how safe and secure it will be in the event of a disaster and modifications made, if needed, such as trimming of tree limbs, maintaining of roofs, etc.?	☐	☐	☐
Do you have a designated individual to be the security director?	☐	☐	☐
Have policies and procedures been developed on how to handle church place violence?	☐	☐	☐
Have ushers and greeters been properly trained on how to handle violent situations?	☐	☐	☐
Have local laws been consulted to determine requirements for using security personnel?	☐	☐	☐
Have security guards have been properly screened, trained, and supervised; and do they hold appropriate licensing, permits, etc?	☐	☐	☐
If hired security services are used, has the church verified that the service has the appropriate licensing, entered into a hold harmless agreement with the security service, and been named as an additional insured on the service's insurance policy?	☐	☐	☐
If armed security guards are used, have consultations with an attorney, local law enforcement, and insurance agent been done to determine the feasibility of using such services? Are armed guards properly licensed, hold necessary permits, and only carry legal and authorized weapons?	☐	☐	☐
Has a medical leader and medical personnel within the congregation been chosen?	☐	☐	☐

Has basic medical emergency training been provided, including how to respond to medical emergencies, CPR, First Aid, and AEs (if present)?	☐	☐	☐
Is a basic First Aid kit provided, and is it fully stocked?	☐	☐	☐
Are medical emergency procedures practiced on a scheduled basis?	☐	☐	☐

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?	☐	☐	☐

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