

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders, tools, and flammable liquids, such as cleaning supplies and gasoline, locked up at the end of the day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting fixtures protected through the use of plastic lenses or metal screens over the fixtures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are interior entry lights left on during overnight hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairways and fire escapes that provide access to the roof secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To prevent a fire from spreading to adjacent buildings, are all trash containers stored away from buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any circuit breakers taped in the "ON" position, or altered to prevent them from tripping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any missing panels on electrical breaker/fuse boxes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords being used in place of permanent wiring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords used for temporary wiring in good condition? For example: cord insulation not damaged, ground plug not missing, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any multiple-tap electrical outlet adapters being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any switches, outlets or junction boxes missing cover plates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any combustible materials being stored within 36 inches of electrical equipment and panels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ground fault circuit interrupters (GFCIs) tested monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any evidence of dirt, dust or moisture on the electrical equipment or panels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the building noted any recurring electrical problems, such as blown fuses, tripped breakers or flickering lights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical outlets equipped with appropriate outlet safety plugs in the children's area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Elevators / Lifts	N/A	Yes	No
Are all elevators adjusted to be even and level with the floor surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safe shelter areas marked at the church, and a basic disaster supply kit provided in the safe shelter area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a basic First Aid kit provided and is it fully stocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

Heating, Ventilation, and Air Conditioning	N/A	Yes	No
Are any combustible materials being stored within 36 inches of the furnace or boiler?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the playground equipment inspected according to the manufacturers' recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any dangerous hardware such as open S hooks on swings, protruding bolts, or sharp points or edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Slip and Fall Prevention	N/A	Yes	No
Are ladders inspected daily before each use to ensure the ladder is safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is scaffolding inspected daily before each use to ensure the scaffold is safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walking surfaces free of obstructions, cracks and potholes, and repaired if more than a ¼ inch variance is found in the surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are parking lots free of cracks and potholes, and repaired if more than a ¼ inch variance is found in the surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do entrance and exit doors open and shut smoothly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are carpet remnants, scatter rugs, or cheap mats (vinyl backing, or no backing) <i>not</i> used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all stairs, aisles, and hallways free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are handrails in good condition, without any physical damage, and adequately secured in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ramps clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all interior and exterior walking surface light fixtures in good repair (for example, walkways, parking lots, stairways, hallways, basements, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is snow and ice removal equipment available, including shovels, ice melt,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are de-icing products applied to walkways in front of entrances during snow and ice storms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are mats installed at entrances during snow and ice storms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are equipment and supplies available to manage the wet conditions, including mops, buckets, and warning signs or cones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gutter downspouts located so that they do <i>not</i> drain onto walkways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the roof inspected for loose or missing shingles, insufficient caulking around vents, chimneys or skylights, and flashing in valleys and eaves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gutters, downspouts, and eaves cleaned on a regular, periodic basis to keep them clear of debris and functioning correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are downspouts properly connected and extended to at least six feet away from the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are water supply lines checked for leaks or damage? For example: sinks, toilets, water fountains, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are early signs of mold quickly cleaned with bleach and water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the baptistery properly monitored during the entire filling process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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