

SELF INSPECTION CHECKLIST

ROUTINE INSPECTIONS PREVENT ACCIDENTS

Purpose: This checklist is designed to provide a self-evaluation of potential property and liability hazards. Provide a copy of the completed checklist to the Board of Trustees and report any recommendations for eliminating or minimizing hazards. This form is for internal use only.

Church/Location _____ **Inspection completed by** _____

Date _____

General / Life Safety	Yes	No	Comments
a) Is there a written emergency evacuation / response plan in force and known to the congregation and visitors?			
b) Are emergency phone numbers posted in the event of an emergency?			
c) Is the church (exterior and interior) accessible to all persons? See local Church Accessibility Survey- page 47-50.			
d) Is smoking prohibited or limited to specific areas outside the Church?			
e) Do you have staff or volunteers trained in first aid, CPR, usage of Automated External Defibrillator and poison control?			
f) Does the Church have first aid kits and Automated External Defibrillators for all Church activities? And who is responsible for them? Does everyone know where they are located?			
g) Have all buildings been tested for Mold, Radon, Asbestos, lead and other environmental hazards?			
h) Has your underground storage tank been tested for leaks or corrosion?			
i) Does the Church have a Hazard Communication and Chemical Safety Program?			
Security	Yes	No	Comments
a) Are Church doors locked when not in use?			
b) Is someone assigned to secure the Church at the end of each day?			
c) Do you have a list and monitor all persons with keys?			
Exterior Surface	Yes	No	Comments
Note: Slips, trips and falls are the leading causes of injuries in Church buildings. Please study the following and help prevent accidents.			
a) Are sidewalks, parking lot surfaces and ramps in good condition, level and free of cracks, holes, etc?			
b) Are there handrails on stairs?			
c) Is exterior lighting adequate?			
d) Are procedures for snow and ice removal established and followed?			
e) Is the roof in good condition and is it inspected annually by a qualified contractor?			
f) Is playground equipment in good condition and inspected often for safety?			

Interior Surfaces	Yes	No	Comments
a) Are halls, ramps, aisles and floors in good condition, level, free of stored items and well lighted?			
b) Are stairways and ramps in good condition, level, and well lighted?			
c) Are rugs and carpeting secured at their edges and free of holes or fray?			
d) Are there handrails on all stairs?			
e) Are halls, ramps and aisles kept free of obstructions when temporary tables and chairs are in assembly areas?			
f) Are entry way mats used to prevent slips and falls?			
Exit ways	Yes	No	Comments
a) Are there at least two exits, remote from each other?			
b) Are exit doors equipped with panic hardware?			
c) Are exits marked with illuminated signs and clearly visible?			
d) Is emergency lighting supplied in all congregational use areas?			
e) Is the Church in compliance with the department of labor and Industry occupancy and use codes?			
Housekeeping	Yes	No	Comments
a) Are all areas clean and free of miscellaneous debris and storage?			
b) Are areas around the Church free of weeds / bushes / leaves which could fuel a fire?			
c) Is there a trash disposal system in force?			
d) Is there any large amount of storage of combustible items in the building?			
e) Are ladders and other equipment used by trained and qualified staff and volunteers?			
f) is all maintenance equipment in good repair and used safely?			
g) Do you provide / use gloves, goggles, and other safety equipment when needed?			
Storage	Yes	No	Comments
a) Is the boiler room / furnace area free of stored combustible items?			
b) Are mowers and gasoline powered tools properly stored in a building other than the Church?			
c) Are gasoline and other flammables stored in proper safety containers and stored in a building other than the church or, stored in locked metal cabinets?			

Kitchen / Cooking		Yes	No	Comments
Note: For a copy of the booklet <u>Food, Fundraising and You</u> prepared by the PA Dept of Agriculture go online to http://www.agriculture.state.pa.us/foodsafety/lib/foodsafety/nonpr oft.pdf or contact EH&D.				
a)	Is the cooking area and equipment clean and well maintained?			
b)	Are table and chairs checked for physical condition before each use?			
c)	Is there an automatic extinguishing system to protect cooking equipment? Is it serviced per the manufacturer's instructions?			
d)	Is the refrigeration equipment maintained and in good working order?			
e)	Are kitchen filters and vents cleaned and inspected often?			
f)	Are sharp kitchen utensils handled carefully and stored safely?			
Fire Protection		Yes	No	Comments
a)	Do you have a written fire protection / emergency evacuation plan?			
b)	Have you requested the local fire department to inspect the Church property and to assist with the Church fire prevention program?			
c)	Are emergency phone numbers posted in the event of an emergency?			
d)	Does the Church have a lightning protection system?			
e)	Are fire extinguishers visible, properly mounted and serviced annually?			
f)	Is there an alarm detection system for Heat/ smoke, fire? Are batteries in all alarm detection devices replaced biannually?			
g)	Is there an automatic fire extinguishing system? Is it serviced per the manufacturer's instructions and by a qualified contractor?			
h)	Is the use of open flames / candles minimized or controlled?			
i)	Do you prohibit the accumulation of combustible materials in all Church Facilities?			
Electrical Systems		Yes	No	Comments
a)	Has the electrical system been checked by a qualified electrician within the past year?			
b)	Are electrical outlets adequate?			
c)	Is the use of extension cords discouraged or used for temporary purposes only?			
d)	Are electrical panels and boxes equipped with proper door / cover?			
e)	Is electrical equipment unplugged when not in use? Who checks?			

Heating / Plumbing Systems	Yes	No	Comments
a) Is the heating system / boiler serviced annually by a qualified contractor?			
b) Is the furnace / boiler room isolated in a separate approved room and free of any combustible materials?			
c) Are heating and plumbing pipes inspected for leaks or cracks?			
Theft / Crime	Yes	No	Comments
a) Is all property prone to theft (computers, laptops, VCR, TV, valuables) secured indoors and locked when not in use?			
b) Are money handling and deposit procedures established and followed?			
c) Are all properties locked during times of unoccupancy?			
d) Are all exterior doors equipped with dead bolt locks?			
e) Is there any alarm detection system – burglary?			
f) Have you requested the local police department to inspect the Church property and to assist with the Church crime prevention program?			

Certificates of Insurance / Parental Consent Forms / User Agreement / Contracts	Yes	No	Comments
a) Does the Church obtain certificates of Insurance from anyone providing services to the Church; i.e., plumber, roofer, electrician, painter, driver? Is their insurance adequate?			
b) Does the Church obtain a signed permission / consent / medical authorization for Church activities?			
c) Are certificates of Insurance and User Agreements obtained from organizations or individuals using Church facilities?			
d) Are all contracts reviewed by legal counsel, when necessary and approved by authorized Church representatives?			
e) Are all contracts reviewed by the conference insurance broker, EHD for insurance purposes prior to contract execution? Contact EHD to confirm the insurance protection is adequate / available for the contract requirements.			
Transportation	Yes	No	Comments
a) Is the use of Church vehicles restricted to official Church activities?			
b) Is a written transportation safety policy in force for church members, volunteers, and employees? Does this include mandatory use of seat belts?			
c) Is a minimum age established for the operation of a vehicle for Church activities, preferably adults 25 years and older?			
d) Is a first aid kit in the vehicle?			
e) Does the vehicle have an Accident report kit in the glove compartments? Do drivers know what to do in the event of an accident or an emergency?			
f) Are all vehicles used for Church activities in good repair, inspected frequently and pass the Self-Inspection Pre-Trip Safety Checklist?			
g) Do you select qualified and capable drivers for all church activities?			

Also review safety guidelines in the Fire Protection, Transportation Safety, Security Protection and Liability sections of this Safety Manual

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