



# 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are one-inch deadbolt locks installed on exterior doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are 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="radio"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are lighting fixtures protected with plastic lenses or metal screens over the fixtures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is motion-activated lighting installed near entry/exit doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are interior entry lights left on during overnight hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are timers for interior/exterior lights updated following time changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are stairways and fire escapes that provide access to the roof secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are shrubs and trees trimmed around windows and doors to eliminate potential hiding places for arsonists and criminals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are signs or displays installed so as not to block the view of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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="radio"/>
Are large rocks used for landscaping <i>not</i> present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Have church members, local authorities, or neighbors been contacted to help watch the building and grounds for suspicious behavior?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are valuables (fine art, rare books, valuable collectibles or other rare items) kept in a secured location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is an inventory or schedule of valuables maintained, including a detailed description and value?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Have high value items been photographed and/or videotaped; and is a copy maintained of the inventory/schedule, photographs, and videotapes off site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

<b>Electrical</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
If any part of the electrical system is over 30 years old, has it been inspected by a licensed electrician?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Do you have an Electrical Preventive Maintenance Program in place that includes an inspection by a licensed electrician once every three years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is there any knob and tube wiring in use?	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
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="radio"/>
Are there any renewable fuses or fuse clip clamps in use?	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Are any circuit breakers taped in the "ON" position, or altered to prevent them from tripping?	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Are there any missing panels on electrical breaker/fuse boxes?	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Are electrical panels properly labeled to indicate their purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are there any open spaces in the circuit breaker panel?	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Are extension cords being used in place of permanent wiring?	<input type="checkbox"/>	<input type="radio"/>	<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="radio"/>
Are any multiple-tap electrical outlet adapters being used?	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Are any switches, outlets or junction boxes missing cover plates?	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Are combustible materials kept at least 36 inches away from electrical equipment and panels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are any outlets within 36 inches of water equipped with ground fault circuit interrupters (GFCIs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are ground fault circuit interrupters (GFCIs) tested monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are there any broken or unsupported light fixtures, switches or outlets?	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Is there any evidence of dirt, dust or moisture on the electrical equipment or panels?	<input type="checkbox"/>	<input type="radio"/>	<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="radio"/>	<input type="checkbox"/>
Is there an electrical safety disconnect installed between the air conditioning condensing unit and the main electrical service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is the building equipped with lightning and surge protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are electrical outlets equipped with appropriate outlet safety plugs in the children's area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

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

<b>Emergency Preparedness</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Has the church developed an Emergency Response Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are natural disaster drills and fire evacuation plans practiced regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is there a pre-appointed, qualified spokesperson to field all questions from the media and investigators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Has the church compiled a list of important phone numbers, accounts and addresses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Have arrangements been made ahead of time for an alternative meeting space and use of equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Do you have a designated individual to be the security director?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Have policies and procedures been developed on how to handle church place violence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Have ushers and greeters been properly trained on how to handle violent situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Have local laws been consulted to determine requirements for using security personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Have security guards have been properly screened, trained, and supervised; and do they hold appropriate licensing, permits, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Has a medical leader and medical personnel within the congregation been chosen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Has basic medical emergency training been provided, including how to respond to medical emergencies, CPR, First Aid, and AEs (if present)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is a basic First Aid kit provided, and is it fully stocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

<b>Emergency Preparedness</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Are medical emergency procedures practiced on a scheduled basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

<b>Exits</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Are all routes of egress from the building free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are all emergency exit signs visible and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are all exit signs illuminated and working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are all emergency lighting units being tested and properly working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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="radio"/>

<b>Fire Protection</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Is the sprinkler system inspected annually by a certified contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are any items being stored within 18 inches of any sprinkler heads?	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Are sprinkler heads that are exposed to potential physical damage protected with a metal guard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are any items being hung from sprinkler heads? For example: holiday decorations, maintenance items, etc.	<input type="checkbox"/>	<input type="radio"/>	<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="radio"/>
Are fire detection sensors unobstructed, operational and periodically tested by a certified contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is the fire alarm system tested on an annual basis by a certified contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is there a portable fire extinguisher permanently mounted in a visible location within 75 feet of any location within the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are portable fire extinguishers serviced on an annual basis by a certified contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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="radio"/>
Are candles only used under appropriate supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

<b>Heating, Ventilation, and Air Conditioning</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Have all heating and cooling units been inspected and serviced in the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are combustible materials kept at least 36 inches from the furnace or boiler?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are the boilers' current inspection certificates posted in the boiler room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

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

<b>Insurance</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Have you provided your insurance agent with an up-to-date Contents Evaluation Sheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Has a Building Value Analysis been completed, with a copy going to your insurance agent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Have you discussed insurance with your agent in the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

<b>Kitchen</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Is the hood and ventilation system installed over the cooking equipment being cleaned on a regular, periodic basis, including filters, hood and duct work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is the general cooking area of the kitchen clean, free of grease buildup and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is a Class "K" rated fire extinguisher installed in a visible, easily accessible location within the kitchen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is the automatic fire suppression system protecting the deep fat fryers and grease producing appliances being serviced on a six-month basis by a certified contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Has manual activation of the automatic fire suppression system been installed; and have the kitchen staff (employees, volunteers, etc.) been trained on how to manually activate the system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are the deep fat fryers equipped with a temperature-limiting device?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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="radio"/>
Are proper food preparation procedures being followed including, food preparation, serving, storage and sanitation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

<b>Outside Groups / Repair Contractors</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Have updated certificates of insurance been obtained from any outside groups utilizing the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Do you have outside groups complete a facility usage agreement, which includes a hold harmless provision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Do you have written contracts with all contractors that includes a hold harmless provision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Have updated certificates of insurance been obtained from any contractors performing work on or for the church?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

<b>Playground Equipment</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Is the playground built in a location that eliminates any obstacles or hazards children could encounter when traveling to and from the playground site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Does the playground have appropriate boundaries, such as fences or landscape hedges, so that children cannot leave, and others cannot enter the playground area unnoticed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is the playground equipment commercial grade quality, installed and maintained according to the manufacturers' recommendations, and age appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Does the playground not include any hazardous types of equipment? For example: merry-go-rounds, monkey bars, animal figure swings, spring-loaded equipment, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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="radio"/>
Is the playground equipment inspected according to the manufacturers' recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is there any dangerous hardware such as open S hooks on swings, protruding bolts, or sharp points/edges?	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Have any tripping hazards, such as exposed concrete footings, tree stumps, and rocks, been removed or protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

<b>Slip and Fall Prevention</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Do you <i>not</i> use Type III rated ladders having a weight rating of 200 pounds and a duty rating of "Light Duty Household"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are ladders inspected daily before each use to ensure the ladder is safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Has training for employees and volunteers on safe use, inspection, and maintenance of ladders been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is manufactured scaffolding used and not "homemade"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is scaffolding inspected daily before each use to ensure that the scaffold is safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is training provided for employees and volunteers who perform work while on a scaffold to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

<b>Slip and Fall Prevention</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
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="radio"/>
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="radio"/>
Are curbs six inches high and painted a contrasting color?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are curbs leading to entrances or heavy traffic appropriately painted in a contrasting color?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are tire stops in good condition, not taller than 6 ½ inches, and painted a contrasting color, such as yellow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are speed bumps in good condition, painted a contrasting color, and signs installed warning of their presence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Do entrance and exit doors open and shut smoothly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are doorsills flush with the floor; or is there is no more than a ¾ inch variance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are slip-resistant floor mats installed at entrances designed for removal of dust, dirt, and moisture, and in good condition with no signs of severe wear and tear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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="radio"/>
Are floor mats long enough to take two full steps (six to eight feet) before stepping onto other surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Do floor mats and runners receive proper cleaning and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is carpeting throughout the building(s) in good shape and not loose, buckled, or showing signs of severe wear and tear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are all hard-surfaced floors level and in good condition, and non-slip finishes applied to the floors according to the manufacturer's recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Do areas prone to the presence of water (entrances, bathrooms, etc.) have high slip-resistance characteristics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is the height of each step (riser) between seven and 7 ½ inches; and is the width (tread) between nine and 10 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Do all steps with a smooth surface have an anti-slip material applied to the tread?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are all stairs, aisles, and hallways free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is every flight of stairs that has four or more steps equipped with a handrail that is between 34 and 38 inches high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are handrails in good condition without any physical damage and adequately secured in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Do ramps have a slope no greater than one vertical by eight horizontal or seven degrees; and if the ramps are to be used by handicapped individuals is the slope no greater than one vertical by 12 horizontal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are ramps clear of obstructions and handrails installed if the rise is six inches or greater?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are all balconies equipped with guardrails on any open sides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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="radio"/>

<b>Slip and Fall Prevention</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Are all interior and exterior walking surfaces adequately illuminated and light fixtures in good repair? For example: walkways, parking lots, stairways, hallways, basements, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is the baptistry provided with sturdy handrails, stairs have non-slip treads, and the tank is properly protected (drained, covered and guard rails) during non-use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Has a person been designated to monitor snow and ice conditions; and is this individual responsible for coordinating snow/ice removal operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is snow and ice removal equipment available, including shovels, ice melt, snow blowers, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is snow and ice being adequately removed from sidewalks and parking lots in a timely fashion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are de-icing products applied to walkways in front of entrances during snow and ice storms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are mats installed at entrances during snow and ice storms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
If a log is used, does the church consistently document all aspects of snow and ice removal operations? (A log documenting the steps taken to remove snow and ice can be a good defense to claims that the church was negligent in snow/ice removal.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
If a contractor is used for snow and ice removal, does the contractor provide a certificate of insurance naming the church as an additional insured under the contractor's insurance policy; and is a written contract used with a hold harmless/indemnification clause included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are employees and volunteers trained to identify wet conditions and clean up spills immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are equipment and supplies available to deal with the wet conditions, including mops, buckets, and warning signs or cones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are gutter downspouts positioned so that they do <i>not</i> drain onto walkways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

<b>Water Damage</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Are water supply lines checked for leaks or damage? For example: sinks, toilets, water fountains, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are water pipes that are exposed to freezing temperatures and cold drafts adequately insulated, or precautions taken to keep them from freezing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are the building's sump pumps and their battery back-ups tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
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="radio"/>
Are downspouts properly connected and extended to at least six feet away from the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is there any evidence of past water damage, including rotten fascia boards, siding or eaves?	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Is the roof inspected annually 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="radio"/>



<b>Water Damage</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Are mortar joints on masonry buildings free of any cracks or damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are there any visible structural hazards or damage to the building (for example, loose wood, cracks in walls and bricks, etc.)?	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Are any exterior portions of the building in need of painting?	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Are windows and door properly sealed to prevent water from entering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Does the earth adequately slope away from the building's foundation, with no low spots near the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Are early signs of mold quickly cleaned with bleach and water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Has any excessive mold build-up been tested by a certified health professional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Is the baptistery properly monitored during the entire filling process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

## 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 checked the circle (O) to any of the questions, corrective action should be taken as soon as possible.

**Name of Inspector:**

**Date of Inspection:**

Circle (O) Item	Corrective Action Taken

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