

# Church Self-Inspection Safety Report



Church: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

## Heating & Cooling Equipment:

- |   | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |
|---|--------------------------|--------------------------|--------------------------|
| 1. Is all heating/ air conditioning equipment including chimneys, flue connectors & ductwork:           |                          |                          |                          |
| a) <i>In good serviceable condition and well maintained?</i>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) <i>Properly insulated and separated from all combustible material by a safe distance?</i>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) <i>Serviced by a qualified service person at least annually?</i>                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the furnace enclosed in a separate room with fire resistive partitions & protected ceiling?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is a self-closing fire door provided at the opening into the furnace room?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Combustibles, paint supplies or other flammable or toxic liquids are not stored in the furnace room? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Lighting & Electrical Equipment:

- |   | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |
|---|--------------------------|--------------------------|--------------------------|
| 1. If any circuit breakers or fuses require frequent replacement, has the circuit been checked by an electrician? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are electrical wiring changes or inspections made by a licensed and insured electrician?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are all fixtures, outlets and extension cords in safe working condition and not overloaded?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has the electrical system been inspected for code violations or needed updates in the last year?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has proper surge protection been installed for electronic equipment?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Kitchen:

- |  | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are stove or fryer ventilating hoods, filters, and ducts kept free of grease accumulation by frequent cleaning? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the cooking equipment installed at a safe distance from combustible materials?                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is a proper fire extinguisher clearly visible and checked on a scheduled basis?                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If there is a deep frying or grill exposure, is there an automatic hood extinguishing system?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the commercial refrigerating equipment in good working order and properly maintained?                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Protection:

- |   | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |
|---|--------------------------|--------------------------|--------------------------|
| 1. Are there fire extinguishers mounted in clearly visible locations on each floor?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are fire extinguishers checked and recharged on an annual basis?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the date of the inspection or recharge shown on a tag attached to each extinguisher?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are the steeples, spires and towers properly equipped with a UL approved lightning protection system?    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are automatic fire suppression systems (sprinkler, standpipes and hoses) inspected at least annually?    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are there automatic fire detection devices/alarms to warn of fire when church is unoccupied?             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are all the outside entrances well lit at night?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are all the trees and shrubs around the church trimmed so any trespassers are clearly visible?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are all exterior trash containers stored away from church to prevent a spreading trash fire?             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are smoke detectors installed throughout the church and tested on a scheduled basis?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is an evacuation plan in place for fires or other emergencies?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is the roof inspected periodically to make sure the roof, flashings and caulking are in good condition? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are the gutters, downspouts and drains clear of debris?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Does your local fire department inspect your premises at least annually?                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Have any decorations of a combustible nature been flame proofed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are approved metal cabinets provided for flammable paints, thinners and floor polishing supplies?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Is the inventory of church property stored off-premises?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



# Church Self Inspection Safety Report



<b>Security:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the police or a private watch service make periodic nighttime surveillance of the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there adequate exterior lighting during nighttime hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If there has been a history of burglary losses has consideration been given to an alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the local police department inspected the premises for any recommended security updates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are interior offices and supply rooms locked when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the building have adequate indoor lighting that is on when the church is not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are petty cash, small valuables and important documents kept in a locked safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are there annual financial audits by someone other than the financial secretary or treasurer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are two signatures required on outgoing checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Premises:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Are outside contractors required to provide proof of Workers Compensation and Liability Insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all exits clearly marked with operational illuminated exit signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all doors at required exits provided with panic hardware or kept unlocked during occupancy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all fire escapes and exits in working condition and clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are runners used in tiled areas on rainy days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there a formal snow and ice removal program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are exterior walkways level and free of holes, uneven sections or cracks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all steps in good repair and provided with handrails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are non-slip UL approved waxes used on tiled areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Vehicles:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Are all persons using their own cars on church business required to provide proof of insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the church have a written vehicle usage policy that includes driver eligibility, usage guidelines and accident reporting procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the use of church owned vehicles limited to official church business or ministry activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are church vehicles inspected before each use and regularly maintained by a qualified mechanic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do your buses and vans contain every warning and safety device required by state code?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Employee Safety:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is background screening done on all new employee hires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there posted procedures for employees to file a claim?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a designated person responsible for filing potential workers compensation claims with the insurer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are there written job descriptions for each employee position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all work areas well lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are employees trained in proper lifting techniques?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are ladders rated appropriately for the task and weight of the user?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>