



# 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?			



<b>Electrical</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
If the building is older than 1970, has the electrical system been upgraded by a licensed electrical contractor?			
Is the electrical system for the building(s) inspected every five (5) years by a licensed electrician?			
If the electrical system utilizes fuses, are appropriate Fustat® adapters installed to prevent the use of oversized fuses?			
Are any switches, outlets or junction boxes missing their cover plates?			
Are any multiple-tap electrical outlet adapters being used?			
Are any of the electrical circuit breaker boxes missing their front panels?			
Are extension cords that are used for temporary wiring in good condition, for example, cord insulation not damaged, ground plug not missing?			
Are any extension cords being used in place of permanent wiring?			
Are any combustible materials being stored within 36 inches of the electrical panels?			
Are any outlets within 36 inches of water equipped with ground fault circuit interrupters(GFCI)			
Are ground fault circuit interrupters (GFCI) being periodically tested?			
Is the building equipped with lightning and surge protection?			
Are electrical outlets equipped with appropriate outlet safety plugs in the children's area?			

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

<b>Emergency Preparedness</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
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?			

<b>Emergency Preparedness</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
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 make modifications if needed such as trimming of tree limbs, keeping roofs maintained, 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, 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?			
Have 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?			

<b>Exits</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
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?			

<b>Fire Protection</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Is the sprinkler system inspected annually by a certified contractor?			
Are any items being stored within 18 inches of any sprinkler heads?			
Are sprinkler heads that are exposed to potential physical damage protected with a metal guard?			
Are any items being hung from sprinkler heads, for example, holiday decorations, maintenance items, etc?			
Is the area around the sprinkler system shut off valve clear of all obstacles?			
Are fire detection sensors unobstructed, operational and periodically tested by a certified contractor?			
Is the fire alarm system tested on an annual basis by a certified contractor?			
Is there a portable fire extinguisher permanently mounted in a visible location within 75 feet of any location within the building?			
Are portable fire extinguishers serviced on an annual basis by a certified contractor?			
Are all flammable and combustible liquids appropriately marked and kept in a U.L. listed, locked flammable liquid storage cabinet?			
Are candles only used under appropriate supervision?			

<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?			
Are any combustible materials being stored within 36 inches of the furnace or boiler?			
Are the boilers current inspection certificates posted in the boiler room?			

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

<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?			
Has there been a Building Value Analysis completed with a copy going to your insurance agent?			
Have you discussed insurance with your agent in the last year?			

<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?			
Is the general cooking area of the kitchen clean, free of grease buildup and in good condition?			
Is a Class "K" rated fire extinguisher installed in a visible, easily accessible location within the kitchen?			
Is the automatic fire suppression system protecting the deep fat fryers and grease producing appliances being serviced on a 6-month basis by a certified contractor?			
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?			
Are the deep fat fryers equipped with a temperature-limiting device?			
Are the deep fat fryers a minimum of sixteen inches away from any open flame producing appliance?			
Are proper food preparation procedures being followed including, food preparation, serving, storage and sanitation?			

<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?			
Do you have outside groups complete a facility usage agreement which includes a hold harmless provision?			
Do you have written contracts with all contractors that includes a hold harmless provision?			
Have updated certificates of insurance been obtained from any contractors performing work on or for the church?			

<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?			
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?			
Is the playground equipment commercial grade quality, installed, and maintained according to the manufacturers' recommendations and age appropriate?			
Does the playground not include any hazardous types of equipment; for example, merry-go-rounds, monkey bars, animal figure swings, and/or spring loaded equipment, etc?			
Do surfaces around playground equipment have at least nine to twelve 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?			
Is the playground equipment inspected according to the manufacturers' recommendations?			

<b>Playground Equipment</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Is there any dangerous hardware such as open S hooks on swings, protruding bolts, or sharp points/edges?			
Have any tripping hazards, such as exposed concrete footings, tree stumps, and rocks, been removed or protected?			

<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 lbs and a duty rating of "Light Duty Household"?			
Are ladders inspected daily before each use to ensure the ladder is safe?			
Has training for employees and volunteers on safe use, inspection, and maintenance of ladders been completed?			
Is manufactured scaffolding used and not "home made"?			
Is scaffolding inspected daily before each use to ensure that the scaffold is safe?			
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?			
Are walking surfaces free of obstructions, cracks and potholes, and repaired if more than a ¼ inch variance is found in the surface?			
Are parking lots free of cracks and potholes, and repaired if more than a ¼ inch variance is found in the surface?			
Are curbs six inches high and painted a contrasting color?			
Are curbs leading to entrances or heavy traffic appropriately painted in a contrasting color?			
Are tire stops in good condition, not taller than 6 ½ inches, and painted a contrasting color, such as yellow?			
Are speed bumps in good condition, painted a contrasting color, and signs installed warning of their presence?			
Do entrance and exit doors open and shut smoothly?			
Are doorsills flush with the floor; or there is no more than a ¾ inch variance?			
Are floor mats installed at entrances designed for removal of dust, dirt, and moisture, slip resistant, and in good condition with no signs of severe wear and tear?			
Are carpet remnants, scatter rugs, or cheap mats (vinyl backing, or no backing) <i>not</i> used?			
Are floor mats long enough to take two full steps (6 to 8 feet) before stepping onto other surfaces?			
Do floor mats and runners receive proper cleaning and maintenance?			
Is carpeting throughout the building(s) in good shape and not loose, buckled, or showing signs of severe wear and tear?			
Are all hard surfaced floors level, in good condition, and non-slip finishes applied to the floors according to the manufacturer's recommendations?			
Do areas prone to the presence of water (entrances, bathrooms, etc.) have high slip resistance characteristics?			

<b>Slip and Fall Prevention</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Is the height of each step (riser) between 7 and 7 ½ inches; and is the width (tread) between 9 and 10 inches?			
Do all steps with a smooth surface have an anti-slip material applied to the tread?			
Are all stairs, aisles, and hallways free of obstructions?			
Is every flight of stairs that has four or more steps equipped with a handrail that is between 34 and 38 inches high?			
Are handrails in good condition without any physical damage and adequately secured in place?			
Do ramps have a slope no greater than 1 vertical by 8 horizontal or 7 degrees; and if the ramps are to be used by handicapped individuals is the slope no greater than 1 vertical by 12 horizontal?			
Are ramps clear of obstructions and handrails installed if the rise is 6 inches or greater?			
Are all balconies equipped with guardrails on any open sides?			
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?			
Are all interior and exterior walking surfaces adequately illuminated and light fixtures in good repair; for example, walkways, parking lots, stairways, hallways, basements, etc?			
Is the baptistery provided with sturdy handrails, stairs have non-slip treads, and the tank is properly protected (drained, covered and guard rails) during non-use?			
Has a person been designated to monitor snow and ice conditions; and is this individual responsible for coordinating snow/ice removal operations?			
Is snow and ice removal equipment available including shovels, ice melt, snow blowers, etc?			
Is snow and ice being adequately removed from sidewalks and parking lots in a timely fashion?			
Are de-icing products applied to walkways in front of entrances during snow and ice storms?			
Are mats installed at entrances during snow and ice storms?			
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.)			
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?			
Are employees and volunteers trained to identify wet conditions and clean up spills immediately?			
Are equipment and supplies available to deal with the wet conditions, including mops, buckets, and warning signs or cones?			
Are gutter downspouts positioned so that they do <i>not</i> drain onto walkways?			

<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.)?			
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?			
Are water pipes that are exposed to freezing temperatures and cold drafts adequately insulated or precautions taken to keep them from freezing?			
Are the building's sump pumps and their battery backups tested?			
Are gutters, downspouts, and eaves cleaned on a regular periodic basis to keep them clear of debris and functioning correctly?			
Are downspouts properly connected and extended to at least 6 feet away from the building?			
Is there any evidence of past water damage, including rotten fascia boards, siding or eaves?			
Is the roof inspected annually for loose or missing shingles, insufficient caulking around vents, chimneys or skylights, and flashing in valleys and eaves?			
Are mortar joints on masonry buildings free of any cracks or damage?			
Are there any visible structural hazards or damage to the building (for example, loose wood, cracks in walls and bricks, etc.)?			
Are any exterior portions of the building in need of painting?			
Are windows and door properly sealed to prevent water from entering?			
Does the earth adequately slope away from the building's foundation, with no low spots near the building?			
Are early signs of mold quickly cleaned with bleach and water?			
Has any excessive mold buildup been tested by a certified health professional?			
Is the baptistery properly monitored during the entire filling process?			

## 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