



CHURCH SELF-INSPECTION FORM



Church _____ Date _____

Evaluators _____

	Yes	No	Description	Location	Recommendations Made	Date Corrected
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Section A	General					
1. Written Disaster Plan (fire, earthquake, hurricane, tornado, violence, as applicable)						
2. Evacuation Plans posted						
3. Meeting room(s) occupant capacity posted						
4. Fire/emergency drills conducted annually during church service, or deacons meet on weeknight to perform dry-run fire drill						
5. Fire alarm system tested during drills						
6. Automatic sprinkler systems receive annual professional maintenance						
7. Fire extinguishers properly placed and current tag (Inspected and maintained annually by licensed technician)						
8. Church personnel visually inspect extinguishers monthly for adequate pressure or tampering						
9. Lighting adequate						
10. Good housekeeping						
11. Doors in good repair						
12. Panic hardware provided on exit doors (Deadbolts, chains, padlocks, and other devices <i>prohibited</i> unless approved by Authority Having Jurisdiction)						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
13. Exit doors open in direction of exit travel						
14. Exit doors not blocked						
15. Building free from signs of roof or water pipe leaks and damage						
16. Windows free of cracks and breaks						
17. Electrical wiring in good repair						
18. Large trash containers equipped with flip-top lids						
19. Oily rags and mops stored in metal containers						
20. GFCI Protection within 6' of sinks, etc., and in restrooms						
Section B Walking and Working Surfaces						
1. Floor surfaces, steps, etc. in good repair						
2. Uniform step heights on stairs						
3. Handrails at all steps and ramps						
4. Handrails properly secured						
5. Mid-rails on open sides of steps						
6. Rails, mid-rails and toe boards for balconies and overhead storage						
7. Floors free of tripping hazards and slippery surfaces						
8. "Wet Floor" signs used after mopping operations						
9. Carpets free of tears and wrinkles						
10. Floor openings properly guarded						
11. Proper lighting						

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12. Full-length glass doors and windows properly marked with trim or decals						
Section C			Sanctuary			
1. Lighting adequate						
2. Good housekeeping						
3. Pews secured to floor						
4. Microphone, speaker, video camera cables not presenting tripping hazard						
5. Doors in good repair						
6. Exit doors open in direction of exit travel						
7. Smoke/fire doors kept closed						
8. All exit doors kept unlocked during occupancy						
9. Pianos, organs, other musical instruments not blocking exit passages or doors						
10. Panic hardware provided on exit doors (Deadbolts, chains, padlocks, and other devices <i>prohibited</i> unless approved by Authority Having Jurisdiction)						
11. Exit signs and lights in place and working properly						
12. Emergency lighting in place/tested/operating properly						
Section D			Baptismal Tanks			
1. Wired microphones not used in or near baptismal tank unless wireless, or permanently mounted well outside reach of anyone in or near tank						
2. Stairs and walking surfaces coated with appropriate anti-slip material						

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3.			Baptismal tank filled day before baptism (filling process supervised until completed)			
4.			Overflow protection provided			
5.			Baptismal tank emptied immediately after church service			
6.			Recheck performed to assure heater turned off			
7.			Access door(s) to baptismal tank locked when tank not in use			
Section E			Mothers' Room			
1.			Cribs, changing tables, other equipment and conditions comply with Consumer Product Safety Commission guidelines (See www.cpsc.gov for nursery safety information)			
2.			Cribs, changing tables, other equipment inspected periodically for loose screws, bolts, etc. Inspections documented			
3.			Changing table equipped with safety straps			
4.			Sign posted directing parents to "Always Use Safety Straps" and to "Never Leave Children Unattended Even When Straps Are In Use"			
5.			All electrical outlets have protective covers installed			
Section F			Corridors/Hallways			
1.			Corridors, exits and stairs free of storage or other obstructions			
2.			All dead-end corridors properly labeled			
3.			Exit signs and lights in place and working properly			
4.			Emergency lighting in place/tested/operating properly			
5.			Smoke/fire doors kept closed			

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6. Fire extinguishers provided and tagged						
Section G Electrical/Mechanical Rooms						
1. Multipurpose fire extinguisher provided						
2. Smoke/heat detectors provided						
3. 3-foot clearance maintained in front of and below electrical panels and equipment						
4. Main switches and shut-off valves labeled						
5. Room free of flammable and combustible storage						
6. Access door fire rated and self-closing						
7. Mechanical, electrical and air-conditioning systems inspected and serviced annually						
8. Good Housekeeping						
9. No holes in walls or ceilings (poke-throughs)						
Section H Kitchen						
1. Hood and duct fire suppression with semi-annual service/ maintenance (tag current)						
2. Multi-purpose extinguisher provided/tagged						
3. Vents/filters cleaned regularly – documented						
4. Smoke/heat detectors in good repair						
5. Food is not stored on floors						
6. Food in coolers/freezers covered						
7. Safety latches on all coolers/freezers						
8. Floors kept clean/free of spills						
9. All exits clearly marked with visible approved signs						

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10. Portable signs used to indicate wet floors/hazards in kitchen and multi-purpose room						
11. Tables and chairs in good repair						
12. Unused folding chairs and tables stored in racks – not leaned against walls						
13. Hot water tanks secured and equipped with pressure relief valves						
14. Freezer At 0°F. (-17.8°C.)						
15. GFCI Protection within 6' of sinks, etc.						
Section I			Offices/Workrooms			
1. Fire extinguisher available/tagged						
2. Electrical cords/plugs in good repair						
3. Aisles and lanes free of electrical cords, phone cords or other hazards						
4. No extension cords used (Limited power strip use acceptable)						
5. Finger guards on paper cutters, and cutting arm stays up when raised and released						
6. Good housekeeping in storage rooms						
7. Good ergonomic positioning of computer workstations						
8. Adequate access to equipment						
Section J			Classrooms			
1. Aisles and lanes free of electrical cords, phone cords or other hazards						
2. Good housekeeping in storage closets						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
3. Finger guards on paper cutters, and cutting arm stays up when raised and released						
4. Hazardous chemicals stored in locked cabinets or out of the reach of children						
5. Audiovisual equipment strapped to wide-base, stable carts						
6. GFCI Protection within 6' of sinks, etc.						
7. No extension cords used (Limited power strip use acceptable)						
8. Evacuation Plans posted in each classroom						
9. Artwork, teaching materials and decorations cover less than 20% of wall area						
Section K Gymnasiums/Multi-Purpose Rooms						
1. Emergency lighting provided and maintained						
2. Lighted exit signs provided and maintained						
3. Fire extinguishers properly located/tagged						
4. Access to exits unobstructed						
5. Smoke/heat detectors over stage						
6. Sprinklers over stage						
7. Curtains/scenery treated with flame retardant						
8. Access to catwalks/elevated stairs controlled						
9. Fly weights ropes, cables in good repair						
10. Electrical wiring for stage lights grounded/maintained						
11. Storage of combustibles limited						
12. Electrical panels accessible (3-foot clearance)						

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13. Good housekeeping						
Section L			Storage			
1. Storage racks/shelves stable and secure						
2. Flammables stored in flammable storage cabinet						
3. Fire extinguisher(s) with current tag						
4. Electrical panels accessible (3-foot clearance)						
5. Lawnmowers, etc. kept in outside storage building						
Section M			Maintenance			
1. Personal protective equipment (safety glasses, earplugs/muffs, etc.) provided and used						
2. First aid kit provided and maintained						
3. Material Safety Data Sheets (MSDS) maintained for all chemicals/hazardous materials						
4. All power tools meet applicable OSHA safety standards						
5. Signs installed stating, "Removal Of Equipment Guards And Use Of Unguarded Equipment Prohibited"						
6. All electrical equipment double-insulated or grounded						
7. Electrical cords/plugs in good repair						
8. Electrical panels accessible (3-foot clearance)						
9. Good ventilation provided.						
10. Housekeeping is adequate						

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11. Safety rules posted						
12. Flammables kept away from open flame, hot surfaces and electrical exposure						
13. Only fiberglass or wood ladders used near electrical exposures						
14. Ladders in good repair						
15. Oily rags and mops stored in covered containers.						
16. Compressed gas cylinders properly secured						
Section N			Building Exterior			
1. Sidewalks in good repair						
2. Parking lots in good repair						
3. Handrails provided on all steps and ramps						
4. Weeds, trees, shrubs, trash adequately controlled						
5. No broken windows						
6. Brickwork in good condition						
7. Exterior electrical outlets GFCI-protected						
Section O			Security			
1. Employees/volunteers required to complete background forms (forms sent to Conference)						
2. Facility access controlled (fenced and gated)						
3. Key control measures in effect						
4. Facility periodically re-keyed						
5. Floor level windows equipped with locks and screens						

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6. Safe combination changed periodically, or after major personnel change						
7. Night watch						
8. Shrubbery trimmed to eliminate shadows/hiding areas						
9. Lighting adequate						
Section P Church Monies						
1. Active finance committee meets monthly						
2. Minimal amount of cash kept on premises						
3. Deposits made as soon as possible after monies received						
4. Routine time and route avoided for depositing funds						
5. Church monies not kept at treasurer's home						
6. Verification of money counts documented by second individual						
Section Q Renting Out Church Facilities						
1. Approval of rent or lease secured from Conference						
2. Rental or lease agreement approved by Conference attorney						
3. Renting/leasing party required to provide certificate of liability insurance naming Conference as additional insured						
Section R Major Contracts						
1. Major contracts negotiated ONLY with specific approval from Conference Office						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
Section S			Employee Safety			
1. Adult and student employees trained and experienced for tasks/equipment operated, etc.						
2. Training documented						
3. Lockout/tagout policy in place						
4. Chemical/Hazardous Material training provided						
5. Material Safety Data Sheets (MSDS) maintained for all chemicals						
6. Fall protection equipment used per OSHA standards						
Section T			Transportation			
1. Scheduled maintenance of owned and non-owned vehicles used in church activities						
2. Vehicle maintenance documented						
3. Vehicles have current registration						
4. Vehicle use restricted only to official church activities						
5. Keys removed and vehicles locked when not in use						
6. Vehicles with a passenger capacity of 15 or more, and crossing state lines, registered with US Department of Transportation (state laws may vary)						
7. US Department of Transportation # posted prominently in applicable vehicles						
8. Seat belt policy strictly enforced for drivers and passengers						

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9. Driver Training for vans with a passenger capacity of 15 or more (state laws may vary); busses; 1-ton trucks or larger; semi truck/trailer rigs						
10. Policy forbidding staff and/or students in back of pickups and/or trucks						
11. Drivers required to adhere to approved routes						
12. Drivers not allowed to carry unauthorized passengers						
13. Drivers complete daily vehicle check-off list						
14. Drivers complete a driver's application form						
15. Drivers at least 21 years of age						
16. Drivers in good health						
17. Driver's license current and suitable for the type of vehicle being driven						
18. No more than two traffic citations during the past three years						
19. No at-fault accidents during the past three years						
Section U First Aid						
1. Each activity accompanied by adult supervisors certified in first aid						
2. First aid kits located throughout the church facilities						
Section V Playgrounds						
1. Supervision present						
2. Equipment and surfaces inspected and maintained						

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3. Resilient materials beneath equipment						
4. Adequate separation from equipment						
5. No splinters or projections						
6. Playground complies with Consumer Product Safety Commission guidelines (Download free <i>Handbook for Public Playground Safety</i> at http://www.cpsc.gov)						
Section W						
Activities/Field Trips						
1. Field Trip Pre-Planning (See the Field Trip/Outing Planner at www.adventistrisk.org)						
2. Permission Slips obtained						
3. Medical Release Forms available in each vehicle						
4. Each activity accompanied by adult supervisors certified in first aid						
5. Ample supervision provided for all activities						
6. Knowledgeable supervision for each activity						
7. Protective equipment used as required by specific activities						
8. Sports activities require warm up period						