



Adventist Risk
Management[®] Inc.

Church Self-Inspection Form

Your checklist for
monitoring safety and
risk control in all areas
of your church facility

For more school safety resources, visit
adventistrisk.org



CHURCH SELF-INSPECTION FORM

Questions about safety or risk control?
 Contact our specialists at customercare@adventistrisk.org

CHURCH:

DATE:

INSPECTOR:

TITLE:

NOTE: The following list of inspection topics provides a form for identifying the “basic” items identified in the Church Safety and Self-Inspection Guide. This is by no means a complete list of risk control exposures for a church. A “NO” response in the following topics may indicate a need for additional safety/risk management measures.

▷ ADMINISTRATIVE

| CHECKLIST | YES | NO | N/A | DESCRIPTION / RECOMMENDATION |
|--|-----|----|-----|------------------------------|
| 1. Does the church have a Safety Officer | YES | NO | N/A | |
| 2. Child-abuse prevention program is in place | YES | NO | N/A | |
| 3. Six-month rule utilized for new volunteers | YES | NO | N/A | |
| 4. Criminal background check performed on employees and volunteers | YES | NO | N/A | |
| 5. Is there a Church Safety committee | YES | NO | N/A | |
| 6. Written safety rules | YES | NO | N/A | |
| 7. Employee and Volunteer health and safety training program | YES | NO | N/A | |
| 8. Preventive maintenance program for church premises | YES | NO | N/A | |
| 9. Prompt repairs of leaks and deterioration | YES | NO | N/A | |
| 10. Written church emergency plan | YES | NO | N/A | |
| 11. Staff, SS teachers, elders, deacons and volunteers know roles in emergency | YES | NO | N/A | |



▷ CHURCH PROTECTION

| CHECKLIST | YES | NO | N/A | DESCRIPTION / RECOMMENDATION |
|--|-----|----|-----|------------------------------|
| 1. Sprinkler systems (if installed) inspected annually | YES | NO | N/A | |
| 2. Multipurpose fire extinguisher within 75 feet throughout the building | YES | NO | N/A | |
| 3. Fire extinguishers visually checked monthly for tampering | YES | NO | N/A | |
| 4. Smoke/heat detectors - serviced twice a year | YES | NO | N/A | |
| 5. Do you have the Fire alarm systems in place? | YES | NO | N/A | |
| 6. Fire alarm systems tested and serviced annually | YES | NO | N/A | |
| 7. Hard-wired carbon monoxide detectors where fossil fuel systems are used | YES | NO | N/A | |
| 8. Do you have lightning protection in place? | YES | NO | N/A | |
| 9. Do you have security system in place? | YES | NO | N/A | |
| 10. Fire and security system monitored by central station | YES | NO | N/A | |
| 11. Dusk-to-dawn perimeter lighting | YES | NO | N/A | |
| 12. Trees/shrubs trimmed regularly (crime prevention) | YES | NO | N/A | |
| 13. Lawnmowers, equipment fuel, and other flammables stored in separate storage shed | YES | NO | N/A | |
| 14. Key/access card inventories maintained | YES | NO | N/A | |
| 15. Keys marked "Do Not Copy" | YES | NO | N/A | |
| 16. Written list with photographic inventory of building contents and valuables | YES | NO | N/A | |



▷ THE CHURCH GROUNDS

| CHECKLIST | YES | NO | N/A | DESCRIPTION / RECOMMENDATION |
|--|-----|----|-----|------------------------------|
| 1. Parking lot free of potholes, cracks, debris | YES | NO | N/A | |
| 2. Sidewalks in good condition | YES | NO | N/A | |
| 3. Snow and ice removed before services | YES | NO | N/A | |
| 4. Downspouts do not flow water across walkways | YES | NO | N/A | |
| 5. All steps have handrails | YES | NO | N/A | |
| 6. Spaces in railings/balusters less than 4" | YES | NO | N/A | |
| 7. Step railings firmly secured | YES | NO | N/A | |
| 8. Accessible ramps available for handicapped | YES | NO | N/A | |
| 9. Open sides of steps/platforms protected with railings | YES | NO | N/A | |
| 10. Ramps have guide and upper rails | YES | NO | N/A | |
| 11. Parking lots and sidewalks well lit | YES | NO | N/A | |
| 12. Fences/gates in good condition | YES | NO | N/A | |
| 13. Driveway chain barriers have reflectors | YES | NO | N/A | |



▷ **ENTER WITHOUT RISK (FALL PREVENTION)**

| CHECKLIST | YES | NO | N/A | DESCRIPTION / RECOMMENDATION |
|---|-----|----|-----|------------------------------|
| 1. Non-slip rugs and mats with tapered edges inside entrances | YES | NO | N/A | |
| 2. No torn or wrinkled carpets, loose or damaged tiles or flooring | YES | NO | N/A | |
| 3. No cords or speaker wires across floors, aisles or doorways | YES | NO | N/A | |
| 4. Wet floor signs used, spills mopped immediately | YES | NO | N/A | |
| 5. Aisles, steps, exit passageways free of boxes, chairs, musical instruments, etc. | YES | NO | N/A | |
| 6. Interior steps and elevation changes have handrails | YES | NO | N/A | |
| 7. Handrails have minimum 1.5 inch clearance between rails and walls | YES | NO | N/A | |
| 8. Handrails secure | YES | NO | N/A | |



▷ SAFE IN THE SANCTUARY

| CHECKLIST | YES | NO | N/A | DESCRIPTION / RECOMMENDATION |
|--|-----|----|-----|------------------------------|
| 1. Aisles clear of cords, podiums, chairs, pianos, candles and other objects | YES | NO | N/A | |
| 2. Exit route maps displayed throughout building | YES | NO | N/A | |
| 3. All exit doors unlocked during occupancy | YES | NO | N/A | |
| 4. Exit doors have panic hardware (not chains and locks, deadbolts, etc.) | YES | NO | N/A | |
| 5. Exit doors: good condition and function properly | YES | NO | N/A | |
| 6. Exit doors swing in direction of exit travel | YES | NO | N/A | |
| 7. Rooms with 50 or more occupants or over 1000 sq ft have two exit doors | YES | NO | N/A | |
| 8. Exit doors serving 100 or more have panic hardware (50 or more some jurisdictions) | YES | NO | N/A | |
| 9. Room occupancy posted for "Assembly" areas | YES | NO | N/A | |
| 10. Lighted Exit signs throughout | YES | NO | N/A | |
| 11. Emergency lighting installed and operative | YES | NO | N/A | |
| 12. Pews/seating secured and in good repair | YES | NO | N/A | |
| 13. Doors, passageways and stairs that might be mistaken for exits labeled "NO EXIT" | YES | NO | N/A | |
| 14. Dead-end corridors do not exceed 20 feet | YES | NO | N/A | |
| 15. Lighting adequate throughout building | YES | NO | N/A | |
| 16. Paper and combustible decorations do not exceed 20% of wall they are on area covered in classrooms | YES | NO | N/A | |
| 17. Vision panels into classrooms and offices | YES | NO | N/A | |
| 18. Glass doors/mirrors have designs or etched markings to prevent accidents | YES | NO | N/A | |



▷ **MOTHERS' ROOM / REST ROOM**

| CHECKLIST | YES | NO | N/A | DESCRIPTION / RECOMMENDATION |
|--|-----|----|-----|------------------------------|
| 1. Electrical outlets within 6 feet of sinks have GFCI protection | YES | NO | N/A | |
| 2. Mothers' room electrical outlets plugged with safety caps | YES | NO | N/A | |
| 3. Infant change table pads secured and have lips | YES | NO | N/A | |
| 4. Change table has safety straps | YES | NO | N/A | |
| 5. Signage instructing parents to use safety straps and not leave child unattended | YES | NO | N/A | |
| 6. Cribs in good condition and meet CPSC guidelines | YES | NO | N/A | |
| 7. Spills wiped up immediately | YES | NO | N/A | |
| 8. No hazardous chemicals accessible in room | YES | NO | N/A | |



▷ **BAPTISMAL TANKS**

| CHECKLIST | YES | NO | N/A | DESCRIPTION / RECOMMENDATION |
|---|-----|----|-----|------------------------------|
| 1. Microphones and electrical equipment not within reach of baptismal occupants | YES | NO | N/A | |
| 2. Non-slip on steps and bottom of tank floor | YES | NO | N/A | |
| 3. Handrails provided along baptismal steps | YES | NO | N/A | |
| 4. Overflow drain installed | YES | NO | N/A | |
| 5. Filling process monitored to prevent over filling | YES | NO | N/A | |
| 6. Tank drained immediately after use | YES | NO | N/A | |
| 7. Heater turned off/checked after baptism | YES | NO | N/A | |

▷ **MECHANICAL ROOMS / JANITOR CLOSETS**

| CHECKLIST | YES | NO | N/A | DESCRIPTION / RECOMMENDATION |
|--|-----|----|-----|------------------------------|
| 1. Self-closing fire rated doors | YES | NO | N/A | |
| 2. Locked at all times | YES | NO | N/A | |
| 3. Free of combustibles, flammables and general church storage | YES | NO | N/A | |
| 4. Good housekeeping throughout facilities | YES | NO | N/A | |
| 5. Main switches, shut-off valves and plumbing properly labeled | YES | NO | N/A | |
| 6. General purpose ABC fire extinguisher in a room | YES | NO | N/A | |
| 7. Smoke/heat detection tied to fire alarm system | YES | NO | N/A | |
| 8. Free of poke throughs and other openings in walls and ceilings | YES | NO | N/A | |
| 9. GFCI protection on outlets within 6 feet of sinks | YES | NO | N/A | |
| 10. Three feet of clear space in front of electrical panels | YES | NO | N/A | |
| 11. All electric/mechanical equipment and junction boxes covered | YES | NO | N/A | |
| 12. Pinch/nip points on equipment guarded | YES | NO | N/A | |
| 13. Chemicals properly labeled and stored | YES | NO | N/A | |
| 14. Material Safety Data Sheets (MSDS) available in church office | YES | NO | N/A | |
| 15. Personal protective equipment (PPE) available and worn, as required for task | YES | NO | N/A | |

▷ **KITCHENS / FELLOWSHIP HALLS**

| CHECKLIST | YES | NO | N/A | DESCRIPTION / RECOMMENDATION |
|--|-----|----|-----|------------------------------|
| 1. Exits clear and adequately marked | YES | NO | N/A | |
| 2. Room occupancy posted | YES | NO | N/A | |
| 3. Exhaust filters, ducts and hood cleaned on a regular basis | YES | NO | N/A | |
| 4. Heat detection provided | YES | NO | N/A | |
| 5. Multi-purpose or Type "K" extinguisher in kitchen | YES | NO | N/A | |
| 6. Hood and duct fire suppression system installed where usage dictates need | YES | NO | N/A | |
| 7. Stoves with fire suppression serviced semi-annually | YES | NO | N/A | |
| 8. Kitchens free of grease accumulations | YES | NO | N/A | |
| 9. Refrigeration coils, motors and compressors clean | YES | NO | N/A | |
| 10. Foods in refrigerators and freezers covered and labelled | YES | NO | N/A | |
| 11. Safety latches on walk in freezers and coolers | YES | NO | N/A | |
| 12. Floors clean and free of spills | YES | NO | N/A | |
| 13. Mops and "caution" signage available | YES | NO | N/A | |
| 14. Tables and chairs in good condition | YES | NO | N/A | |
| 15. Tables and chairs in racks and not stacked against walls | YES | NO | N/A | |
| 16. Adequate aisles maintained between tables and chairs for safe egress | YES | NO | N/A | |



▷ **ADDITIONAL FINDINGS**

| DESCRIPTION | RECOMMENDATION |
|-------------|----------------|
|-------------|----------------|

▷ SELF-INSPECTION COMPLETED BY:
(All participants to sign)

DATE (MM/DD/YYYY):

DATE (MM/DD/YYYY):

DATE (MM/DD/YYYY):

▷ REVIEWED BY:
TITLE:

DATE (MM/DD/YYYY):