



# Church Self-Inspection Form

**Questions about safety or risk control?**

Contact our specialists at [customercare@adventistrisk.org](mailto: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 Self-Inspection Form

## ► 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 (22.9 meters) 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	



# Church Self-Inspection Form

## ► 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 inches	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	



# Church Self-Inspection Form

## ▶ 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 and 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	



# Church Self-Inspection Form

## ▶ 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 in 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 (6.1 meters)	YES	NO	N/A	
15.	Lighting adequate throughout building	YES	NO	N/A	



# Church Self-Inspection Form

## ▶ SAFE IN THE SANCTUARY (cont.)

CHECKLIST		YES	NO	N/A	DESCRIPTION/RECOMMENDATION
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	



# Church Self-Inspection Form

## ► MOTHERS' ROOM/REST ROOM

CHECKLIST		YES	NO	N/A	DESCRIPTION/RECOMMENDATION
1.	GFCI protection on outlets within 6 feet (2 meters) of sinks	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	



# Church Self-Inspection Form

## ► 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	





# Church Self-Inspection Form

## ► 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 (2 meters) of sinks	YES	NO	N/A	
10.	Three feet (1 meter) 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	



# Church Self-Inspection Form

## ► 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 labeled	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	

