



Church Self-Survey Form

Questions about safety or risk control?

Contact our specialists at riskcontrol@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. The church has a safety officer.	YES	NO	N/A	
2. The church has a safety committee.	YES	NO	N/A	
3. Criminal background checks are performed on employees and volunteers.	YES	NO	N/A	
4. The six-month rule is utilized for new volunteers.	YES	NO	N/A	
5. An employee and volunteer health and safety training program is in place.	YES	NO	N/A	
6. A child-abuse prevention program is in place.	YES	NO	N/A	
7. The church/conference has a written sexual offender policy.	YES	NO	N/A	
8. The church has a written emergency plan (e.g., fire, active shooter/violence, storm, earthquake, etc.).	YES	NO	N/A	
9. Emergency plans are practiced with staff, Sabbath School teachers, elders, deacons, volunteers, and the congregation.	YES	NO	N/A	
10. The church has a written list with a photographic inventory of building contents and valuables.	YES	NO	N/A	
11. All building values are current.	YES	NO	N/A	



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▶ ADMINISTRATIVE (continued)

CHECKLIST		YES	NO	N/A	DESCRIPTION/RECOMMENDATION
12.	More than one person is assigned to work with cash and disbursements.	YES	NO	N/A	
13.	Church fences, gates, and signs are listed on the property policy.	YES	NO	N/A	
14.	Motor vehicle checks are conducted on those who drive on behalf of the church.	YES	NO	N/A	
15.	Driver cell phone (handheld device) policy is in place and enforced.	YES	NO	N/A	
16.	The church has an automated external defibrillator (AED).	YES	NO	N/A	
17.	The AED is checked and serviced according to manufacturer or state requirements. Staff members are trained to use the AED per device instructions.	YES	NO	N/A	
18.	First aid kits are readily accessible and located throughout the church facilities.	YES	NO	N/A	
19.	First aid supplies and medications are replenished as needed and checked yearly for date of expiration.	YES	NO	N/A	



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▶ GENERAL

CHECKLIST		YES	NO	N/A	DESCRIPTION/RECOMMENDATION
1.	A security system is in place.	YES	NO	N/A	
2.	The fire and security system is monitored by a central station.	YES	NO	N/A	
3.	The fire alarm system is in place and tested and serviced annually.	YES	NO	N/A	
4.	Sprinkler systems (if installed) are inspected annually.	YES	NO	N/A	
5.	Smoke/heat detectors are serviced twice a year.	YES	NO	N/A	
6.	Hard-wired carbon monoxide detectors are installed where fossil fuel systems are used.	YES	NO	N/A	
7.	The church has a preventive maintenance program for the premises, with prompt repairs of maintenance needs.	YES	NO	N/A	
8.	An inventory of keys/access cards is maintained. Keys are marked "Do Not Copy."	YES	NO	N/A	
9.	All portable fire extinguishers are visible and properly mounted/placed within 50-75 feet throughout the building.	YES	NO	N/A	
10.	Portable fire extinguishers are available, tagged, and checked monthly for proper pressure and tampering. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A	
11.	Elevators and wheelchair lifts are serviced regularly and inspected annually.	YES	NO	N/A	
12.	Forklift/high-reach lift training is completed, documented, and up to date for all operators, per OSHA regulations.	YES	NO	N/A	
13.	Lightning protection is in place (e.g., roof/steeple lightning rod).	YES	NO	N/A	
14.	Fuel and other flammables are stored in separate storage shed or approved flammable cabinet.	YES	NO	N/A	
15.	Candles are prohibited indoors (battery candles acceptable).	YES	NO	N/A	
16.	Electrical installation and repairs are conducted by a licensed electrician.	YES	NO	N/A	



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► GENERAL (continued)

CHECKLIST		YES	NO	N/A	DESCRIPTION/RECOMMENDATION
17.	Covers for electrical panels, outlets, junction boxes, and light switches are in place.	YES	NO	N/A	
18.	Exit route maps are displayed throughout building.	YES	NO	N/A	
19.	Exit doors are in good condition and function properly.	YES	NO	N/A	
20.	Main exit doors have panic hardware. No chains, deadbolts, etc., are on emergency exit doors with panic hardware.	YES	NO	N/A	
21.	All exit doors without panic hardware are unlocked during occupancy and have no chains, deadbolts, etc.	YES	NO	N/A	
22.	Exit doors open in the direction of exit travel and are clear of obstructions both inside and outside (e.g., ice or snow buildup that would prevent door from opening).	YES	NO	N/A	
23.	Doors, passageways, and stairs that might be mistaken for exits are labeled "No Exit."	YES	NO	N/A	
24.	Dead-end corridors do not exceed 20 feet (6.1 meters).	YES	NO	N/A	
25.	Emergency lighting is installed and operative, tested monthly by church staff. Inspections are recorded and kept on file.	YES	NO	N/A	
26.	Occupant capacity and evacuation plans are posted in assembly rooms (e.g., sanctuary, fellowship/social halls, gymnasiums).	YES	NO	N/A	
27.	Exit doors serving 100 or more people have panic hardware (50 or more in some jurisdictions).	YES	NO	N/A	
28.	Rooms with 50 or more occupants or over 1,000 square feet have two exit doors.	YES	NO	N/A	
29.	Aisles are clear of cords, podiums, chairs, pianos, candles, and other objects.	YES	NO	N/A	
30.	Pews/seating is secured and in good repair.	YES	NO	N/A	
31.	Lighting is adequate throughout building.	YES	NO	N/A	
32.	Illuminated exit signs are in place and working properly throughout the building.	YES	NO	N/A	



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► GENERAL (continued)

CHECKLIST		YES	NO	N/A	DESCRIPTION/RECOMMENDATION
33.	Fire-retardant paper is used for decorations. Paper decorations do not cover more than 20% of the walls.	YES	NO	N/A	
34.	There are windows into classrooms and offices.	YES	NO	N/A	
35.	Glass doors/mirrors have designs or etched markings to prevent accidents.	YES	NO	N/A	
36.	Hot water tanks are secured and equipped with pressure relief valves.	YES	NO	N/A	
37.	GFCI protection is on outlets within 6 feet (2 meters) of sinks.	YES	NO	N/A	
38.	Wood-burning fireplace chimneys are inspected and cleaned regularly.	YES	NO	N/A	



Church Self-Survey Form

► BAPTISMAL TANKS

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



Church Self-Survey Form

► FALL PREVENTION

CHECKLIST		YES	NO	N/A	DESCRIPTION/RECOMMENDATION
1.	Rugs and mats at inside entrances are non-slip with tapered edges.	YES	NO	N/A	
2.	Carpet is not torn or wrinkled, and there is no loose/damaged tile or flooring.	YES	NO	N/A	
3.	No cords or speaker wires run across floors, aisles, or doorways.	YES	NO	N/A	
4.	"Wet Floor" signs are used, and spills are mopped immediately.	YES	NO	N/A	
5.	Aisles, steps, and exit passageways are 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 are secure.	YES	NO	N/A	



► MOTHERS' ROOM/RESTROOMS

CHECKLIST		YES	NO	N/A	DESCRIPTION/RECOMMENDATION
1.	GFCI protection is on outlets within 6 feet (2 meters) of sinks.	YES	NO	N/A	
2.	Mothers' room electrical outlets are plugged with safety caps.	YES	NO	N/A	
3.	Infant changing table has lips and secured pads.	YES	NO	N/A	
4.	Infant changing table has safety straps.	YES	NO	N/A	
5.	Infant changing table has signage instructing parents to use safety straps and not leave child unattended.	YES	NO	N/A	
6.	Cribs are in good condition and meet Consumer Product Safety Commission guidelines.	YES	NO	N/A	
7.	Spills are wiped up immediately.	YES	NO	N/A	
8.	No hazardous chemicals are accessible in the room.	YES	NO	N/A	



► KITCHENS/FELLOWSHIP HALLS

CHECKLIST		YES	NO	N/A	DESCRIPTION/RECOMMENDATION
1.	Illuminated exit signs are in place and working properly.	YES	NO	N/A	
2.	Room occupancy is posted in fellowship hall.	YES	NO	N/A	
3.	Tables and chairs are in good condition and stored in racks, not stacked against walls.	YES	NO	N/A	
4.	Adequate aisles are maintained between tables and chairs for safe egress.	YES	NO	N/A	
5.	Floors are clean and free of spills. Mops and caution signage are available.	YES	NO	N/A	
6.	Portable fire extinguisher is available, tagged, and checked monthly for proper pressure and tampering. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A	
7.	Class K fire extinguisher is in kitchen, tagged, and visually checked monthly. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A	
8.	Cooking line hood and duct fire suppression system are installed where usage dictates heat detection be provided.	YES	NO	N/A	
9.	Cooking line fire suppression system is serviced semiannually (and tagged current).	YES	NO	N/A	
10.	Exhaust filters, ducts, hood, and fan are cleaned on a regular basis, and kitchens are free of grease accumulation.	YES	NO	N/A	
11.	Refrigeration coils, motors, and compressors are clean.	YES	NO	N/A	
12.	Safety latches, or interior escape handles on walk-in coolers/freezers, are present and properly working.	YES	NO	N/A	
13.	Food in refrigerators and freezers is covered and labeled.	YES	NO	N/A	
14.	Hot foods are held above 140°F (60°C).	YES	NO	N/A	



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▶ MECHANICAL ROOMS / JANITOR CLOSETS

CHECKLIST		YES	NO	N/A	DESCRIPTION/RECOMMENDATION
1.	Self-closing, fire-rated doors are installed and locked at all times.	YES	NO	N/A	
2.	Good housekeeping is maintained throughout facilities.	YES	NO	N/A	
3.	Electrical wiring and panels are in good repair. Panel covers are in place.	YES	NO	N/A	
4.	Main switches, shut-off valves, and plumbing are properly labeled.	YES	NO	N/A	
5.	GFCI protection is on outlets within 6 feet (2 meters) of sinks.	YES	NO	N/A	
6.	Three feet (1 meter) of clear space is in front of electrical panels.	YES	NO	N/A	
7.	Material Safety Data Sheets (MSDS/SDS) are available in church office.	YES	NO	N/A	
8.	Area is free of combustibles, flammables, and general church storage.	YES	NO	N/A	
9.	Personal protective equipment (PPE) is available and worn as required for task.	YES	NO	N/A	
10.	Chemicals are properly labeled and stored.	YES	NO	N/A	
11.	Penetrations through walls, ceilings, and floors are sealed with fire-rated materials or devices.	YES	NO	N/A	



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► THE CHURCH GROUNDS

CHECKLIST		YES	NO	N/A	DESCRIPTION/RECOMMENDATION
1.	Fences/gates are in good condition.	YES	NO	N/A	
2.	Snow and ice are removed before services.	YES	NO	N/A	
3.	Parking lot is free of potholes, cracks, and debris. Sidewalks are in good condition.	YES	NO	N/A	
4.	Dusk-to-dawn perimeter lighting is installed. Parking lots and sidewalks are well lit, and driveway chain barriers have reflectors.	YES	NO	N/A	
5.	All steps have handrails, and step railings are firmly secured. Spaces in railings/balusters are less than 4 inches.	YES	NO	N/A	
6.	Accessible ramps are available for those who are disabled.	YES	NO	N/A	
7.	Ramps have guide and upper rails.	YES	NO	N/A	
8.	Open sides of steps/platforms are protected with railings.	YES	NO	N/A	
9.	Weeds, trees, and shrubs are cut and trimmed of dead limbs. Trash is adequately controlled. Dry vegetation is kept away from buildings (defensible space is generally 30 feet or 9 meters).	YES	NO	N/A	
10.	Roofing material is in good condition, with flashing and gutters in place, free of debris.	YES	NO	N/A	
11.	Downspouts do not flow water across walkways.	YES	NO	N/A	
12.	Windows are free of cracks and breaks; window glazing/seal is in good condition.	YES	NO	N/A	
13.	Exterior paint, building cladding, and brickwork/blockwork are in good condition, free from graffiti.	YES	NO	N/A	



Church Self-Survey Form

▶ ADDITIONAL FINDINGS

DESCRIPTION	RECOMMENDATION

SELF-INSPECTION COMPLETED BY *(all participants to sign)*:

	DATE:
	DATE:
	DATE:

REVIEWED BY:

	DATE:
TITLE:	