



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. | Background screening performed on employees and volunteers who have a position appointed by the church board | 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. | If possible, do you have lightning protection in place? | YES | NO | N/A | |
| 8. | Do you have security system in place? | YES | NO | N/A | |
| 9. | Fire and security system monitored by central station | YES | NO | N/A | |
| 10. | Dusk-to-dawn perimeter lighting | YES | NO | N/A | |
| 11. | Trees/shrubs trimmed regularly (crime prevention) | YES | NO | N/A | |
| 12. | Lawnmowers, equipment fuel, and other flammables stored in separate storage shed | YES | NO | N/A | |
| 13. | Key/access card inventories maintained | YES | NO | N/A | |
| 14. | Keys marked "Do Not Copy" | YES | NO | N/A | |
| 15. | 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. | Downspouts do not flow water across walkways | YES | NO | N/A | |
| 4. | All steps have handrails | YES | NO | N/A | |
| 5. | Spaces in railings/balusters less than 4 inches | YES | NO | N/A | |
| 6. | Step railings firmly secured | YES | NO | N/A | |
| 7. | Accessible ramps available for handicapped | YES | NO | N/A | |
| 8. | Open sides of steps/platforms protected with railings | YES | NO | N/A | |
| 9. | Ramps have guide and upper rails | YES | NO | N/A | |
| 10. | Parking lots and sidewalks well lit | YES | NO | N/A | |
| 11. | Fences/gates in good condition | YES | NO | N/A | |
| 12. | 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 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 | 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 | |
| 8. | Proper water safety precautions when baptizing at the beach and rivers | 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 | |



Church Self-Inspection Form

► KITCHENS/FELLOWSHIP HALLS (cont.)

| CHECKLIST | | YES | NO | N/A | DESCRIPTION/RECOMMENDATION |
|-----------|---|-----|----|-----|----------------------------|
| 17. | Gas stoves are turned off when not in use | YES | NO | N/A | |
| 18. | Verified there is no gas leakage | YES | NO | N/A | |
| 19. | Food Handling Safety Guidelines | YES | NO | N/A | |



Church Self-Inspection Form

► ADDITIONAL FINDINGS

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

| | |
|--|-------|
| | DATE: |
| | DATE: |
| | DATE: |

REVIEWED BY:

| | |
|--------|-------|
| | DATE: |
| TITLE: | |