

CHURCH INTERIOR SELF-INSPECTION CHECKLIST

The following general areas of concern should be assessed on a regular basis (quarterly or more often). If the answer to a question is “no,” comments and corrective action should be taken.

Item

General

Is there adequate lighting in the stairwells and halls? Yes No

Comments

Are public areas, stairways, and hallways free from any slip, trip or fall hazards? Yes No

Comments

Is the facility free from any signs of water leakage, damage, or mold? Yes No

Comments

Are hallways, stairways, and exits unobstructed? Yes No

Comments

Are nursery and children’s areas inspected weekly prior to use for hazards? Yes No

Comments

Are restricted areas kept locked? Yes No

Comments

Are IT/computer systems backed up and are passwords utilized? Yes No

Comments

Is there a current contents evaluation list (off-site)? Yes No

Comments

Are there procedures in place for updating the contents list? Yes No

Comments

Are elevators regularly inspected? Yes No

Comments

Is elevator inspection documentation on file or posted? Yes No

Comments

Mechanical and Electrical

Are boilers, machinery, and other equipment inspected and documented regularly? Yes No

Comments

Is heating and air-conditioning equipment inspected and documented regularly? Yes No

Comments

Is the electrical system inspected annually by a certified electrical engineer? Yes No

Comments

Are electrical panels/fuse/breaker boxes clean and in proper working order? Yes No

Comments

Are plug covers used where children congregate? Yes No

Comments

Are cabinet doors kept locked? Yes No

Comments

Are electrical rooms/areas kept clean and free from combustibles? Yes No

Comments

Maintenance and Storage

Are ladders approved and in working order? Yes No

Comments

Are cleaning chemicals marked, sealed, and locked up? Yes No

Comments

Are tools in clean, working order? Yes No

Comments

Is eye protection used when working with chemicals or on jobs with the possibility of eye injury? Yes No

Comments

Have maintenance and custodial workers been examined and approved by a doctor to perform their specific duties? Yes No

Comments

Are maintenance/repair persons properly qualified to do the specific jobs (e.g. electrical, heating, climbing, etc.)? Yes No

Comments

Is there sufficient warning cones/signs readily available to indicate hazards? Yes No

Comments

Is there a system in place for others to report hazards? Yes No

Comments

Are hazardous materials marked and secured? Yes No

Comments

Are storage areas free from clutter?

Yes No

Comments

Are fire doors in place and kept closed?

Yes No

Comments

Fire and Lighting Protection and Prevention

Are hallways lighted and clear?

Yes No

Comments

Are exit signs working?

Yes No

Comments

Are there monitored fire, smoke, water, burglary systems?

Yes No

Comments

Are there working, inspected fire extinguishers?

Yes No

Comments

Are there ABC extinguishers throughout the building?

Yes No

Comments

Is there a BC extinguisher in kitchen areas?

Yes No

Comments

Is there a sprinkler system in place?

Yes No

Comments

Is there adequate trash collection and disposal?

Yes No

Comments

Is there lightning surge-suppression equipment in place?

Yes No

Comments

Crime and Safety

Do all doors and windows have appropriate locks?

Yes No

Comments

Is there a procedure for checking the facility before leaving each day?

Yes No

Comments

Are staff members sufficiently protected from the general public?

Yes No

Comments

Are there appropriate emergency notification devices and procedures in place? Yes No

Comments

Are there guidelines pertaining to working after-hours or in the evening alone? Yes No

Comments

Nursery Area

Are all electrical outlets equipped with covers? Yes No

Comments

Are all doors equipped with a locking mechanism? Yes No

Comments

Are blind/drapery cords out of reach of children and cribs? Yes No

Comments

Is there a gate or door into the restroom area to prevent children from accidentally entering? Yes No

Comments

Are all toys clean and in good repair and unable to be swallowed? Yes No

Comments

Do all changing tables and high chairs have safety straps? Yes No

Comments

Are only modern/approved safety gates and playpens used? Yes No

Comments

Are cribs free from protrusions? Yes No

Comments

Is the crib rail at least 26 inches above the top of the mattress support? Yes No

Comments

Are bumper pads used in cribs where children cannot stand? Yes No

Comments

Are crib mattresses less than two finger widths from the side of the crib frame? Yes No

Comments

I have completed this inspection and certify that the above checked items were checked and any concerns noted.

Printed Name

Signature

Date