



# The Episcopal Diocese of Fort Worth Property Safety Inspection Checklist

Church Property Inspected: \_\_\_\_\_

Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

*Please note for each question, the aspects of the property that are good, the aspects that could or should be improved, and the aspects that do not meet the questions. Use additional pages if needed.  
Use this inspection sheet to plan for continuing maintenance, and planned improvements to the property.*

## GENERAL SAFETY & MAINTENANCE

Do all inside areas (worship areas, classrooms, offices, work rooms, hallways, fellowship halls, kitchen, stairwells, etc.) have adequate and functioning lighting? \_\_\_\_\_

Do all exterior areas (entry & exit doors, steps, parking lots, passage ways, etc.) have adequate and functioning lighting? \_\_\_\_\_

Are passage ways, hallways, doorways, and open floor spaces free of tripping hazards (cords/wires, free-standing electrical fixtures, boxes, etc.)? \_\_\_\_\_

Is the furniture (pews, kneelers, desks, chairs, tables, filing cabinets, etc.) in good and safe condition? \_\_\_\_\_

Are carpeted floors clean, and are there any areas with loose carpet, rips or bumps? \_\_\_\_\_

Are uncarpeted floors clean, and maintained, and areas which may get wet, is there slip-resistant material, practices, or signs/mats provided? \_\_\_\_\_

Are restroom facilities clean and sanitary, and are they adequately stocked with the necessary supplies? \_\_\_\_\_

Are Nursery facilities clean and sanitary, and are they adequately stocked with the necessary supplies? \_\_\_\_\_

Do Heat & Air Conditioning (HVAC) vents and ducts appear to be clean? \_\_\_\_\_

Are HVAC filters clean and changed on a schedule? \_\_\_\_\_

If applicable, are ceiling fan blades clean and safe? \_\_\_\_\_

Are there an adequate number of waste and recycling receptacles throughout the property (at least one per room, bathroom, nursery, office, kitchen, etc.), and are they emptied regularly? \_\_\_\_\_

Are outside trash receptacles properly covered (tight-fitting covers)? \_\_\_\_\_

Are all closets clean, clear of clutter, and accessible? \_\_\_\_\_

Is there any evidence that rodents or pests have been active, breeding, or infesting any areas? \_\_\_\_\_

Do you have a plan for pest control (roach, ants, etc.) for the property? \_\_\_\_\_

Do you have a cleaning schedule for refrigerators, microwaves, stoves, toasters, dishes, etc.? \_\_\_\_\_

Are all windows unbroken and free from any type of damage? \_\_\_\_\_

Are doors, walls, and woodwork clean? \_\_\_\_\_

Are all doors, locks, and hardware in good working order? \_\_\_\_\_

When was the last time the locks were changed or rekeyed? *(It is recommended to do this every three to five years or more frequently if many organizations have access to the property.)* \_\_\_\_\_

Does the roof, and all of its components, appear to be in good shape from a simple visual inspection? \_\_\_\_\_

Are there any signs of weather damage, water leaks, or mold growth throughout the buildings? \_\_\_\_\_

Are attic areas inspected for potential problems (water leaks, rodents, etc.) on an annual basis, and are any issues scheduled for maintenance, cleaning, etc.? \_\_\_\_\_

Are outside faucets working properly, and have appropriate protection from weather, vandalism, etc.? \_\_\_\_\_

Are the parking lot(s) and driveways free of any safety concern (overgrown landscaping, uneven pavement, holes, obstructions, traffic hazards, etc.)? \_\_\_\_\_

Are the grounds maintained in an appropriate manner for the neighborhood/location, so that the property appears cared for? \_\_\_\_\_

Is the landscape and any plants, shrubs, and trees maintained on a regular basis so that there are no hiding places or temptations for vandalism? \_\_\_\_\_

### **SPECIAL MAINTENANCE ISSUES** *(If applicable)*

Are elevator(s) functioning properly, and is the elevator inspection certificate(s) up-to-date? \_\_\_\_\_

If you have an elevator, do you have an elevator key to assist trapped individuals if the elevator has a maintenance problem? \_\_\_\_\_

If you have fire sprinkler heads, is all furniture, bookcases, shelving, storage boxes, etc. a minimum of eighteen (18") inches away from each sprinkler head? \_\_\_\_\_

Is the playground area, any equipment, and any fencing in good repair and regularly maintained? \_\_\_\_\_

Is your irrigation system functioning properly, has no leaks within the system, and has a program which is appropriate to the weather? \_\_\_\_\_

## FIRST AID AND MEDICAL

Do you have adequate First Aid Kits and supplies located and available as needed (for general purposes, for kitchen, for nursery, for office, for a potential disaster), and is it checked on a regular basis to maintain minimum standards? \_\_\_\_\_

Do you have additional Medical supplies which may be necessary for the age and potential issues which could be needed by your congregation, the organizations using your buildings, etc. (AED, wheel chair, portable oxygen, advanced first aid equipment, etc.)? \_\_\_\_\_

Besides 911 and Emergency Response agencies, where is the closest emergency medical facility to your property? \_\_\_\_\_

## FIRE & ELECTRICAL HAZARDS

Are an adequate number of portable fire extinguishers provided and mounted, of appropriate type, so that they are readily accessible in the case of an emergency? \_\_\_\_\_

Are portable fire extinguishers visually inspected each month (an inspection card located on each extinguisher should be dated/and some signed)? \_\_\_\_\_

Are portable fire extinguishers replaced or rebuilt when their certification expires (five years from date stamped on cylinder)? \_\_\_\_\_

If applicable, are Fire Pulls stations visually inspected each month? \_\_\_\_\_

If applicable, are Fire Extinguishing systems in kitchens, inspected and maintained on a scheduled basis with a certified fire extinguishing maintenance company? \_\_\_\_\_

Are there adequate electrical outlets in each room (no overloads or unapproved extension cords in use)? \_\_\_\_\_

Are the electrical cords used to connect equipment undamaged? \_\_\_\_\_

Is the use of extension cords limited to temporary use, and are they undamaged? \_\_\_\_\_

Are electrical panels labeled properly and free of defects? \_\_\_\_\_

Are areas surrounding the electrical panel(s) free of obstructions, including general storage materials (the State Fire Code sets a minimum clearance of 36" in front of and surrounding electrical panels)? \_\_\_\_\_

Are flammable and hazardous materials properly stored (outside and ventilated if possible)? \_\_\_\_\_

Have you identified and made known all exits which may be used in case of a fire? \_\_\_\_\_

Have you identified and made known appropriate evacuation routes from each room in each building, and from each building to a safe gathering place out of harm, and away from arriving emergency equipment and personnel? \_\_\_\_\_

If applicable, is all outside cooking equipment away from the building during use, and are adequate resources available in the immediate area in case of a fire? \_\_\_\_\_

If applicable, is the fire alarm tested on an annual basis? \_\_\_\_\_

If applicable, do designated smoking areas have appropriate containers for burned materials? \_\_\_\_\_

If applicable, if your property is located in or near a wooded area, or a pasture or prairie, is there an adequate defensible space for a fire department to fight an encroaching fire? \_\_\_\_\_

If applicable, if your property is located near high tension power lines, do you know who to contact if there is a problem with downed power lines, etc.? \_\_\_\_\_

**WEATHER & WATER**

Do you have an active working weather radio, or other device, which can alert occupants to impending weather issues? \_\_\_\_\_

Have you determined how to notify the occupants of pending weather hazards? If so, how? \_\_\_\_\_

Have you identified and made known appropriate safe places in each building in case of damaging weather (high winds, tornadoes, hail, etc.)? \_\_\_\_\_

Have you identified and supplied appropriate supplies in the above safe places for emergency lighting, water, medical supplies, etc.? \_\_\_\_\_

Is electronic equipment (computers, storage devices, recording equipment) located off the floor and out of potential water damage reach? \_\_\_\_\_

Are important documents (including Parish Registers, Vestry documents, and financial records) stored in secure cabinets or safes which are out of potential water damage reach? \_\_\_\_\_

Are vestments, robes, and altar hangings stored out of potential water damage reach? \_\_\_\_\_

If applicable, if your property is susceptible to rising water from local creeks, rivers, lakes, or flood ways, have you identified safe places above potential water lines for occupants, and adequate supplies till the water recedes? \_\_\_\_\_

If applicable, have you identified and maintain adequate supplies (sandbags, boards, plastic barriers, tape, etc.) to protect your property from rising water if necessary? \_\_\_\_\_

**THEFT AND VANDALISM**

Are valuables (altar vessels, precious metals, offerings, or petty cash) stored in appropriate locked cabinets, safes, etc. with limited access? \_\_\_\_\_

Has someone taken pictures or a narrated video of the property, the buildings, contents, valuables, equipment, etc. including serial numbers, and saved them on a computer thumb drive which has been securely stored in at least two places (one on the property/one off the property)? \_\_\_\_\_

Are access and egress doors closed and secure at appropriate times to facilitate a secure property, while maintaining an accessible place of worship? \_\_\_\_\_

If applicable, are unsecured doors monitored so that someone within the building knows when someone from outside enters (sound, video, etc.)? \_\_\_\_\_

If applicable, is the security system working properly, and does it monitor the appropriate locations on the property? \_\_\_\_\_

**ENVIRONMENTAL or SPECIAL EMERGENCY HAZARDS** *(If applicable)*

If your property is located close to an airport, have you identified potential obstacles if aircraft were to miss the airport and attempt to land on or near your property? \_\_\_\_\_

If your property is located close to railroad tracks, have you identified potential issues from train derailment, problems associated with cargo loads, etc., and have an emergency plan for your occupants? \_\_\_\_\_

If your property has underground pipelines, or is close to underground pipelines, do you know the exact location on your property, or the distance from your property, and identified potential issues which may occur (leaks, breaks, etc.) and the proper telephone numbers (besides 911) to call in case of an emergency? \_\_\_\_\_

If your property is located close to pipeline equipment (compressor stations, distribution lines, storage tanks and batteries, etc.) have you identified potential issues which may affect your property and the proper telephone numbers (besides 911) to contact in case of an emergency? \_\_\_\_\_

What would it mean, and how would you comply if Emergency Personnel told you to “Shelter In Place” due an emergency situation? \_\_\_\_\_

How would you evacuate the complex quickly and orderly if required to do so by Emergency Personnel? \_\_\_\_\_

**VIOLENCE ISSUES**

How do you monitor our facility, during worship, during Christian Education, during office hours, during other organizations meeting on our property? \_\_\_\_\_

During worship, are doors and hallways monitored, to minimize wandering individuals? \_\_\_\_\_

Do you have a method of communicating to the occupants of the property if a violent situation or emergency is happening? \_\_\_\_\_

Have members of the congregation, and especially the members of the Emergency Response Team been trained of the simple process of A.L.I.C.E. should a violent situation take place? \_\_\_\_\_

**EMERGENCY AWARENESS TEAM**

Have you created an Emergency Awareness Team whose members will know, understand, and be able to assist the occupants should there be an emergency at your facility? \_\_\_\_\_

Has the parish or mission created an Emergency response Plan for the various potential emergencies which could affect your property? \_\_\_\_\_

Has the Emergency Response Team been trained to respond appropriately, as determined by the Diocese, the parish clergy, and the Vestry or Mission Committee? \_\_\_\_\_