

[Church Name]
Church Interior Inspection Checklist

Item

General

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

Comments

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

Comments

Are there any signs of a water leak, damage or mold anywhere inside of the church? Yes No

Comments

Are hallways, stairways and exits unobstructed? Yes No

Comments

Are nursery/children's areas inspected weekly prior to use for hazards? Yes No

Comments

Are all restricted areas kept locked? Yes No

Comments

Are IT/computer systems backed up and are passwords utilized?

Yes No

Comments

Is there a current church contents list (off-site)?

Yes No

Comments

Is there a current procedure in place for updating the church contents list?

Yes No

Comments

Mechanical and Electrical

Are machinery and other equipment inspected and documented regularly?

Yes No

Comments

Is heating/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 electrical plug covers used where children gather and congregate?

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?

Yes No

Comments

Are maintenance/repair persons properly qualified to do their jobs (electrical, etc.)?

Yes No

Comments

Are 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

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 (sprinkler system), burglary systems?

Yes No

Comments

Are there working, inspected fire extinguishers (ABC, BC, etc.)?

Yes No

Comments

Are 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

Nursery Area

Are all electrical outlets equipped with covers?

Yes No

Comments

Are all doors equipped with a locking mechanism?

Yes No

Comments

Are all blind/drapery cords out of reach of children and cribs?

Yes No

Comments

Is there a 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, playpens used? Yes No

Comments

Is crib rail at least 26 inches above the top of the mattress support and free of protrusions? 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