

Appendix Attachment 2

DIOCESE SELF-INSPECTION

Person Completing Form: _____ Title: _____

Location: _____ Phone: _____

Address: _____ City/Town: _____

Description of Entity: Church Office Group Home
 Shelter School Rectory Other

Church/City	Yes	No	Don't Know	Comments
BUILDINGS				
<i>Fire Protection:</i>				
Is the local fire department familiar with your facility?				
If you have a fire alarm system is it certified?				
If you have a fire alarm system is it tested annually?				
In battery operated fire alarm systems are the batteries tested and replaced on a routine basis?				
Do you have an automatic sprinkler system?				
If you have interior pipes for the sprinkler system, are they inspected regularly?				
Are automatic sprinkler systems inspected by an outside vendor?				
Are sprinkler heads protected by metal guards when exposed to physical damage?				
Is 18" of clearance maintained below sprinkler heads?				
Are portable fire extinguishers provided throughout the facilities?				
Are fire extinguishers inspected monthly and noted on the attached tag?				
Are employees instructed annually on the proper use of a fire extinguisher?				
Are hood exhaust/filters cleaned regularly?				
Are all hydrants accessible and unobstructed?				
Are "No Smoking" policies enforced?				
Are flammable liquids stored away from ignition sources, i.e. boiler rooms?				

Church/City	Yes	No	Don't Know	Comments
Are people at your location trained in the use of fire extinguishers?				
Is kitchen maintained in a clean and safe manner? Floors Knives Fryers Appliances				
Housekeeping:				
Are all aisles clear?				
Are all floors/steps clear of tripping/slipping hazards?				
Are all floors in good condition?				
Are suitable containers provided for waste materials and trash?				
Are washing facilities clean?				
Are floor openings properly guarded with handrails and midrails?				
Are stairs in good physical condition?				
Do all exits have signs?				
Is emergency lighting provided throughout the facility?				
Is emergency lighting operational?				
Is emergency lighting trip tested monthly?				
Is emergency lighting operated for ninety minutes annually?				
Are all exits clear?				
Are exiting doors able to be opened without the use of keys or special knowledge?				
Is sacristy kept locked and tabernacle key secured?				
Electrical:				
Are extension cords inspected for frays or exposed wiring?				
Are electrical boxes covered?				
Do extension cords being used have a grounded conductor?				
Are multiple plug adapters prohibited?				
Is the taping of circuit breakers in the on/off position prohibited?				
Is all electrical work conducted within the facility performed by a licensed electrician?				

Church/City	Yes	No	Don't Know	Comments
Are all disconnecting switches and circuit breakers labeled to indicate their use?				
Are electrical enclosures such as switches, receptacles, etc. covered properly?				
Building Integrity:				
Are the regular inspections of the roofs for damage caused by weather conditions?				
Are broken or damaged windows repaired in a timely manner?				
Are items that could be stolen properly secured (PA system, tools, equipment, AV equipment)?				
Are locks in proper working order?				
Are locks properly used?				
Do you limit access to your facility to prevent vandalism?				
Do you use a snow rake to remove snow from roofs?				
GROUNDS				
Walkways				
Are holes in sidewalks repaired properly, covered or otherwise made safe?				
Are there procedures for prompt removal of snow and ice from walkways?				
Are precautions taken during construction/repair to eliminate employee/visitor exposure?				
Are curbs and steps properly marked to avoid trips and falls?				
Are exterior stairs in good physical condition?				
Are hand rails available and secure where needed?				
Are walkways well lit?				
Are areas that may be "high risk" for security well lit?				
Are treads in good repair and of nonskid material?				
Are ramps provided with nonskid surface and in good condition?				
Parking Lots:				
Are holes in parking lot repaired properly?				