



## Self-Inspection Checklist for The United Church of Canada

Regular inspections help protect your place of worship and ensure a safe building for your congregation. The following checklist can help to ensure that you're regularly inspecting your church and making any necessary changes.

Sanctuary/Chapel/Sunday School/Meeting/Utility/Storage Rooms	Yes	No	N/A
<p><b>Candle Management:</b> Unattended candles or candles that have fallen out of their holder can cause devastating fires. Securing these candles in proper holders and having someone responsible for them will reduce the potential of a large, devastating fire.</p>			
Are candlesticks, holders, and candle stands constructed from non-combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are candles kept away from combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action Items: _____			
<p><b>Electrical Management:</b> Eliminating potential ignition sources will reduce the potential of fire. Pay special attention to extension cords, electrical circuits, and combustible and flammable materials.</p>			
Are there any worn, kinked, multi-point sockets or spliced electrical extension cords in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fuses and circuit breakers constantly tripped (potential overload) when devices are plugged in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible materials kept within 48 inches from the front of electrical panels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible materials kept within 48 inches from the front of space or mounted heaters in the rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible materials kept within 48 inches from the front of the furnace or boiler?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids, such as gasoline or propane, kept indoors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action Items: _____			
<p><b>Outside Group Management:</b> Outside groups may not be as familiar with your rules and regulations. Assisting them will help you to minimize potential fire hazards.</p>			
Are "No Smoking" signs posted and enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire doors to the sanctuary closed and locked during non-worship times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action Items: _____			
<p><b>Kitchen Management:</b> Cleaning and servicing your kitchen appliances reduces your risk of fire and helps ensure that your appliances last longer.</p>			
Is the kitchen exhaust hood fire suppression system serviced every six months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the kitchen exhaust hood filters cleaned at least once a month to reduce grease from building up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the kitchen exhaust system steam cleaned annually to prevent grease from building up in the duct and to allow for the exhaust duct motor to function properly and not overheat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers clearly marked, mounted, and serviced annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action Items: _____			

<p><b>Water Damage:</b> Water damage can destroy precious artifacts. Being proactive will help keep your church's possessions safe.</p> <p>Are there any kinks in the flexible pipe connections at the base of all sinks, tubes, and toilets?</p> <p>Are floor drain covers secured?</p> <p>Is the roof in good condition?</p> <p>Are items in storage elevated off the floor?</p> <p>Action Items: _____</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>Vandalism:</b> Vandals do a lot of damage. The following will help prevent your time from being wasted on a clean-up.</p> <p>Are windows and doors closed and locked during non-worship times to prevent unauthorized entry?</p> <p>Are cabinets closed and locked after worship times to prevent theft?</p> <p>Is audio/video equipment and/or sports equipment stored under lock and key?</p> <p>Is the plexiglass protecting the stained glass windows in good condition?</p> <p>Is unwanted vegetation and shrubbery cut or removed around the building to eliminate hiding spots for vandals?</p> <p>Is the outdoor lighting system in working order to illuminate the church exterior?</p> <p>Are outbuilding doors secured with a padlock?</p> <p>Are service ladders to the roof outfitted with a protective guard and locked?</p> <p>Action Items: _____</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>Money Handling Management:</b> Help ensure the safety of the church's funds with the following actions.</p> <p>Is cash stored overnight in a ULC-listed money safe?</p> <p>Is the combination to the safe changed when money-handling personnel changes?</p> <p>Does the cheque signing policy require two signatures?</p> <p>Is this practice followed?</p> <p>Is the key control program being monitored? By whom: _____</p> <p>Action Items: _____</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>Automatic Fire Sprinkler Equipment (if applicable)</b></p>	
<p>A sprinkler system is a great way to prevent a devastating fire. Help ensure that your sprinklers are working effectively.</p> <p>Is the sprinkler system maintained under an annual maintenance service agreement?</p> <p>Is the sprinkler system monitored off-site by a ULC-listed monitoring service to ensure someone is notified?</p> <p>Action Items: _____</p>	<p><b>Yes No N/A</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Congregation Safety	Yes	No	N/A
<b>Ensure the following items are being done to ensure the safety of your members, visitors, and their vehicles.</b>			
Are interior exits marked and signs above the exits illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all exit doors working properly and not blocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the emergency (interior and exterior) lighting system operate properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire alarm work properly, and is it tested yearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairways (risers/runs) in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairways provided with handrails that are in good condition to assist church members up and down stairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors clean and orderly, and free of slip, trip, and fall hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are glass entryways provided with decals or otherwise marked so church members and visitors can identify them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are shelves/racks adequately secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are parking areas well illuminated with designated entrances, exits, and directional signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the parking areas maintained? They should be free of potholes and cracks to prevent slip and falls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are curbs painted yellow and in good condition for those with poor eyesight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is snow and ice removal contracted out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, are Certificates of Insurance obtained from the snow removal contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the snow removal, de-icing, and salting of common areas logged when done by the contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the perimeter fencing in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are padlocks used for the outside gates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action Items: _____			
_____		_____	
<b>Inspected By</b>		<b>Date</b>	

The checklist is intended only as a guide. This checklist is not intended to cover all possible hazardous conditions or unsafe acts that may exist. Any other hazardous conditions should also be noted and corrected.