



## 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
<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.			
Are candlesticks, holders, and candle stands constructed from non-combustible materials?			
Are candles kept away from combustible materials?			
Action items:			
<b>Electrical Management:</b> Eliminating potential ignition sources will reduce the potential of fire. Pay special attention to extension cords, electrical circuits, combustible and flammable materials.			
Are any worn, kinked, multi-point sockets, or spliced electrical extension cords in use?			
Are fuses and circuit breakers constantly tripped (potential overload) when devices are plugged in?			
Are combustible materials kept within 48 inches from the front of electrical panels?			
Are combustible materials kept within 48 inches from the front of space or mounted heaters in the rooms?			
Are combustible materials kept within 48 inches from the front of the furnace or boiler?			
Are flammable liquids, such as gasoline or propane kept indoors?			
Action items:			
<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.			
Are "No Smoking" signs posted and enforced?			
Are fire doors to the sanctuary closed and locked during non-worship times?			
Action items:			
<b>Kitchen Management:</b> Cleaning and servicing your kitchen appliances reduces your risk of fire and helps ensure that your appliances last longer.			
Is the kitchen exhaust hood fire suppression system serviced every six months?			
Are the kitchen exhaust hood filters cleaned at least once a month to prevent grease from building up?			
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?			
Are fire extinguishers clearly marked, mounted, and serviced annually?			
Action items:			
<b>Water Damage:</b> Water damage can destroy precious artifacts. Being proactive will help keep your church's possessions safe.			

Self-Inspection Checklist for The United Church of Canada

Are there any kinks in the flexible pipe connections at the base of all sinks, tubes, and toilets?			
Are floor drain covers secured?			
Is the roof in good condition?			
Are items in storage elevated off the floor?			
Action items:			
<b>Vandalism:</b> Vandals do a lot of damage. The following will help prevent your time from being wasted on a clean-up.			
Are windows and doors closed and locked during non-worship times to prevent unauthorized entry?			
Are cabinets closed and locked after worship times to prevent theft?			
Is audio and video equipment and/or sports equipment stored under lock and key?			
Is the plexiglass protecting the stained-glass windows in good condition?			
Is unwanted vegetation and shrubbery cut or removed around the building to eliminate hiding spots for vandals?			
Is the outdoor lighting system in working order to illuminate the church exterior?			
Are outbuilding doors secured with a padlock?			
Are service ladders to the roof outfitted with a protective guard and locked?			
Action items:			
<b>Money Handling Management:</b> Help ensure the safety of the church's funds with the following actions.			
Is cash stored overnight in a ULC-listed money safe?			
Is the combination to the safe changed when money-handling personnel changes?			
Does the cheque-signing policy require two signatures?			
Is this practice followed?			
Is the key control program being monitored? By whom:			
Action items:			
<b>Automatic Fire Sprinkler Equipment (if applicable)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A sprinkler system is a great way to prevent a devastating fire. Help ensure that your sprinklers are working effectively.</b>			
Is the sprinkler system maintained under an annual maintenance service agreement?			
Is the sprinkler system monitored off-site by a ULC-listed monitoring service to ensure someone is notified?			
Action items:			
<b>Congregation Safety</b>			
<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 exit illuminated?			
Are all exit doors working properly and not blocked?			

Self-Inspection Checklist for The United Church of Canada

Does the emergency (interior and exterior) lighting system operate properly?			
Does the fire alarm work properly, and is it tested yearly?			
Are stairways (risers/runs) in good condition?			
Are stairways provided with handrails that are in good condition to assist church members up and down stairs?			
Are floors clean and orderly, free of slip, trip, and fall hazards?			
Are glass entryways provided with decals or otherwise marked so church members and visitors can identify them?			
Are shelves/racks adequately secured?			
Are parking areas well illuminated with designated entrances, exits, and directional signs?			
Are the parking areas maintained? They should be free of potholes and cracking to prevent slip and falls.			
Are curbs painted yellow and in good condition for those with poor eyesight?			
Is snow and ice removal contracted out?			
If yes, are Certificates of Insurance obtained from the snow removal contractor?			
Is the snow removal, de-icing, and salting of common areas logged when done by the contractor?			
Is the perimeter fencing in good condition?			
Are padlocks used for the outside gates?			
Action items:			

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**Inspected by**

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**Date**

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.