



THE FOURSQUARE CHURCH

Weekly

Exterior Surface

Note: Slips, trips, and falls are the leading causes of injuries in Church buildings. Please study the following and help prevent accidents.

	Yes	No	Comments
Are procedures for snow and ice removal established and followed?			
Are supplies on hand?			
Are there broken sprinkler heads?			
Is there water running with the sprinkler system off?			
Are there sprinkler heads spraying roads and sidewalks?			
Is there any erosion in the lawns?			
Are there any dry spots showing up on lawn that indicate lack of water?			
Are storm drains clear of debris or other blockages and are gratings in place?			

Interior Surface

	Yes	No	Comments
Are halls, ramps, aisles and floors in good condition, level, free of stored items and well lighted?			
Are halls, ramps, and aisles kept free of obstructions when temporary tables and chairs are in assembly areas?			
Are entry way mats properly positioned to prevent slips and falls?			

Housekeeping

	Yes	No	Comments
Are all areas clean and free of miscellaneous debris and storage?			
Are areas around the Church free of weeds/bushes/leaves which could fuel a fire?			
Has all trash been taken out of building to reduce pests?			
Are there any combustible items stored in the building?			
Are ladders and other equipment used by trained and qualified staff and volunteers?			
Is all maintenance equipment in good repair and being used safely?			
Are safety glasses, gloves, and other items well stocked for housekeeping staff?			

Storage

	Yes	No	Comments
Is the boiler room/furnace area free of stored combustible items?			

Kitchen/Cooking

	Yes	No	Comments
Is the cooking area and equipment clean and well maintained?			
Have tables and chairs been checked for physical condition before use?			
Are sharp kitchen utensils handled carefully and stored safely?			

Fire Protection

	Yes	No	Comments
Are fire extinguishers in proper working order?			
Is the use of open flames/candles minimized or controlled?			
Do you prohibit the accumulation of combustible materials in all Church facilities?			

Electrical Systems

	Yes	No	Comments
Is the use of extension cords discouraged or used for temporary purposes only?			
Are nonessential electrical equipment unplugged when not in use?			
Are electrical outlets in public spaces, especially Children's Services, child proofed?			

Building Environment – internal/external

	Yes	No	Comments
Are paths and/or walkways free from trip hazards and other obstacles?			
Is disabled access into the facility (ramps etc.) free from blockage, debris, and in compliance with local ordinances?			
Are all aisles, exits, and access ways clear of obstructions?			
Are all electrical cords kept in a safe manner (i.e. clear of all aisles, exits and access ways, not dangling loosely from raised surfaces)?			
Is there 3' clearance around breaker boxes?			



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Quarterly

	Yes	No	Comments
Replace batteries in devices using batteries as their primary power supply (i.e. rest room sensors, paper product dispensers, etc.)			
Check all emergency lighting systems and exit lights to ensure battery viability?			
Clean and maintain smoke alarms and carbon monoxide detectors, including battery replacement as needed			
Do the pipes have proper building insulation; are exterior pipes wrapped with appropriate insulation or sleeves; building temperatures maintained at 55 degrees F (12.78 degrees C.) or more; pipes where heating will not be provided drained and blown out?			
Are stairwell handrails secure?			
Are stairwell steps in good condition?			
Are stairwells free of storage?			
Are balcony railings secure and spacing between rails less than 4 inches?			
Kitchen/Cooking	Yes	No	Comments
Is the refrigeration equipment maintained and in good working order?			
Are kitchen filters and vents cleaned and inspected often?			
Heating/Plumbing Systems	Yes	No	Comments
Replace Air Conditioner/Furnace filters			
Building Environment – internal/external	Yes	No	Comments
Do you have a regular schedule of termite and other pest inspection and treatment is established? (Remediation/pest control)			
Is plant life blocking visibility of the property by passerby or impeding safe entry or exit from the property by vehicles or pedestrians?			
Are car parks and footpaths lit during night meetings?			
Do all doors and windows open easily and shut completely?			
Are floor surfaces, carpets, or mats in good condition?			
Are ceilings and walls in good repair (no water leakage, flaking paint, mold or mildew etc.)?			
Are any interior or exterior lights burned out?			
Are light fixtures damaged or in need of repair?			
Are all motions sensors working properly?			
Are there any photo cells burned out, timers damaged, or any other conditions that can cause trips and falls or affect security?			
Are fire extinguishers visible, properly mounted, and charged? (Some states may require more frequent inspection)			
Inspect any playground equipment for damage, loose fasteners, and/or sharp edges			
Inspect any playground surface has the proper level of rubber mulch or wood chips			
Rake the playground rubber mulch or wood chips back into place			
rev 8/22			



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Semi-Annually

Building Exterior	Yes	No	Comments
Sloped Roofs – Remove moss, clear debris from gutters, downspouts			
Flat Roofs – clear drains/scuppers, debris, check cracks, water pooling, leaks, flashing			
Has lawn equipment been readied for use? (serviced, oil changed, blades sharpened)			
Has lawn equipment been winterized? (Batteries on trickle charges, gas removed, spark plug disconnected)			
Has equipment for winter been readied? (snow shovels, ice removal tools, salt, snow blowers serviced)			
Has winter equipment been stored after season end properly? (power tools drained of fuel, rinsed off, stored out of the way)			
Fire Protection	Yes	No	Comments
Is there an alarm detection system for heat/smoke, fire? Replace batteries every 6 months. Make note as to date changed.			
Building Environment – internal/external	Yes	No	Comments
Have gutters been cleaned in the past six months?			
Trim the bushes and hedges away from the building to prevent moisture and rot			
Trim the bushes and hedges up from the ground to discourage rodents			
Are the bushes properly spaced? Over time some may need to be removed or replaced			
Prune trees in the proper season for each			
Do the planting beds have the proper amount of ground cover? Mulch, bark, or pine needles			
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Biennial

	Yes	No	Comments
Have we asked outside organizations (Police, fire department, ambulance service, utility company) to visit our building and recommend safety or security improvements?			
Building Environment – internal/external	Yes	No	Comments
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