



▷ CHURCH PROTECTION

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
1. Sprinkler systems (if installed) inspected annually	YES	NO	N/A	
2. Multipurpose re extinguisher within 75 feet throughout the building	YES	NO	N/A	
3. Fire extinguishers visually checked monthly for tampering	YES	NO	N/A	
4. Smoke/heat detectors - serviced twice a year	YES	NO	N/A	
5. Do you have the Fire alarm systems in place?	YES	NO	N/A	
6. Fire alarm systems tested and serviced annually	YES	NO	N/A	
7. Hard-wired carbon monoxide detectors where fossil fuel systems are used	YES	NO	N/A	
8. Do you have lightning protection in place?	YES	NO	N/A	
9. Do you have security system in place?	YES	NO	N/A	
10. Fire and security system monitored by central station	YES	NO	N/A	
11. Dusk-to-dawn perimeter lighting	YES	NO	N/A	
12. Trees/shrubs trimmed regularly (crime prevention)	YES	NO	N/A	
13. Lawnmowers, equipment fuel, and other ammables stored in separate storage shed	YES	NO	N/A	
14. Key/access card inventories maintained	YES	NO	N/A	
15. Keys marked "Do Not Copy"	YES	NO	N/A	
16. Written list with photographic inventory of building contents and valuables	YES	NO	N/A	

▷ THE CHURCH GROUNDS

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
1. Parking lot free of potholes, cracks, debris	YES	NO	N/A	
2. Sidewalks in good condition	YES	NO	N/A	
3. Snow and ice removed before services	YES	NO	N/A	
4. Downspouts do not ow water across walkways	YES	NO	N/A	
5. All steps have handrails	YES	NO	N/A	
6. Spaces in railings/balusters less than 4"	YES	NO	N/A	
7. Step railings rmly secured	YES	NO	N/A	
8. Accessible ramps available for handicapped	YES	NO	N/A	
9. Open sides of steps/platforms protected with railings	YES	NO	N/A	
10. Ramps have guide and upper rails	YES	NO	N/A	
11. Parking lots and sidewalks well lit	YES	NO	N/A	
12. Fences/gates in good condition	YES	NO	N/A	
13. Driveway chain barriers have re ctors	YES	NO	N/A	

▷ ENTER WITHOUT RISK (FALL PREVENTION)

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
1. Non-slip rugs and mats with tapered edges inside entrances	YES	NO	N/A	
2. No torn or wrinkled carpets, loose or damaged tiles or flooring	YES	NO	N/A	
3. No cords or speaker wires across floors, aisles or doorways	YES	NO	N/A	
4. Wet floor signs used, spills mopped immediately	YES	NO	N/A	
5. Aisles, steps, exit passageways free of boxes, chairs, musical instruments, etc.	YES	NO	N/A	
6. Interior steps and elevation changes have handrails	YES	NO	N/A	
7. Handrails have minimum 1.5 inch clearance between rails and walls	YES	NO	N/A	
8. Handrails secure	YES	NO	N/A	

▷ SAFE IN THE SANCTUARY

CHECKLIST

1. Aisles clear of cords, podiums, chairs, pianos, candles and other objects
2. Exit route maps displayed throughout building
3. All exit doors unlocked during occupancy
4. Exit doors have panic hardware (not chains and locks, deadbolts, etc.)

6. Exit doors swing in direction of exit travel
7. Rooms with 50 or more occupants or over 1000 sq ft have two exit doors
8. Exit doors serving 100 or more have panic hardware (50 or more some jurisdictions)
9. Room occupancy posted for "Assembly" areas

MOTHERS' ROOM / REST ROOM

▷ BAPTISMAL TANKS

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
1. Microphones and electrical equipment not within reach of baptismal occupants	YES	NO	N/A	
2. Non-slip on steps and bottom of tank floor	YES	NO	N/A	
3. Handrails provided along baptismal steps	YES	NO	N/A	
4. Overflow drain installed	YES	NO	N/A	
5. Filling process monitored to prevent overflowing	YES	NO	N/A	
6. Tank drained immediately after use	YES	NO	N/A	
7. Heater turned off /checked after baptism	YES	NO	N/A	

▷ MECHANICAL ROOMS / JANITOR CLOSETS

CHECKLIST	YES	NO	N/A	N/A	N/A	N/A	N/A
	YES	NO	N/A	N/A	N/A	N/A	N/A
1. Self-closing fire rated doors							
2. Locked at all times							
3. Free of combustibles, flammables and general church storage							
4. Good housekeeping throughout facilities							
5. Main switches, shut-off valves and plumbing properly labeled							
6. General purpose ABC fire extinguisher in a room							
7. Smoke/heat detection tied to fire alarm system							
8. Free of poke throughs and other openings in walls and ceilings							
9. GFCI protection on outlets within 6 feet of sinks							
10. Three feet of clear space in front of electrical panels							
11. All electric/mechanical equipment and junction boxes covered							
12. Pinch/nip points on equipment guarded							
13. Chemicals properly labeled and stored							
14. Material Safety Data Sheets (MSDS) available in church office							
15. Personal protective equipment (PPE) available and worn, as required for task							

▷ KITCHENS / FELLOWSHIP HALLS

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
1. Exits clear and adequately marked	YES	NO	N/A	
2. Room occupancy posted	YES	NO	N/A	
3. Exhaust filters, ducts and hood cleaned on a regular basis	YES	NO	N/A	
4. Heat detection provided	YES	NO	N/A	
5. Multi-purpose or Type "K" extinguisher in kitchen	YES	NO	N/A	
6. Hood and duct fire suppression system installed where usage dictates need	YES	NO	N/A	
7. Stoves with fire suppression serviced semi-annually	YES	NO	N/A	
8. Kitchens free of grease accumulations	YES	NO	N/A	
9. Refrigeration coils, motors and compressors clean	YES	NO	N/A	
10. Foods in refrigerators and freezers covered and labelled	YES	NO	N/A	
11. Safety latches on walk in freezers and coolers	YES	NO	N/A	
12. Floors clean and free of spills	YES	NO	N/A	
13. Mops and "caution" signage available	YES	NO	N/A	
14. Tables and chairs in good condition	YES	NO	N/A	
15. Tables and chairs in racks and not stacked against walls	YES	NO	N/A	
16. Adequate aisles maintained between tables and chairs for safe egress	YES	NO	N/A	

▷ ADDITIONAL FINDINGS

DESCRIPTION	RECOMMENDATION
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▷ SELF INSPECTION COMPLETED BY:
All participants to sign

DATE MM/DD/YYYY :

DATE MM/DD/YYYY :

DATE MM/DD/YYYY :

▷ REVIEWED BY:

DATE MM/DD/YYYY :

TITLE: