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| Church: | Location: |
| Youth Pastor: | Date: |

“THE PROTECTOR” - Youth in Service

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| Building: |
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Facilities Checklist

This checklist should be completed every month. Your safety is very important. Please use only your eyes to observe conditions from the ground level. No climbing, ladders, touching electrical or mechanical equipment. Make notes on the comment sheet for all items needing attention or repair. Submit this form to the Chair of your Board of Trustees. Send a copy to Kris Hodson (khodson@cal-pac.org), Congregational Loans, California-Pacific Annual Conference, for Youth In Service credit. Thank you for making your church a safer place!

Outside the Building

N/A OK FIX

| | | | |
|--|--|--|--|
| Is there good outdoor lighting? Is the lighting bright enough to see the walkways and parking lot at night? You may need to verify at night. | | | |
| Are there handrails on all steps or stairs over 3 steps high? Handrail is solid, does not move. | | | |
| Trees and Bushes— are all trees cut back away from the buildings? Should not be touching walls, be beneath roof eaves or above gutters and roofs. | | | |
| PLAYGROUND | | | |
| Is the playground fenced or have other boundaries and protected from cars or other hazards? | | | |
| Does the playground exclude any dangerous play equipments such as merry go rounds, monkey bars or spring loaded equipment? | | | |
| Do the surfaces of the playground have at least 9 to 12 inches of wood chips or sand—or have approved safety tested rubber material? (This must extend at least 6 ft out from the play equipment.) | | | |
| Is the equipment in good shape? No splinters, protruding bolts or open “S” hooks? | | | |
| WATER DAMAGE—OUTSIDE | | | |
| Look up from the ground. Are all the rain gutters cleaned out? No leaves or debris visible. | | | |
| Do all the downspouts properly connected and drain water away from the building ? | | | |
| Look up from the ground—are there any missing or loose shingles or tiles? Missing or damaged caulking or flashing that needs maintenance? | | | |
| Roof in good condition? | | | |
| Any loose wood, cracks in the walls or bricks where water could enter the building? | | | |
| Any exterior areas of the buildings needing painting? | | | |
| Any areas were water can pool up against the buildings? Does the landscaping slope away from the buildings and walkways? | | | |
| Any broken or leaking hose bibs or water sprinklers? Do the landscaping sprinklers spray away from the buildings and walkways? | | | |
| ELECTRICAL | | | |
| Do all outdoor electric outlets have covers? | | | |
| Are all exterior lights in good condition? Covers in place? | | | |

| Inside the Building | N/A | OK | FIX |
|---|-----|----|-----|
| Are there fire extinguishers in the building? Need 1 for every 75 ft. Read the tag—have they been serviced in the last 12 months? | | | |
| Does the building have smoke detectors? Are they monitored by an alarm company? Especially important in the kitchen. | | | |
| Is the carpet in good shape? Not loose, buckled or frayed or with holes? | | | |
| Are the interior walking areas in good shape? No cracked tiles, or vinyl in bad condition? Are the bathroom floors <i>not</i> slippery? | | | |
| Are carpets remnants, scatter rugs or similar <i>not</i> used? If found, they should be removed. | | | |
| Is housekeeping good? There should be no areas with excessive storage or trash accumulated. | | | |
| Are there handrails on all inside steps or stairs over 3 steps high? Handrail is solid, does not move. | | | |
| Area all hallways and aisle ways free of objects that a person could trip on? | | | |
| Are all electrical, telephone or microphone cords out of the walkways or securely taped down? | | | |
| Is there good lighting in all hallways, walkways, etc? | | | |
| Are all the light fixtures in good shape? No exposed bulbs. | | | |
| Are mats used at entrances if there is rain or snow outside? | | | |
| Is there a “spill bucket” available to quickly clean up spills? Mop, bucket, wet floor cones and signs are used. | | | |
| WATER DAMAGE—INSIDE | | | |
| Look under all the sinks and behind the toilets— Are all tight with no water dripping or visible? Verify no plastic connectors being used. | | | |
| Is there any evidence of water damage? — look for stained ceilings, floors, windows. | | | |
| Do you see (or smell) any evidence of mold? Don't touch it. | | | |
| Is the water heater strapped? Not leaking? Is there a relief valve? | | | |
| ELECTRICAL | | | |
| Do all the switches, outlets and junction boxes have covers? | | | |
| Do all the electrical panels have metal covers and are kept closed? | | | |
| Are there any outlets where there are lots of additional plugs and equipment being plugged in? These should have a surge protector in place. | | | |
| Are there any extension cords being used outside on a continuous basis? Should be used and put away daily. | | | |
| In rooms that small children use—are there covers on all the electrical outlets? | | | |
| SEISMIC | | | |
| Are all large bookcases, TV's or other large items strapped or connected to the walls so they won't move in an earthquake? | | | |
| KITCHEN | | | |
| If there is a commercial style stove— is there a suppression system over the cooking area? If so—check the tag- was it serviced in the last 6 months? | | | |
| Is the kitchen, including the vent hood, clean and free of grease? | | | |

