

SAFETY AND MAINTENANCE ASSESSMENT BUILDINGS – GENERAL

BUILDINGS – GENERAL MAINTENANCE				
	Yes	No	N/A	Comments
ACTION PLANS				
Emergency Action Plan/Crisis Management Plan				
Fire and EQ Drills with Evacuation Routes Posted				
Required items posted and made available for review by all employees (i.e. updated Safety Committee minutes, etc.)				
Incidents, accidents and “near misses” investigated for hazard identification and corrective action				
EQUIPMENT				
Annual inspection of boilers, water tanks and HVAC equipment				
Current operating permits posted				
EXTERIOR				
Gutters, downspouts and drains in good working order				
Condition of exterior paint				
Fences and gates in good repair				
Proper signage to direct visitors to parish and school offices				
Windows not cracked or broken				
Electrical, plumbing, roofing and professional services provided by insured vendor, not volunteers				
HAZARDS				
Hazard labels, placards and signage in place				

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	Yes	No	N/A	Comments
INTERIOR				
Condition of interior paint				
Chairs, tables, pews, desks and other furnishings in good condition and checked routinely for defects				
Water heaters, free standing book shelves, machinery or furnishings properly secured				
Buildings kept clean and orderly				
Signs of water leakage or damage				
Floor drains clear				
Main electric water and gas shut offs identified and accessible				
SEASONAL				
Remove debris from gutters, downspouts and drains				
Winterizing interior and exterior water lines to protect from freezing				
Water pipes subject to freezing winterized as necessary				
Sump pump maintenance				
STORAGE				
Combustible material or debris not stored near or under buildings				
Stored materials secured and limited in height to prevent collapse				
Stock, equipment, and tools stored properly				

Assessment Completed By: _____

Date: _____