

**SAFETY AND MAINTENANCE ASSESSMENT
BUILDINGS - GENERAL**

SECURITY INSPECTION				
	Yes	No	N/A	Comments
Secondary doors locked from outside entry (open from inside) limiting access				
Visitor identification with sign-in/out procedures and ID badge requirements enforced				
Intrusion alarm system active, tested and used on a routine basis				
Doors and windows checked to assure they are locked and building is secure after use and at night				
Outside lighting kept on at night				
Exterior lighting is adequate to discourage vandalism				
Responsibility assigned to perform end of day security check				
Vacated buildings checked daily				
Regular "walk-throughs" performed through and around parish buildings				
No signs of clothing, bedding or debris indicating someone is sheltering on premises				
Valuable electronics and other theft target items stored in secure area, out of sight of public view				
Valuable items marked with engraver or permanent markers				
All valuable items and electronics recorded on an Inventory log, photographed or on video with a copy stored in a secure off-site location				
Valuable equipment is secured when rooms are unattended				
Volunteers do not provide security services				

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	Yes	No	N/A	Comments
Checks and check writing machines stored in a secure area				
Cash and checks or other personal information stored securely and deposited promptly				
Door and window hardware is tamper resistant				
Door and room areas are numbered				
Stained glass windows are protected with protective screens or glazing				
Trees and bushes are trimmed back to prevent hiding places				
Alarm warning stickers are placed in vulnerable areas, including sheds, garages, etc.				
Untagged keys issued or copied only when absolutely necessary				
Responsibility assigned to maintain key check-out and security code log				
All keys marked "do not duplicate"				
Safe combinations changed periodically and only known to appropriate personnel				
Access restricted to unused portions of facilities during events				
When borrowing other's property, ensure that security is taken				
Parish does not assume responsibility of other's items				
Any incidents are reported promptly to the Risk Management Office				

Assessment Completed By: _____

Date: _____