

**Form provided by:
National Church Insurance Program
American Coverage Administrators**

Safe Conditions and Practice Survey: A Self-Inspection Guide

<i>Fire</i>	Yes	No
Have extinguishers been inspected and recharged within one year?	<input type="checkbox"/>	<input type="checkbox"/>
Are the number of extinguishers adequate and appropriately located? (Check local fire department.)	<input type="checkbox"/>	<input type="checkbox"/>
Are steeples or spires properly equipped with lightning rod protection?	<input type="checkbox"/>	<input type="checkbox"/>
Is an automatic fire detection system, if one has not been installed, a practical consideration for your church?	<input type="checkbox"/>	<input type="checkbox"/>
Are premises, inside and out, free of accumulations of refuse, paint cans, and rags not regularly used, unnecessary collection of cardboard and paper materials? (Check attics, spaces under stairs, and furnaces/boiler rooms, especially.)	<input type="checkbox"/>	<input type="checkbox"/>
If the kitchen range is equipped with hood and exhaust system, are the filter and duct now free of grease? Is there a cleaning schedule?	<input type="checkbox"/>	<input type="checkbox"/>
Are refrigeration motors and cooling coils clean?	<input type="checkbox"/>	<input type="checkbox"/>
Has the electrical system been inspected by a qualified person within the last year?	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical panel boards and switch boxes free of lint and dirt? Are they enclosed in metal cabinets? Please notice if cabinet surface is free of heat?	<input type="checkbox"/>	<input type="checkbox"/>
Check electrical receptacles. Are coverings free of heat? Question any permanent usage of extension cords.	<input type="checkbox"/>	<input type="checkbox"/>
Have heating and air-conditioning systems been inspected by qualified persons within the last year? Have all corrective suggestions been complied with?	<input type="checkbox"/>	<input type="checkbox"/>
If the furnace/boiler room is not a separate fire resistive enclosure, would it be practical to alter some structural parts in a manner that would make it safer? (Self-closing fire door, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Have chimneys been inspected or cleaned within the last year?	<input type="checkbox"/>	<input type="checkbox"/>
Are you closing doors to all rooms when not in use or when leaving at night? (Valuable aid to containment should a fire start.)	<input type="checkbox"/>	<input type="checkbox"/>
If your heating system is a "forced air" type, have the filters been changed recently? Is the area of the blower fan and motor free of lint and dust?	<input type="checkbox"/>	<input type="checkbox"/>
Have all draperies and other burnable decorations been flameproofed?	<input type="checkbox"/>	<input type="checkbox"/>
Are heating system vents and flues properly connected and insulated where required?	<input type="checkbox"/>	<input type="checkbox"/>

<i>Crime</i>	Yes	No
If vandals have broken window glass frequently enough to be a problem, have you considered the installation of plastic coverings for protection?	<input type="checkbox"/>	<input type="checkbox"/>
For greater protection of office equipment from burglary, is it practical to install double cylinder deadbolt locks on interior office doors?	<input type="checkbox"/>	<input type="checkbox"/>
Is it practical to bolt down typewriters?	<input type="checkbox"/>	<input type="checkbox"/>
Are checks stamped "for deposit only" the day they are received?	<input type="checkbox"/>	<input type="checkbox"/>
If burglary attempts have been frequent, are you considering the installation of an alarm system? If not for all portions of the premises, for those with the greatest exposure to loss?	<input type="checkbox"/>	<input type="checkbox"/>
If burglary/vandalism losses have been occurring, have you considered the installation of additional exterior lighting and/or the operation of lighting beyond regular hours of occupancy? (Consult with police department on this.)	<input type="checkbox"/>	<input type="checkbox"/>
<i>People Safety</i>	Yes	No
Are floor and stairway surface coverings in such condition that no trip hazards are presented?	<input type="checkbox"/>	<input type="checkbox"/>
Are handrails secure and installed where required or useful?	<input type="checkbox"/>	<input type="checkbox"/>
Are stairways, building exits (inside and outside), and parking lot areas safely lit when available for use?	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors equipped with panic bars? (Check fire department for requirement or advice.)	<input type="checkbox"/>	<input type="checkbox"/>
Does any refuse, furniture, or equipment block or hinder egress through hallways to exit doors?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire escapes in safe and operable condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are parking area surfaces and walkways free of cracks and holes?	<input type="checkbox"/>	<input type="checkbox"/>
Is playground equipment safely installed and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is the bell tower secured from unauthorized access?	<input type="checkbox"/>	<input type="checkbox"/>