



CHURCH NAME HERE

Policy Title: Facility Inspections

Policy No. 14

Prepared By: CHURCH NAME HERE

Date:

Applies to: All Locations

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Definition

A facility inspection is a planned and organized process to identify and correct unsafe conditions that could lead to injuries, illnesses and/or property damage.

Policy

Facility inspections are considered to be an integral part of our safety management program. This will be a continuing safety activity to help maintain acceptable standards of control over ever changing physical conditions.

At a minimum, facility inspections will consist of a scheduled inspection using inspection checklists. Checklists help to guide the inspection through the facility or property, to serve as a reminder of what to look for and as a record of what has been covered. A comprehensive interior/exterior inspection is provided for creation of a church specific program.

Actions Required

1. Establish specific dates for Inspections to be conducted.
2. Determine who will complete the facility inspection(s) (i.e., Business Manager/Risk Manager, Supervisor, Safety Committee). Inspectors should have the following qualifications.
 - A. Knowledge of the facilities accident experience.
 - B. Familiarity with accident potentials and related safety standards.
 - C. Authority to make suggestions for corrective action(s).
 - D. Diplomacy in handling persons and situations.
 - E. Knowledge of facility operations.
3. Review all pertinent previous inspections for outstanding items to determine where failures in hazard control may exist.
4. Consider all changes in the working environment to include new facilities, processes, materials and equipment.
5. Whenever possible, speak to the staff in the area to gain their input.



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6. Correct anything under your control immediately or take temporary precautions when correction is delayed.
7. Promptly report conditions beyond your authority and suggest solutions.
8. Maintain the completed facility inspection report in file for at least five (5) years.
9. Ensure that the hazards found are reported and assigned for correction. Ensure that a timetable is established.

Documentation Required

- A. Copies of internal inspection report(s)
- B. Copies of external inspection report(s)
- C. Correspondence and timeline related to hazard correction.

Responsibilities and Accountabilities

The CHURCH NAME HERE believes that safety and health is an integral part of operations which makes compliance with this policy a responsibly at all levels. Organized safety programs require a teamwork approach as no person can do the job alone. Our teamwork approach means a proper division of responsibilities with everyone doing what is necessary for our policies and procedures to be effective and rewarding.

Church Self-Inspection Checklist

Name of Church:	
Address:	

Instructions:	Answer each item with YES, NO, or N/A (not applicable). Support all "NO" items in the "COMMENTS" section, and indicate the date when corrective action has been implemented.
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	YES	NO	N/A	FOLLOW UP
Walking/Driving Surfaces				
1. Are parking lots/sidewalks free of slip, trip and fall hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are stairs/ramps in good condition and provided with handrails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are snow/ice/leaf removal procedures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are water absorbent mats used at entrances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is exterior lighting adequate throughout premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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	YES	NO	N/A	FOLLOW UP
6. Are interior stairwells properly illuminated and equipped with handrails and non-slip treads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are interior floor surfaces in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are non-slip finishes/waxes used on floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are walk area free of appliance, lamp or phone cords?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are the edges of outdoor steps marked with white or bright yellow paint to increase step visibility at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Do the handrails extend the full length of the stairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is abrasive paint or non-skid tape used for outside steps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Have all potholes, uneven walkways or parking areas been patched to eliminate falling hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are doormats positioned properly at all entryways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Is double-faced tape used on the underside of all rugs and runners to prevent mat slippage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is stairway carpeting firmly attached to each step?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is snow removal equipment available (i.e., snow blower, shovel, ice pick, salt, de-icing solutions, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Are spills promptly wiped up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Are "Caution Wet Floor" signs used for freshly mopped areas or spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Is the bottom of all bathtubs/showers provided with a non-skid tape or abrasive surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Are all step and extension ladders in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Are extension ladders tied off to prevent slipping or held at the base by someone reliable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Are stairways kept free of clutter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Life Safety				
1. Exit doors equipped with illuminated exit signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are exit doors equipped with panic hardware?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are facilities equipped with emergency lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are doorways/halls/aisles free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have emergency preparedness procedures been implemented, including staff training and drills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are emergency phone numbers posted throughout?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are employees/volunteers trained in first aid/CPR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are facility inspected by the fire department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Homeless Shelters				
1. Does the number of beds meet state code for placement and air space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are doors/exits unblocked and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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3. Do bunk beds have guardrails and ladders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do cribs meet current safety standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are sink/shower hot/cold faucets clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are anti-scald procedures in place for hot water use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Do showers have non-skid floors and grab bars?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Youth Activities				
1. Is a child abuse prevention policy in effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are applicable personnel adequately screened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are alleged incidents properly documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are procedures in place for response to allegations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are activities adequately supervised by at least two competent adults?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is a youth disciplinary policy in effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are appropriate day care staff/child ratios used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are windows in all classroom doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are day care operations licensed by the state or local authority having jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation Safety				
1. Has a personal use policy been implemented for church vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has a business use policy for personal vehicles been implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are Certificates of Insurance obtained from drivers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are Motor Vehicle Reports obtained at least annually for all drivers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are vehicles maintained as per manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are pre-trip inspection procedures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are vehicles equipped with emergency equipment (e.g., extinguisher, fuses, reflectors, first aid kit)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are vehicles equipped with accident report forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is periodic driver safety training provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is a safety belt use policy in place for all passengers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Premises				
1. Are heating boilers and pressure vessels properly inspected, maintained and safely arranged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are furnaces/boilers located in separate rooms with fire resistive walls and ceilings and a self-closing fire door? Is the room free of combustible materials storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Has the electrical system been inspected by a qualified electrical contractor within the past year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are there adequate outlets for electrical service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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5. Are extension cords limited to temporary use only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is responsibility assigned for disconnection of all electrical appliances when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are all electrical appliances UL listed/grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is a lightning protection system (especially for steeples, spires and towers) in place and inspected annually by a qualified contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is cooking equipment protected by an automatic extinguishing system and fuel shut-off and inspected semi-annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is refrigeration equipment adequately maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are fire extinguishers properly located and inspected annually by a qualified contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are sprinklers, standpipes and hoses inspected and tested at least annually by a qualified contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are facilities equipped with heat/smoke detectors, which are inspected at least quarterly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Have facilities been inspected for lead/asbestos?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Have underground storage tanks been registered with the state and monitored for leakage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Are flammable (not latex) paints thinners, gasoline, and other products stored in a garage or shed? If they should be stored inside the church, are they kept in metal cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is the building kept free of accumulations of combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Is solvent, stain, or oil-soaked rags kept in closed metal containers and disposed of promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Security				
1. Are facilities inspected annually by the police department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are facilities protected by a UL listed burglar alarm system connected to a central station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is church property protected by measures for:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A) Key Control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B) Storage in buildings during modifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C) Protection of valuables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are facilities protected with exterior lighting and natural surveillance (e.g., trimmed trees, shrubs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are non-exit doors equipped with double cylinder deadlocks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are controls in place to protect computers, data processing equipment and software?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are church valuables photographed, documented and appraised with off site storage of records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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8. Are cash deposits handled in a timely and secure manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Have arrangements been made with the police department to conduct periodic nighttime surveillance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen Fire Safety				
1. Are all hoods, exhaust ducts and fans clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If grease filters are used in hoods are they in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is portable fire extinguishing equipment provided and is it in good order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are refrigeration equipment motors and coils clean with ventilation unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is all combustible material near cooking equipment and appliances properly spaced to avoid a fire hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is collection of and disposal of rubbish safety handled in a manner avoiding hazardous accumulations at any point?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are the cooking equipment, exhaust hood and duct protected by an automatic dry or wet chemical extinguishing system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Has the automatic extinguishing system been serviced within the last 6 months, as indicated by a current service tag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do all deep fat fryers have a manual reset excess temperature limit switch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are "Microwave in Use" warning signs provided where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are all electrical appliances grounded and wiring in good conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are all work areas clean, sanitary, and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water Front				
1. Are camp employees adequately screened and supervised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are swimming areas clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are state standards met for lifeguard/swimmer ratio?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are all lifeguards properly certified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are equipment and watercraft properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is the water front used only under supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are personal flotation devices required in watercraft?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Health And Safety				
1. Are camp medical personnel properly licensed? Are camp employees adequately screened and supervised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are arrangements confirmed with local medical and emergency response authorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the water supply tested on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is the sewage disposal system operating properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quarters				
1. Does the number of beds meet state code for placement and air space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are doors/exits unblocked and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the number of beds used for each event meet accepted counselor/camper ratio standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do bunk beds have guardrails and ladders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do cribs meet current safety standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are sink/shower hot/cold faucets clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are anti-scald procedures in place for hot water use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do showers have non-skid floors and grab bars?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating Equipment				
1. Is all heating equipment including chimneys, flue connectors, hot air ducts and parsonage heating appliances:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A) In good serviceable condition and well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B) Properly insulated and separated from all combustible material by a safe distance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C) Serviced by a qualified person within the past year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting And Electrical Equipment				
1. Has the electrical system been inspected by a competent electrical contractor recently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are alterations of electrical installations made only by a qualified electrician?"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. If any fuses or circuit breakers require frequent replacement or restoration, have these circuits been checked by a competent electrician for overloading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are all fixtures, outlets and extension cords in safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are extension cords used only for temporary situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are air conditioning units properly wired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Appliances				
1. Are kitchen range ventilating hoods, filters and ducts free of grease accumulation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are refrigerators, freezers, stoves, microwaves, washers and dryers properly wired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is manufacturer-recommended air space provided around all large appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are appliance exhaust systems properly vented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protection				
1. Are there a sufficient number of proper fire extinguishers provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have fire extinguishers been inspected or recharged within a period of one year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the date of inspection or recharge shown on a tag attached to each extinguisher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. IS UL listed automatic fire and smoke detection devices installed and operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are smoke detector batteries checked semi-annually where warranted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are spaces beneath stairs, in attics and basements free of combustible material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Liability Exposures				
1. Are all walkways and floor surfaces safe (free of holes, uneven surfaces, cracks, carpet tears, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are sidewalks kept free of snow and ice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are all steps in good repair and provided with handrails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Has the parsonage been inspected for asbestos, and proper safeguards taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnishing And Equipment				
1. Are all church-owned furnishings and equipment properly maintained and stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are mowers, snow blowers, hedge trimmers and combustibles safely stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are computer systems properly wired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contractual Agreements				
1. Are Certificates of Insurance obtained from contractors and reviewed for adequate limits and effective dates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are Certificates of Insurance obtained from outside users of conference facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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	YES	NO	N/A	FOLLOW UP
3. Do the conference and/or occupant maintain adequate property and liability insurance on the conference-owned parsonage and furnishings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the conference maintain adequate property and liability insurance on all conference owned, leased, or rented offices, vehicles, camps, or other facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is there a video or written inventory of all conference owned personal property stored off site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are all persons at the conference and district level with cash handling responsibilities bonded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:	<i>(Use additional sheets as necessary)</i>		
Completed By:		Date:	
Review By:		Date:	