

Appendix Attachment 2

DIOCESE SELF-INSPECTION

Person Completing Form: _____ Title: _____

Location: _____ Phone: _____

Address: _____ City/Town: _____

Description of Entity: **Church** **Office** **Group Home**
 Shelter **School** **Rectory** **Other**

| Church/City | Yes | No | Don't Know | Comments |
|--|-----|----|------------|----------|
| BUILDINGS | | | | |
| <i>Fire Protection:</i> | | | | |
| Is the local fire department familiar with your facility? | | | | |
| If you have a fire alarm system is it certified? | | | | |
| If you have a fire alarm system is it tested annually? | | | | |
| In battery operated fire alarm systems are the batteries tested and replaced on a routine basis? | | | | |
| Do you have an automatic sprinkler system? | | | | |
| If you have interior pipes for the sprinkler system, are they inspected regularly? | | | | |
| Are automatic sprinkler systems inspected by an outside vendor? | | | | |
| Are sprinkler heads protected by metal guards when exposed to physical damage? | | | | |
| Is 18" of clearance maintained below sprinkler heads? | | | | |
| Are portable fire extinguishers provided throughout the facilities? | | | | |
| Are fire extinguishers inspected monthly and noted on the attached tag? | | | | |
| Are employees instructed annually on the proper use of a fire extinguisher? | | | | |
| Are hood exhaust/filters cleaned regularly? | | | | |
| Are all hydrants accessible and unobstructed? | | | | |
| Are "No Smoking" policies enforced? | | | | |
| Are flammable liquids stored away from ignition sources, i.e. boiler rooms? | | | | |

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|---|-----|----|------------|----------|
| Are people at your location trained in the use of fire extinguishers? | | | | |
| Is kitchen maintained in a clean and safe manner? Floors Knives Fryers Appliances | | | | |
| Housekeeping: | | | | |
| Are all aisles clear? | | | | |
| Are all floors/steps clear of tripping/slipping hazards? | | | | |
| Are all floors in good condition? | | | | |
| Are suitable containers provided for waste materials and trash? | | | | |
| Are washing facilities clean? | | | | |
| Are floor openings properly guarded with handrails and midrails? | | | | |
| Are stairs in good physical condition? | | | | |
| Do all exits have signs? | | | | |
| Is emergency lighting provided throughout the facility? | | | | |
| Is emergency lighting operational? | | | | |
| Is emergency lighting trip tested monthly? | | | | |
| Is emergency lighting operated for ninety minutes annually? | | | | |
| Are all exits clear? | | | | |
| Are exiting doors able to be opened without the use of keys or special knowledge? | | | | |
| Is sacristy kept locked and tabernacle key secured? | | | | |
| Electrical: | | | | |
| Are extension cords inspected for frays or exposed wiring? | | | | |
| Are electrical boxes covered? | | | | |
| Do extension cords being used have a grounded conductor? | | | | |
| Are multiple plug adapters prohibited? | | | | |
| Is the taping of circuit breakers in the on/off position prohibited? | | | | |
| Is all electrical work conducted within the facility performed by a licensed electrician? | | | | |

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|--|-----|----|------------|----------|
| Are all disconnecting switches and circuit breakers labeled to indicate their use? | | | | |
| Are electrical enclosures such as switches, receptacles, etc. covered properly? | | | | |
| Building Integrity: | | | | |
| Are the regular inspections of the roofs for damage caused by weather conditions? | | | | |
| Are broken or damaged windows repaired in a timely manner? | | | | |
| Are items that could be stolen properly secured (PA system, tools, equipment, AV equipment)? | | | | |
| Are locks in proper working order? | | | | |
| Are locks properly used? | | | | |
| Do you limit access to your facility to prevent vandalism? | | | | |
| Do you use a snow rake to remove snow from roofs? | | | | |
| GROUNDS | | | | |
| Walkways | | | | |
| Are holes in sidewalks repaired properly, covered or otherwise made safe? | | | | |
| Are there procedures for prompt removal of snow and ice from walkways? | | | | |
| Are precautions taken during construction/repair to eliminate employee/visitor exposure? | | | | |
| Are curbs and steps properly marked to avoid trips and falls? | | | | |
| Are exterior stairs in good physical condition? | | | | |
| Are hand rails available and secure where needed? | | | | |
| Are walkways well lit? | | | | |
| Are areas that may be "high risk" for security well lit? | | | | |
| Are treads in good repair and of nonskid material? | | | | |
| Are ramps provided with nonskid surface and in good condition? | | | | |
| Parking Lots: | | | | |
| Are holes in parking lot repaired properly? | | | | |