



**ARCHDIOCESE OF LOS ANGELES
SAFETY SURVEY OF INTERIOR CONDITIONS AND OPERATIONS
SELF-INSPECTION CHECKLIST**

LOCATION: _____ DATE: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

INSPECTION CARRIED OUT BY: _____

	OK	Attention Required	N/A	Comments
Walking Surfaces				
Flooring in good condition, no obvious defects or obtruding objects				
Abrupt or obscure changes in floor level highlighted				
Floors not slippery				
Carpeting and mats not torn, buckled, etc.				
Non-slip wax used on slick surfaces (tile, marble, etc.)				
Stairways and Ramps				
Stairways and ramps have secure handrails where needed				
Stairs and ramps have good, non-slip footing				
No storage, obstruction or other impediments on stairways or ramps				
Exits				
Emergency exits properly marked and unobstructed				
No storage blocking hallways				
Exit doors unlocked to allow exiting whenever building is occupied				
Exit doors operate easily and open outward				
Decorations do not obstruct exit signs or exit ways				
Lighting and Electrical				
Adequate lighting levels maintained during business hours				
Stairways well lit				
Exit ways well lit				
Emergency lighting system operational				
Outlets and switches have protective faces and plates				
Light fixtures have covers, i.e., no bare bulbs				
At least a 3-foot clear area provided in front of all electrical panels				
Electrical work performed by licensed contractors only				

INTERIOR CONDITIONS AND OPERATIONS SELF-INSPECTION CHECKLIST

	OK	Attention Required	N/A	Comments
Fuses and circuit breakers tripping				
Slip/Trip and Fall Hazards				
Doormats provided during wet weather				
Bathroom and kitchen floors kept dry				
Caution "Wet Floors" signs available				
Responsibility assigned to clean up tracked-in water, spills				
No visible plumbing leaks which may result in a slip-and-fall hazard				
Electrical cords do not pass across walkways extension cords, cords for projectors, organ power supply, etc. without protective covering				
General Maintenance				
Furniture in good condition and stored on property with no danger of falling				
Heating or boiler systems maintained on regularly scheduled basis? If yes, is maintenance log up to date?				
Air conditioning or cooling systems maintained on regularly scheduled basis? If yes, is maintenance log up to date?				
Boiler certificates posted				
Fire extinguishers serviced, at least annually, by an accredited company				
Interior paint in good condition				
Any signs of water leakage or damage				
Floor drains clear?				
Building sprinklered? If yes is the supply valve open?				
Building, repair and maintenance contractors' certificates of insurance and additional insured endorsements on file				
Current proof of coverage on file				
Special Hazards				
No "glowing element" type portable, electric space heaters used				
Candles checked several times a day				
Votive candles secured in a non-combustible stand with no combustible materials above or below				
Extension cords not used as a substitute for permanent wiring				
Large decorations are non-flammable or flame-retardant treated (Christmas trees included)				
Storage of flammable and combustible liquids minimized and removed from sources of ignition in a well-ventilated area				

INTERIOR CONDITIONS AND OPERATIONS SELF-INSPECTION CHECKLIST

	OK	Attention Required	N/A	Comments
"No Smoking" signs posted and enforced				
Oily rags disposed by themselves in covered metal container				
Housekeeping				
Storage areas neatly arranged and free of rubbish?				
No combustible materials stored in boiler or furnace rooms, near other sources of ignition				
Emergency Planning				
Emergency telephone numbers posted near all telephones				
Responsibility for first aid assigned				
Staff briefed on what to do in case of an emergency (fire, earthquake, civil disturbance, etc.				
Well marked, properly mounted fire extinguishers available for use				
Staff trained in proper use of fire extinguishers				
Locations of main electric, water and gas shut-offs are identified, with user instructions available and accessible				
Procedure understood and responsibility assigned for reporting incidents to the Insurance Administrator				
Emergency Plan is operational.				
Kitchen (If Applicable)				
Does stove have a vented hood?				
Are grease traps, hoods, and ducts clean? Provide date of last cleaning				
Is a self-contained extinguisher of the appropriate type in the immediate cooking area? If yes, provide date of last service				
Floor mats provided near sink and dishwashers to help prevent slips				
Refrigerator functions properly is able to maintain temperatures below 40°F				
Security				
Buildings patrolled to assure all have vacated after events				
Doors and windows checked to assure they are locked at night				
Outside lighting kept on at night				
Vacant buildings checked daily				
Audiovisual equipment and other theft target items stored in a secure area, out-of-sight				
Volunteers do not provide security services				
Security companies provide certificates of insurance and additional insured				

INTERIOR CONDITIONS AND OPERATIONS SELF-INSPECTION CHECKLIST

	OK	Attention Required	N/A	Comments
endorsements				
Are armed guards used? Please comment				
Office Working Areas				
Desk or filing cabinet drawers closed promptly after use				
Defective electrical cords repaired or replaced immediately				
Electrical sockets overloaded or multi-outlet additions used?				
Materials on top of lockers, filing cabinets shelves placed in such a manner that materials will not fall off				
Floor areas free of pencils, paper clips, waste papers, etc.				
Obstacles in or around desks or cubicles which would inhibit passage				
Staff properly trained to operate office machines				
Repairs to office machines made by qualified personnel				
Staff who open or service copy machines to unjam them, trained to avoid electrical hazards or exposure to hot surfaces				
Employees use portable heaters/fans only with managerial approval. Heaters/fans placed in a safe location				
Filing cabinets and bookcases on firm bases or attached to wall fittings to prevent tipping				
Employees taught to load bottom drawers of filing cabinets first and only open one drawer at a time				
Furniture or equipment provided to accommodate employees' limitations				
Window shades functional to limit glare and heat				

Signature of Person Completing Survey: _____