

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

**LOCATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**INSPECTION CARRIED OUT BY:** \_\_\_\_\_

	Satisfactory	Attention Required	Not Applicable	Comments
<b>SIDEWALKS INCLUDING PUBLIC SIDEWALKS AND WALKWAYS</b>				
Unobstructed				
Even surfaces, no holes, no large cracks, good condition, etc.				
Curb cuts, if present, kept clear of debris				
Abrupt or obscure changes in walkway elevation highlighted				
<b>PARKING LOTS</b>				
Surface in good condition with no obstruction, no potholes, no large Cracks				
No extraordinary oil or grease build up				
Speed bumps well marked, visible in the dark				
Parking space bumpers well marked, visible in the dark				
Disabled parking spaces clearly marked and used only by authorized vehicles				
<b>LANDSCAPING</b>				
Vegetation does not obstruct walkway, stairways, etc.				
No low hanging tree branches that could strike pedestrians or vehicles				



	Satisfactory	Attention Required	Not Applicable	Comments
Tree trimming done to prevent branch splitting				
Sprinklers not too close to walkways and do not pose tripping hazards				
Tree roots do not lift up walkways				
Vegetation cleared to reduce fire hazard				
<b>BUILDING APPROACHES AND ENTRANCES</b>				
Stairways and ramps have secure handrails as needed				
Stairs and ramps provide good, non-slip footing				
No obstruction or obvious defects in stairs or ramps				
Landings and porches have guardrails where needed				
Doormats used as necessary in wet weather				
Leaves, debris, etc. regularly removed from walking surfaces				
Responsibility assigned for ice or snow removal as necessary				
<b>LIGHTING AND ELECTRICAL</b>				
Parking lots used at night well lit				
Walkway and building approaches well lit				
Stairways well lit				
Responsibility assigned to assure lights are on at night during events				
Exterior electrical equipment rated for outdoor use				



<b>AUDIO-VISUAL EQUIPMENT</b>				
	<b>Satisfactory</b>	<b>Attention Required</b>	<b>Not Applicable</b>	<b>Comments</b>
Security cameras properly installed with appropriate warning signs				
Audio-visual equipment securely installed (cameras, microphones, amplifiers, mixers, speakers, etc.)				
Cables and wiring for microphones, speakers, cameras and related equipment taped down or otherwise secured to avoid tripping or other hazards				
Booms, arms, stands, racks securely placed to avoid tipping or tilting				
Canopies, tents, umbrellas covering equipment secured with weights and/or staked into the ground				

<b>GENERAL MAINTENANCE</b>				
Exterior paint (note condition)				
Roof (check for leaks, loose tiles, etc.)				
Walls (check for leaks, cracks, etc.)				
Doors, fences and gates (check locks, hinges, closing mechanisms)				
Outdoor furniture (note condition)				
No unnecessary combustible material or debris stored near or under buildings				
Gutters, downspouts and area drains cleaned of leaves and other debris and in good working order				
Windows not cracked or broken				
Screens (note condition)				



	Satisfactory	Attention Required	Not Applicable	Comments
<b>SPECIAL HAZARDS</b>				
Areas under construction or repair are fenced or barricaded and flashing warning lights used as necessary				
Gas meters, propane tanks, gasoline pumps, etc., provided with barriers to prevent damage by vehicles				
<b>VOLUNTEER SAFETY</b>				
Work only under supervision of appropriately trained location staff or hired licensed professionals				
No heavy lifting or work at heights in excess of 5 feet				
No heavy maintenance or construction work				
No installation or repair of electrical wiring or plumbing				
No live tree trimming or roof repairs				
<b>STAFF SAFETY</b>				
Staff trained regarding safe lifting techniques				
Mechanical lifting and moving aids (dollies, hand trucks, etc.) provided as necessary				
Ladders provided as necessary and staff trained regarding proper inspection and use				
Provisions made for first aid				
Staff trained in techniques to prevent falls from elevated work surfaces				
Employees required to wear safety glasses when operating hand and power tools				
Workshop equipment in good condition, guards in place, instructions given on proper use				
Staff instructed regarding safe and proper use of chemicals				



	Satisfactory	Attention Required	Not Applicable	Comments
<b>STAFF SAFETY</b>				
Staff instructed regarding safe and proper use of electrical equipment				
Staff required to wear seat belts in all vehicles				
<b>PLAYGROUND EQUIPMENT</b>				
Sufficient space provided around equipment to prevent users from striking structures, walkways, other equipment, etc.				
Adequate cushioning material (sand, bark, foam padding, etc.) positioned under and around equipment				
No playground equipment placed over or near asphalt or concrete surfaces				
All equipment structurally stable, securely anchored and anchors covered with cushioning material				
All equipment free of sharp edges, exposed bolts, screws, etc.				
Playground areas inspected daily for broken glass, foreign objects, etc.				
Playground equipment inspected daily for common defects and maintained on a scheduled basis				
Ladder rungs in good condition				
No small diameter (five to ten inch) exercise rings				
MS hooks used to support chains in good condition and fully closed				
No heavy, hard swing seats				
Swing seats and chains in good condition				
No see-saws or glider type swings				
Is any equipment over 8 feet in height? If so please comment				

**Signature of Person Completing Survey:** \_\_\_\_\_

**Date:** \_\_\_\_\_

