

**Diocese of Monterey
Survey of Exterior Conditions and Operations
Self-Inspection Checklist**

Parish: _____ Date: _____

Address: _____ Performed By: (Print) _____

City State Zip _____ Phone: _____

	SAT	UNSAT	N/A	COMMENTS
1. Sidewalks (Including Public Sidewalks and Walkways):				
• Unobstructed;				
• Even surfaces, no holes, good condition, etc.;				
• Abrupt or obscure changes in walkway elevation highlighted.				
2. Parking Lots:				
• Surface in good condition with no obstructions, no potholes;				
• No extraordinary grease buildup;				
• Speed bumps well marked, can be "seen" at night.				
3. Landscaping:				
• Vegetation does not obstruct walkways, stairways, etc.				
• No low hanging tree branches that could strike pedestrians;				
• Sprinklers not too close to walkways and do not pose tripping hazards;.				
• Tree roots not up-lifting walkways.				
4. Building Approaches and Entrances:				
• All stairways and ramps have secure, full length handrails;				
• Stairs and ramps provide good, non-slip footing;				
• No obstruction or obvious defects in stairs or ramps;				
• Landings and porches have guardrails;				
• Doormats used as necessary in wet weather;				
• Leaves, debris, etc. regularly removed from walking surfaces;				
• Responsibility assigned for ice and snow removal as necessary				
5. Lighting and Electrical:				
• Parking lots used at night are well lighted;				
• Walkway and building approaches are well lighted;				
• Stairways are well lighted;				
• Responsibility assigned assuring lights are on at night during events;				
• Exterior electrical equipment rated for outdoor use.				

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5. Lighting and Electrical:				
• Parking lots used at night are well lighted;				
• Walkway and building approaches are well lighted;				
• Stairways are well lighted;				
• Responsibility assigned assuring lights are on at night during events;				
• Exterior electrical equipment rated for outdoor use.				
6. General Maintenance:				
• Condition of exterior paint;				
• Fences and gates in good repair;				
• Benches and tables in good condition;				
• No unnecessary combustible materials or debris stored near or under buildings;				
• Gutters, downspouts and area drains cleaned of leaves and other debris and are in good working order;				
• Windows not cracked or broken.				
• Water pipes subject to freezing winterized, as necessary.				
7. Special Hazards:				
• 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 barrier to prevent damage by vehicles.				
8. Volunteer Safety:				
• Volunteers do not perform heavy lifting or work at heights in excess of 5 feet;				
• Volunteers do not perform heavy maintenance or construction work;				
• Volunteers do not perform tree trimming or roof repair.				
9. Employee Safety:				
• Staff has been 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;				

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9. Employee Safety (cont'd)				
• Workshop equipment in good condition, guards in place, instructions given on proper use;				
• Employees instructed regarding safe and proper use of chemicals;				
• Employees instructed regarding defensive driving techniques;				
• Employees always wear seat belts in all vehicles.				
10. Playground Equipment:				
• No playground equipment placed over or near asphalt or concrete surfaces.				
• Plenty of space with cushioning material is provided around all pieces of equipment so that persons using or jumping or falling from the equipment will not strike structures, walkways, other equipment, etc.				
• Adequate cushioning material (sand, bark, foam padding, etc.) positioned under and well around all equipment.				
• Concrete equipment anchors well covered with cushioning material;				
• All equipment structurally stable and securely anchored;				
• Is there any equipment over 8 feet in height? If so, please comment;				
• 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;				
• "S" hooks used to support chains are in good condition and fully closed;				
• No heavy, hard swing seats;				
• Swing seats and chains in good condition:				
• No seesaws or glider type swings.				

Signature of Person Performing this Self-Inspection

Date

Print Name