

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

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Please Complete a Separate Form for Each Building:

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| <input type="checkbox"/> Church<br><input type="checkbox"/> School<br><input type="checkbox"/> Hall<br><input type="checkbox"/> Multi-Purpose Building | <input type="checkbox"/> Rectory<br><input type="checkbox"/> Convent<br><input type="checkbox"/> Other |
|--|--|

Parish: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Performed By: (Print) \_\_\_\_\_

City State Zip \_\_\_\_\_ Phone: \_\_\_\_\_

	SAT	UNSAT	N/A	COMMENTS
<b>1. Walking Surfaces:</b>				
• Flooring in good condition, no obvious defects or foreign objects.				
• Abrupt or obscure changes in floor level highlighted.				
• Floors are not slippery.				
• Carpeting and mats are not torn, buckled, etc.				
<b>2. Stairways and Ramps:</b>				
• All stairways and ramps have secure full length handrails.				
• Stairs and ramps have good, non-slip footing.				
• No storage, obstruction or obvious defects in stairways or ramps.				
<b>3. Exits:</b>				
• All emergency exits properly marked and unobstructed.				
• No storage in hallways.				
• All exit doors unlocked to allow exiting whenever building is occupied.				
• Exit doors operate easily and open outward.				
• Decorations do not obstruct exit signs or exitways.				
<b>4. Lighting and Electrical:</b>				
• Adequate lighting levels maintained whenever building is open.				
• Stairways well lighted.				
• Exitways well lighted.				
• Emergency lighting system operational.				
• All light fixtures have cover, i.e. no bare bulbs.				
• At least a 3 foot clear area provided in front of all electrical panels.				

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Page 2

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<b>5. Slip/Trip and Fall Hazards:</b>				
• Responsibility assigned to clean up tracked-in water, spills, etc.				
• "Caution-Wet Floors" signs available				
• No 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.)				
• Bathroom floors kept dry.				
<b>6. General Maintenance:</b>				
• Tables and chairs in good condition and stored properly with no danger in falling.				
<b>7. Special Hazards:</b>				
• No "glowing element" type portable, electric space heaters used.				
• Large decorations are non-flammable or flame-retardant treated (Christmas trees included).				
• "No Smoking" signs posted and enforced in storage areas.				
<b>8. Housekeeping:</b>				
• No combustible materials stored in boiler or furnace rooms or near other sources of ignition.				
• Stairways well lighted.				
<b>9. Emergency Planning:</b>				
• Emergency telephone numbers posted near all telephones.				
• Responsibility for first aid assigned.				
• All staff has been briefed on what to do in case of an emergency (fire, earthquake, civil disturbance, etc.)				
• Well-marked, properly mounted fire extinguishers are available for use.				
• Do you know where the main electric, water and gas shut-offs are and how to use them, and are they identified and accessible?				
• Emergency Plan is operational.				
<b>10. Kitchen (if applicable)</b>				
• Does the stove have a vented hood?				
• Are grease traps, hoods and ducts clean? Date of last cleaning:				
• Is there a self-contained extinguisher of the appropriate type in the immediate cooking area? If so, has it been serviced within the last year?				

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Page 3

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<b>10. Kitchen (continued)</b>				
• Is there at least one fire extinguisher of the appropriate type in the immediate cooking area?				
• Floor mats provided near sink and dishwasher to help prevent slips.				
• Does the refrigerator function properly, and is it maintained below 40° F				
<b>11. Security</b>				
• 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 targeted items stored in a secure area, out-of-sight.				
• Volunteers do not provide security services.				
• Security companies provide certificates of insurance and additional insured endorsements.				
• Are armed guards used? Please comment.				

\_\_\_\_\_  
Signature of Person Performing this Self-Inspection

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name