

This survey form is intended to provide only a general review of loss control approaches. The recommendations must be tailored to individual circumstances and, where appropriate, an expert should be consulted for specific information.

SELF-INSPECTION FOR CHURCH FACILITIES

Name of Facility _____ Date _____
 Address _____ ALASKA CONFERENCE
 Membership (size) _____ Seating Capacity _____
 Person(s) making survey _____ Title _____
 Person _____ Title _____

QUESTIONS ARE SO WORDED THAT A NEGATIVE ANSWER WILL INDICATE AN UNSATISFACTORY CONDITION.

EXIT FACILITIES

	YES	NO
1. Does every floor or story for 10 or more occupants have two separate and remotely located exits?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does every room, gallery, balcony, tier or other space meet the following exit requirements? a) 50-299 persons not less than two exits b) 300-999 persons not less than three exits c) 1,000 or more persons not less than four exits	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Are exits and doorways to exits so located that the maximum distance from any point in a floor area, room or space to an exit doorway, measured along the line of travel, does not exceed 150 feet? EXCEPTION: Travel distance to an exit may not exceed 200 feet if the facility is fully protected by an approved automatic sprinkler system.	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all exits, fire escapes and ramps maintained in safe and usable condition and free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are doorways to exits and exit discharges marked with functioning illuminated exit signs?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are all exit doors in rooms holding 50 or more: a) hinged to open outward? b) easily operated? c) equipped with locking hardware in good condition? d) free of padlocks, chains, slide bolts, etc., on the inside of the doors?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. Are handrails provided on all stairs, landings, steps, etc., over 21 inches above or below grade?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all exits so arranged that access to the exit is not through other rooms?	<input type="checkbox"/>	<input type="checkbox"/>

HEATING EQUIPMENT	YES	NO
9. Is a self-closing fire door provided at the opening into the furnace room? Is this door locked at all times?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
10. Is heating equipment (including flues and pipes): a) properly insulated from combustibile materials? b) cleaned and serviced yearly by a licensed heating contractor? (month: _____ year: _____) c) properly vented? d) separated from the rest of the building by fire-resistive construction, including the ceiling?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11. Are all automatic limit controls required on heating equipment, including duct systems, breeching, etc., provided?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are electrical, heating and air conditioning rooms: a) free of combustibile storage? b) free of flammable liquid storage? c) locked? d) provided with a proper fire extinguisher?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
KITCHEN		
13. Is the range installed at a safe distance from combustibile material? Is the floor below the range protected?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
14. Is there a hood above the range and is it equipped with an exhaust duct to the outside?	<input type="checkbox"/>	<input type="checkbox"/>
15. Does the hood and duct have adequate clearance from combustibile materials?	<input type="checkbox"/>	<input type="checkbox"/>
16. Is a fire extinguisher of the proper type provided and is it in good order?	<input type="checkbox"/>	<input type="checkbox"/>
17. Are exhaust systems for cooking equipment, including hoods, grease removal devices, fan, ducts and other appurtenances cleaned at frequent intervals to remove grease and oily sludge?	<input type="checkbox"/>	<input type="checkbox"/>
18. Is commercial cooking equipment provided with an approved fire suppression system in vent hood and over cooking surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
19. When the fire suppression system is activated, does it shut off the source of power (electricity, gas, etc) to the equipment beneath the hood?	<input type="checkbox"/>	<input type="checkbox"/>
20. If the fire suppression system is activated, is it inspected and recharged before the equipment beneath the hood is put back into service?	<input type="checkbox"/>	<input type="checkbox"/>
21. Is the fire suppression system inspected and checked bi-annually?	<input type="checkbox"/>	<input type="checkbox"/>

LIGHTING AND ELECTRICAL EQUIPMENT	YES	NO
22. Do fuse boxes contain only proper sized fuses? (14 gauge wiring - 15 amp; 12 gauge wiring - 20 amp; 10 gauge wiring - 30 amp)	<input type="checkbox"/>	<input type="checkbox"/>
23. Are all alterations of electrical wiring systems made only by a qualified electrician?	<input type="checkbox"/>	<input type="checkbox"/>
24. Does all electric wiring installed within or in connection with organs comply with the provisions of appropriate local code?	<input type="checkbox"/>	<input type="checkbox"/>
25. Is all exposed wiring permanently installed in conduit, not draped over pipes, nails, equipment or pulled through wall openings?	<input type="checkbox"/>	<input type="checkbox"/>
26. If extension cords must be used, is the wire of sufficient size to carry the load safely? Remember that extension cords are for temporary use only.	<input type="checkbox"/>	<input type="checkbox"/>
27. Are all electrical panels and junction boxes covered? Is there a minimum of 3 feet clearance in front of all electrical panels?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
28. Are outdoor electrical receptacles as well as those in bathrooms and above counter tops within six feet of sinks Ground-Fault Circuit-Interrupter (GCFI) protected?	<input type="checkbox"/>	<input type="checkbox"/>
FIRE PROTECTION	YES	NO
29. Are sufficient numbers and proper types of fire extinguishers provided on each story so that not more than 75 feet travel is required to reach nearest extinguisher?	<input type="checkbox"/>	<input type="checkbox"/>
30. Have fire extinguishers been serviced within a period of one year? Is date of inspection or recharge shown on tag attached to each extinguisher? Date inspected:_____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
31. Where automatic sprinklers are installed, have they been properly maintained and inspected?	<input type="checkbox"/>	<input type="checkbox"/>
32. Have soda-acid extinguishers been replaced with other suitable extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>
33. Is the local fire department phone number prominently displayed on all phones?	<input type="checkbox"/>	<input type="checkbox"/>
34. Has the local fire department inspected the premises? (month_____/year_____)	<input type="checkbox"/>	<input type="checkbox"/>
35. If your building has a capacity of more than 300 persons, does a manually-operated fire alarm exist?	<input type="checkbox"/>	<input type="checkbox"/>
36. Are smoke or heat detectors provided in all areas of the church including boiler rooms and janitor closets?	<input type="checkbox"/>	<input type="checkbox"/>
37. Are smoke or heat detectors connected to a central alarm?	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL	YES	NO
38. Is broken glass replaced immediately?	<input type="checkbox"/>	<input type="checkbox"/>
39. Are janitor/storage and supply rooms neat, orderly and free of all unnecessary items, e.g. oily rags, mops, etc?	<input type="checkbox"/>	<input type="checkbox"/>
40. Is the property clear of abandoned vehicles or equipment?	<input type="checkbox"/>	<input type="checkbox"/>
41. Are all areas free of protruding pipes or other obstacles that may be a trip-hazard?	<input type="checkbox"/>	<input type="checkbox"/>
42. Is there adequate outside lighting?	<input type="checkbox"/>	<input type="checkbox"/>
43. Does the baptistry include:		
a) handrails at all points of access or egress?	<input type="checkbox"/>	<input type="checkbox"/>
b) non-skid steps on good repair?	<input type="checkbox"/>	<input type="checkbox"/>
c) non-skid strips on the bottom of tank?	<input type="checkbox"/>	<input type="checkbox"/>
d) a microphone which cannot be touched by anyone in the baptistry?	<input type="checkbox"/>	<input type="checkbox"/>
e) a water heating device equipped with automatic low-water shut-off?	<input type="checkbox"/>	<input type="checkbox"/>
44. Are all pews securely fastened and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
45. Is all carpeting free of wrinkles and separations that could cause tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
46. Are tile floors free of chips, holes and missing pieces?	<input type="checkbox"/>	<input type="checkbox"/>
47. Is valuable equipment (audio-visual, computers, etc) stored in a locked area and out of sight when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
48. Are all drapes and curtains flame-proofed and properly marked as such?	<input type="checkbox"/>	<input type="checkbox"/>
49. Is there a burglar alarm system?	<input type="checkbox"/>	<input type="checkbox"/>
50. Is the burglar alarm system connected to a central alarm?	<input type="checkbox"/>	<input type="checkbox"/>
51. Are all water heaters:		
a) equipped with a temperature and pressure relief valve?	<input type="checkbox"/>	<input type="checkbox"/>
b) in an area free of combustible storage?	<input type="checkbox"/>	<input type="checkbox"/>
52. Are drive belts and pulleys guarded to prevent personal injury?	<input type="checkbox"/>	<input type="checkbox"/>
53. Are all flammable paints:		
a) kept to a minimum?	<input type="checkbox"/>	<input type="checkbox"/>
b) stored in sealed metal containers?	<input type="checkbox"/>	<input type="checkbox"/>
c) stored outside the building or in a vented metal cabinet?	<input type="checkbox"/>	<input type="checkbox"/>
d) in a locked cabinet?	<input type="checkbox"/>	<input type="checkbox"/>
54. Are all gasoline and other flammable liquids:		
a) stored in UL approved safety cans?	<input type="checkbox"/>	<input type="checkbox"/>
b) stored outside the building or in a vented metal cabinet?	<input type="checkbox"/>	<input type="checkbox"/>
c) in a locked cabinet?	<input type="checkbox"/>	<input type="checkbox"/>
55. Do stairs have anti-slip surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
56. Are handrails securely fastened?	<input type="checkbox"/>	<input type="checkbox"/>
57. Are full-length glass doors and windows clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>

58. Are spaces beneath stairs free from accumulation of combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>
59. Are railings for balconies:		
a) no less than 26" high immediately in front of rows of seats?	<input type="checkbox"/>	<input type="checkbox"/>
b) no less than 36" high for the full width of a sloping aisle?	<input type="checkbox"/>	<input type="checkbox"/>
c) no less than 42" high for the width of the aisle where steps occur?	<input type="checkbox"/>	<input type="checkbox"/>
VEHICLE		
	YES	NO
60. Does the church have a regular vehicle maintenance program that includes periodic inspections of:		
a) brakes	<input type="checkbox"/>	<input type="checkbox"/>
b) tires	<input type="checkbox"/>	<input type="checkbox"/>
c) head lights	<input type="checkbox"/>	<input type="checkbox"/>
d) stop lights	<input type="checkbox"/>	<input type="checkbox"/>
e) turn signals	<input type="checkbox"/>	<input type="checkbox"/>
f) emergency lights	<input type="checkbox"/>	<input type="checkbox"/>
g) wipers	<input type="checkbox"/>	<input type="checkbox"/>
h) horn	<input type="checkbox"/>	<input type="checkbox"/>
i) rear-vision equipment	<input type="checkbox"/>	<input type="checkbox"/>
j) rear door operation and buzzer (bus)	<input type="checkbox"/>	<input type="checkbox"/>
k) emergency exits	<input type="checkbox"/>	<input type="checkbox"/>
l) emergency equipment	<input type="checkbox"/>	<input type="checkbox"/>
m) fire extinguishing equipment	<input type="checkbox"/>	<input type="checkbox"/>
n) first-aid equipment	<input type="checkbox"/>	<input type="checkbox"/>
61. Are maintenance records kept on file?	<input type="checkbox"/>	<input type="checkbox"/>
62. Are all DOT (Department of Transportation) state and local inspection guidelines followed?	<input type="checkbox"/>	<input type="checkbox"/>