

# CHECKLIST | BUILDING SAFETY

Presented by ChurchInsure

Date:

Review conducted by:

Area:

Over the years, it is natural for a building to suffer from deterioration and aging processes. However, these defects should not be overlooked; if left untreated, such structural flaws could lead to an increased likelihood of damage in the case of a natural disaster (earthquake, flood, tornado, etc.) or fatal accident (fire, chemical spill, gas leak, etc.). In addition, a lack of attention to a building's structural stability places both the building owner and occupants' safety at risk. That being said, it is vital to be aware of the overall condition of your building. To ensure your building's safety, reputation and overall performance, take a look at the following structural checklist:

BUILDING EXTERIOR	YES	NO	N/A
Is the building's address/identification clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all exterior lighting fixtures functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all sides of the building have access to emergency equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the exterior walls clear of cracks or other damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all windows clear of cracks or broken panes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all paved surfaces been inspected and repaired (if necessary)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all available stairs, landings and handrails in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all sewer clean-out caps properly placed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do entrance doors close at a proper speed to avoid finger hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the roof have any debris, drainage or physical damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the roof appear to be suffering from structural deformation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the roof shingles in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all gutters, vents, drains, skylights, etc. in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building have a documented, annual inspection protocol in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUILDING INTERIOR: ELECTRIC, HEATING AND AIR CONDITIONING	YES	NO	N/A
Have all electrical panels been secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all electrical circuits and switches in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building have a lockout procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed commercial property and casualty representative at Anchor Insurance Agencies or legal counsel to address possible compliance requirements. © 2018 Zywave, Inc. All rights reserved.*

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Are all thermostats in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all vents, units and filters clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the furnace/boiler rooms kept locked and free from any combustible storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does staff receive reminders to keep combustibles away from heaters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any pipes leaking or in need of repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any electrical supply damaged or in need of repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>BUILDING INTERIOR: PLUMBING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are there any leaks in exposed pipes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any signs of corrosion on any pipes (green stains near shut-off valves)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the water pressure in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the drainage speed in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the toilets flush properly or contain all necessary parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the burner chamber of the water heater function correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the caulking need to be replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any mildew in areas where water may stand for longer periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any cracks on the toilets or sinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all the faucets in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>BUILDING INTERIOR: SPRINKLER SYSTEM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Does the building have an automatic sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the sprinkler system have an accessible control valve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the sprinkler system tested on a quarterly basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUILDING INTERIOR: FIRE PREVENTION SYSTEM	YES	NO	N/A
Does the building have a fire detection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire detection system protect the entire building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire detection system provide a proper alarm signal within the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire detection system tested on a monthly basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building provide portable fire extinguishers? Are they in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IN CASE OF EMERGENCY:	YES	NO	N/A
Are all exits and travel paths easily accessible/identifiable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all exits unlocked and operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all emergency lights functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency lights and systems tested periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate evacuation plans displayed throughout the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Source: U.S. Department of Transportation