

# KINGDOM HALL AND PROPERTY INSPECTION WORK SHEET

Cong. Name ..... City..... State ..... Cong. No. ....

Kingdom Hall Address .....

This work sheet is not a complete list of items requiring inspection of the Kingdom Hall and property, but an example of what should be included. The *Safety Inspection Work Sheet* (T-34) completed by the congregation(s) should be referenced during the inspection. Use additional sheets as necessary.

## The Building:

- 1. Check roof and roof support structure for loose shingles, sheeting, and any damaged and deteriorating materials. Check that gutters and drains are securely in place, clean, and operating properly to take water away from the building. Ensure that all past leaks, if any, were checked and completely repaired.
- 2. Check soffits for needed repairs.
- 3. Check exterior of building for loose mortar, cracks in the masonry or plaster, siding, or peeling of paint and weathering of stain.
- 4. Check all areas for termites or carpenter ants where wood is used. Pay special attention to areas that are normally hidden from view.
- 5. Check doors, hinges, door closers and hardware, and locks to ensure their proper adjustment, repair, and lubrication. Exits should be unobstructed and marked with properly illuminated signs. Exit doors should operate easily. Test emergency lighting system.
- 6. Check windows, if any. They should allow no moisture into building. All mechanisms should work properly. Give special attention to locking devices. No glass should be cracked or broken; no screens should be torn. Check Kingdom Hall sign and sign displaying meeting times.
- 7. Check basement or crawl space for dampness or musty odor, signs of water intrusion or flooding, or cracks.

## The Finishes:

- 1. Check all painted surfaces to ensure they are clean and in a good state of repair.
- 2. Check wall coverings. They should not be damaged, discolored, or peeling.
- 3. Check to see that floor coverings are clean and presentable.

## Heating/Ventilating:

- 1. Check HVAC system to make sure it is in good working order and maintained per manufacturer's instructions. Cooling coils and drain pans should be clean and free of standing water. Filters should be cleaned/replaced regularly. If a programmable thermostat is used, check the settings.
- 2. Check to see that Kingdom Hall HVAC system is set to run periodically, if in a high humidity area, even when hall is unoccupied.

## Electrical:

- 1. Check all lighting fixtures to ensure their proper maintenance, operation, and cleanliness.
- 2. Check all switches and receptacles to ensure they are safe and operating properly. Check the fuse/breaker box for safe operation and proper size fuses/breakers.

## Plumbing:

- 1. Check that valves, faucets, and drains do not leak or drip.
- 2. Check toilets/urinals and sinks to ensure their proper operation.
- 3. Check that sewer/septic system is free of any operating problems.
- 4. Check to ensure that drinking fountain is in good working order.

## The Site:

- 1. Check that bushes, trees, and lawn are presentable and maintained so as to prevent excessive moisture.
- 2. Check lawn sprinkler system, if any. It should be located so as not to spray onto building itself.
- 3. Check to make sure grading allows proper drainage away from building.

## NOTES:

Date of inspection ..... Signature of brother who performed inspection .....