

# SAFETY INSPECTION WORK SHEET

\_\_\_\_\_  
(Titleholding congregation name)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Province or state)

\_\_\_\_\_  
(Congregation number)

List below the names of all other congregations using this Kingdom Hall:

A competent brother (or brothers) should conduct a physical inspection of congregation property each September. This includes any apartments on Kingdom Hall property or any other property the congregation may own, such as accommodations for a traveling overseer. When two or more congregations share the Kingdom Hall, the **Kingdom Hall Operating Committee** should select the brother(s). If there is a deficiency in any of the items on this list, the item should not be checked off and the specific problem should be noted on page 2 of this form. After the inspection, the inspecting brother(s) should sign the form and return it to the body of elders (or operating committee) so that they may give prompt attention to any problems. Once the item is corrected, they should note on page 2 the action taken, check off the item involved, then date and sign the form in the space provided. The operating committee, Regional Building Committee, and bodies of elders of congregations sharing the Kingdom Hall should receive a copy of the completed work sheet. **Please DO NOT send this form to the branch office.**

## **FIRE SAFETY**

- Fire extinguishers are located at all exits and all other places required by law and tagged with annual proof of service.
- Any fire hoses or sprinkler systems have been checked and are in good condition.
- Any smoke alarms or emergency lighting systems have been tested and are fully functional.
- Any apartment kitchens have smoke detectors. Ovens, hoods, ducts, and filters have been cleaned of grease and dirt.
- All appliance and extension cords are in good condition.
- A valid Certificate of Occupancy and a Place of Public Assembly Permit (if required) are posted.
- All exits are unobstructed and marked with properly illuminated signs.
- Any emergency lighting has been tested and found to be working.
- All exit doors are easily operated with panic hardware (if required) that is never overridden when the building is occupied.
- No combustible materials, including gas-powered tools or equipment, are stored in electrical/HVAC areas or in the attic.
- All storage areas are orderly and free of debris and clutter.
- Flammable paints or liquids are kept to a minimum in sealed metal containers; no flammable cleaning fluids are used.
- Any heating flues are properly isolated from combustible materials and regularly serviced by a competent professional.
- Any boiler or hot-water heater has been inspected, by a licensed inspector if legally required, and found to be safe.
- Electrical system has been checked by a qualified electrician within the past five years for inadequate repairs/alterations, exposed wires, and so forth. (Date of inspection: \_\_\_\_\_)

## **SLIP/TRIP AND FALL PREVENTION**

- Stairs and ramps have antislip surfaces. Handrails are provided and are securely fastened.
- Full-length glass doors, sidelights, and windows are shatterproof or safety glass.
- Floors are even, and carpets are free of wrinkles.
- Mops and "wet floor" signs are on hand to care for spills or tracked-in water and for cleaning bathroom or other tile floors.

- All entry mats are in good condition without curled-up edges and are fixed in position so as not to slide around.
- Stairway doors are kept closed.
- All outside walking areas (parking lot, sidewalks) are in good condition, free of holes or tripping hazards.
- Adjacent but uneven surfaces (curbs at drive-through carports, steps near doors or sidewalks) are marked with contrasting colors or another method of alerting pedestrians to the danger of falling.
- Exterior lighting is adequate in all walking areas, including the parking lot.
- Adequate supplies and proper equipment are on hand to keep walkways and parking areas free of ice and snow in cold weather.

**GENERAL LOSS PREVENTION**

- Cleaning compounds and other hazardous chemicals are safely stored out of reach of young children.
- The entire grounds have been inspected and are free of holes, wires, or other hazards that could cause injury, even to uninvited visitors after dark.
- Roofs, roof drains, and gutters are in good repair and cleaned so as to operate properly, with no signs of leaks.
- HVAC equipment has been serviced by a competent serviceman within the last year.
- Basements, interior surfaces of exterior walls, ceilings, bathrooms, and other areas where moisture could accumulate and cause damage have been checked and are free of any indications of moisture problems.
- An annual termite inspection was performed (not necessary if there are no structural wood components).
- Carbon monoxide and radon alarms have been checked and function properly (if these alarms are required in the building or apartment).

Date of inspection: \_\_\_\_\_

Brother(s) who performed this inspection: \_\_\_\_\_  
 (Sign and print name)

\_\_\_\_\_  
 (Sign and print name)

Date when any problems have been remedied and all items have been checked off: \_\_\_\_\_

Coordinator of the body of elders (or operating committee chairman): \_\_\_\_\_  
 (Sign and print name)

- Copies have been supplied to operating committee, Regional Building Committee, and bodies of elders of congregations sharing the Kingdom Hall.