



# FOURSQUARE ATLANTIC

## Weekly

### Exterior Surface

**Note: Slips, trips, and falls are the leading causes of injuries in Church buildings. Please study the following and help prevent accidents.**

	Yes	No	Comments
Are procedures for snow and ice removal established and followed?			
Are supplies on hand?			
Are there broken sprinkler heads?			
Is there water running with the sprinkler system off?			
<b>Are there sprinkler heads spraying roads and sidewalks?</b>			
Is there any erosion in the lawns?			
Are there any dry spots showing up on lawn that indicate lack of water?			
Are storm drains clear of debris or other blockages and are gratings in place?			

### Interior Surface

	Yes	No	Comments
Are halls, ramps, aisles and floors in good condition, level, free of stored items and well lighted?			
Are halls, ramps, and aisles kept free of obstructions when temporary tables and chairs are in assembly areas?			
Are entry way mats properly positioned to prevent slips and falls?			

### Housekeeping

	Yes	No	Comments
Are all areas clean and free of miscellaneous debris and storage?			
Are areas around the Church free of weeds/bushes/leaves which could fuel a fire?			
Has all trash been taken out of building to reduce pests?			
Are there any combustible items stored in the building?			
Are ladders and other equipment used by trained and qualified staff and volunteers?			
Is all maintenance equipment in good repair and being used safely?			
<b>Are safety glasses, gloves, and other items well stocked for housekeeping staff?</b>			

### Storage

	Yes	No	Comments
Is the boiler room/furnace area free of stored combustible items?			

### Kitchen/Cooking

	Yes	No	Comments
Is the cooking area and equipment clean and well maintained?			
<b>Have tables and chairs been checked for physical condition before use?</b>			
Are sharp kitchen utensils handled carefully and stored safely?			

### Fire Protection

	Yes	No	Comments
<b>Are fire extinguishers in proper working order?</b>			
Is the use of open flames/candles minimized or controlled?			
Do you prohibit the accumulation of combustible materials in all Church facilities?			

### Electrical Systems

	Yes	No	Comments
Is the use of extension cords discouraged or used for temporary purposes only?			
Are nonessential electrical equipment unplugged when not in use?			
Are electrical outlets in public spaces, especially Children's Services, child proofed?			

### Building Environment – internal/external

	Yes	No	Comments
Are paths and/or walkways free from trip hazards and other obstacles?			
Is disabled access into the facility (ramps etc.) free from blockage, debris, and in compliance with local ordinances?			
Are all aisles, exits, and access ways clear of obstructions?			
Are all electrical cords kept in a safe manner (i.e. clear of all aisles, exits and access ways, not dangling loosely from raised surfaces)?			
<b>Is there 3' clearance around breaker boxes?</b>			