

# Property

## REVIEWING YOUR BUILDINGS & GROUNDS

**Instructions:** Use this checklist to record issues that may affect your ministry’s security and safety. Check “needs attention” and write recommendations about any items that need to be addressed. Attach additional pages of comments, if needed.

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1. Name of building or property:
  2. How many people normally gather here?
  3. When do people commonly use this building or property?
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	Yes	Needs Attention	Recommendation
<b>GENERAL SECURITY PRECAUTIONS</b>			
4. Have we asked outside organizations (police, fire department, ambulance service, utility company) to visit our building and recommend safety or security improvements?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do we invite law enforcement to patrol our property or complete reports in our parking lot?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Do we monitor all activities and discourage inappropriate ones on church grounds?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Do we participate in a neighborhood watch program to reduce the threat of crime?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do we keep the building in good repair, free of graffiti or signs of vandalism?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>LANDSCAPING</b>			
9. Do we keep shrubs and trees trimmed, minimizing hiding places?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are windows and doors unobstructed by landscaping and visible from a distance?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Do we restrict second-story access by pruning large trees?	<input type="checkbox"/>	<input type="checkbox"/>	

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**Property Checklist (continued)**

	Yes	Needs Attention	Recommendation
<b>INTERIOR LIGHTING</b>			
12. Do we leave certain lights on at night so that a passing officer could detect after-hours activity?	<input type="checkbox"/>	<input type="checkbox"/>	
13. Do emergency lights throughout the building have working back-up batteries?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>EXTERIOR LIGHTING</b>			
14. Do we have adequate lighting around the building exterior, doors, and areas of potential concealment?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Are most parking spaces reasonably illuminated at night?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PARKING LOT</b>			
16. Do we regularly repair and maintain our parking lot?	<input type="checkbox"/>	<input type="checkbox"/>	
17. Do we adequately manage any hazards related to traffic flow, vehicles, or pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SHEDS, EQUIPMENT, OTHER OUTSIDE ITEMS</b>			
18. Do we lock storage sheds and garages when maintenance staff and others aren't present?	<input type="checkbox"/>	<input type="checkbox"/>	
19. Do all maintenance items, liquids, seasonal chemicals, etc., have safety labels? Do we post appropriate safety signs?	<input type="checkbox"/>	<input type="checkbox"/>	
20. Have we placed identifying information on all items we store outside or in outbuildings?	<input type="checkbox"/>	<input type="checkbox"/>	
21. Are trash receptacles fire resistant and stored away from the building?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ENTRANCES</b>			
22. Do easily visible signs direct people to preferred entrances?	<input type="checkbox"/>	<input type="checkbox"/>	
23. Do we leave as few entrance doors as possible unlocked at any time?	<input type="checkbox"/>	<input type="checkbox"/>	
24. Do we ensure that all entrances and windows are locked after every activity and that doors are never propped open?	<input type="checkbox"/>	<input type="checkbox"/>	

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## Property Checklist (continued)

	Yes	Needs Attention	Recommendation
<b>SECURITY SYSTEMS</b>			
25. Do we control who has access to the church (key, security code, magnetic card)?	<input type="checkbox"/>	<input type="checkbox"/>	
26. Do we maintain a current list of those who have access to the building?	<input type="checkbox"/>	<input type="checkbox"/>	
27. If we secure entrances with electronic keypads, do we change the code regularly?	<input type="checkbox"/>	<input type="checkbox"/>	
28. Do we ask a church representative to open the church building for guests and secure it when they leave, rather than give guests full access to our building?	<input type="checkbox"/>	<input type="checkbox"/>	
29. Do we have a security alarm system? If so, do we test it regularly and maintain a testing log?	<input type="checkbox"/>	<input type="checkbox"/>	
30. Do we have security cameras? If so, do we test them regularly to make sure they're mounted properly and working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
31. Do we use a remote lock on the front door and provide a way for visitors to be identified before they're allowed into the church or into church offices during the week?	<input type="checkbox"/>	<input type="checkbox"/>	
32. Have we installed a panic button in the church office so our administrative staff can swiftly call police without picking up the phone?	<input type="checkbox"/>	<input type="checkbox"/>	
33. Do we have a wireless or portable panic button our pastor can carry?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>VALUABLE ITEMS</b>			
34. Do we keep a detailed property inventory of all items that belong to the church but aren't attached to the building (computers, sound and video equipment, camcorders, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
35. If not, do we have a plan for conducting this inventory in the next three months?	<input type="checkbox"/>	<input type="checkbox"/>	
36. Do we mark all valuables and keep them secured when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	
37. Do we restrict access to parts of the building that aren't being used at a particular time?	<input type="checkbox"/>	<input type="checkbox"/>	
38. Do we lock the doors of interior offices, classrooms, and other rooms needing restricted access when they are not in use?	<input type="checkbox"/>	<input type="checkbox"/>	

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GENERAL SAFETY PRECAUTIONS	Yes	Needs Attention	Recommendation
39. Do we minimize potential tripping hazards (cords, loose rugs, steep steps, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
40. Have we examined all steps or stairs and addressed all hazards related to them (loose handrails, torn carpeting, poor illumination, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
41. Do we have an emergency phone in a public area that people can use to call 911?	<input type="checkbox"/>	<input type="checkbox"/>	
42. Do we have a first aid kit? Is it checked regularly and stocked with appropriate items?	<input type="checkbox"/>	<input type="checkbox"/>	
43. Do all occupied rooms have emergency lighting or flashlights with spare batteries, in case of power outages?	<input type="checkbox"/>	<input type="checkbox"/>	
44. Do we have a method that allows volunteers to summon emergency assistance quickly?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>STAIRS AND SIDEWALKS</b>			
45. Do we keep all stairs and sidewalks in good repair, including hand railings?	<input type="checkbox"/>	<input type="checkbox"/>	
46. Are stairwells well-lighted, clean, and safe?	<input type="checkbox"/>	<input type="checkbox"/>	
47. Are all wheelchair ramps properly constructed and lighted?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>EMERGENCY EXITS</b>			
48. Are all exits clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	
49. Are all paths leading to and from emergency exits clear of obstructions that could be hazardous during an emergency (musical instruments, people standing or sitting in aisles, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
50. Are emergency exit doors maintained and accessible? Do they trigger an alarm?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FIRE PREVENTION</b>			
51. Do we properly store all hazardous or flammable materials?	<input type="checkbox"/>	<input type="checkbox"/>	
52. Do we use candles sparingly and extinguish them immediately after use?	<input type="checkbox"/>	<input type="checkbox"/>	
53. Do we have an appropriate smoke and fire detection system? Does it automatically contact the fire department?	<input type="checkbox"/>	<input type="checkbox"/>	
54. Are fire extinguishers inspected annually?	<input type="checkbox"/>	<input type="checkbox"/>	

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**EMERGENCY PREPAREDNESS**

	Yes	Needs Attention	Recommendation
55. Have we created a clear, easy-to-use emergency plan? Does it address such issues as fire, medical emergencies, accidents, violence and other crimes, weather emergencies, mechanical and utility emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	
56. Are copies of the emergency plan located in places where volunteers can quickly find and use it?	<input type="checkbox"/>	<input type="checkbox"/>	
57. Have we created evacuation maps and posted them in high-visibility locations throughout the building?	<input type="checkbox"/>	<input type="checkbox"/>	
58. Do we conduct annual tests of our emergency plan to ensure that everyone knows how to implement the plan, if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	

**COMMENTS**

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

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