

Water Damage Prevention

Water damage can ruin carpeting, destroy computer equipment, and delay worship services. To save money and avoid many of the hassles associated with water damage, perform regular inspections and have professionals perform routine plumbing maintenance. Use this checklist to help you get started.

Surface Water	Yes	Needs Attention
1. Are all windows and doors securely closed each night?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all exterior drains clean and free of debris, particularly those at the bottom of outside stairwells?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do all doors seal properly at the base?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do window wells have secure covers (no cracks or holes)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all wall and floor cracks sealed?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the sump pump have a backup power supply?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the ground slope <i>away</i> from the building in all areas?	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing		
8. Do you inspect pipes regularly, looking around connections and joints for signs of corrosion, rust, and leaks?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does a professional regularly inspect and maintain the fire suppression systems?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do pipes in attics, basements, and other places have enough insulation to keep them from freezing?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do all areas of each building stay above 55 degrees in winter?	<input type="checkbox"/>	<input type="checkbox"/>
12. During cold snaps, do you run a small stream of water (about the thickness of a pencil lead) through faucets to keep water moving through pipes?	<input type="checkbox"/>	<input type="checkbox"/>
13. During extreme cold spells, does someone visit church buildings daily to check for frozen or burst pipes?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are buildings equipped with alarms that alert you to water overflows?	<input type="checkbox"/>	<input type="checkbox"/>
15. Do you check toilets regularly to ensure they flush properly, water supply valves close smoothly, and water supply lines attach securely?	<input type="checkbox"/>	<input type="checkbox"/>
16. Does a plumber inspect your water heater and flush sediment from the tank every one or two years?	<input type="checkbox"/>	<input type="checkbox"/>

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.

	Yes	Needs Attention
Baptisteries		
16. Do those who fill the baptistery regularly check its basin and pipes for leaks?	<input type="checkbox"/>	<input type="checkbox"/>
17. Does someone always stay near the baptistery while it fills, so it can be shut off at the first sign of a problem?	<input type="checkbox"/>	<input type="checkbox"/>
18. Do you always set the portable baptistery in a location that can support its two-ton weight when full?	<input type="checkbox"/>	<input type="checkbox"/>
19. Do you use splash guards or place indoor-outdoor carpeting beneath the baptistery to protect the floor?	<input type="checkbox"/>	<input type="checkbox"/>
Roofs		
20. Does a qualified professional inspect your entire roof regularly to make sure that the roof surface, flashings, caulking, and sealants are watertight?	<input type="checkbox"/>	<input type="checkbox"/>
21. Are gutters, downspouts, and roof drains cleaned regularly to prevent water, ice, and snow from accumulating on the roof?	<input type="checkbox"/>	<input type="checkbox"/>
22. Is the attic well insulated and ventilated to prevent ice dams in winter?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.