
 Organization Name

Water Damage Prevention Checklist

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 do routine plumbing maintenance.

	Yes	Needs Attention
Surface Water		
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 any wall or 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 away 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, or leaks?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does a professional regularly inspect and maintain 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 50 degrees in winter?	<input type="checkbox"/>	<input type="checkbox"/>
12. During extreme cold spells, does someone check church buildings daily for frozen or burst pipes?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are buildings equipped with alarms that alert you to water overflows?	<input type="checkbox"/>	<input type="checkbox"/>
14. 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"/>
15. Does a plumber inspect your water heater and flush sediment from the tank every one or two years?	<input type="checkbox"/>	<input type="checkbox"/>

 Notes: _____

Completed by: _____ Date: _____

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