

Fall - Seasonal Checklist

Copyright © 2003 Church Risk Management

Whether Fall means a drop in temperature of 10 or 50 degrees, it's a great time to evaluate Church property conditions both inside and out in preparation for the coming months of winter. Here is a checklist that can serve as a starting point in an evaluation process.

OUTSIDE ITEMS

- ✓ Walk around the premises and look for clean-up items such as leaves. It's a lot easier now than when the temperature drops.
- ✓ Plan for the last use of gardening equipment; then have it serviced.
- ✓ Remove and place in storage any items which will not be used in the coming winter months
- ✓ Identify and initiate any repair work on parking areas, walkways, stairways, handrails, fences and playgrounds. Place appropriate mats at entrances to remove ice or snow from shoes. These actions can minimize hazardous conditions to people entering the building.
- ✓ If possible, perform a visual inspection of all structures, checking the roof, gutters, down spouts and flashing for signs of needed cleaning especially from summer and fall debris. This is also a good opportunity to identify items which should be repaired or replaced before winter sets in. Binoculars used from the ground level can help minimize risk of climbing.
- ✓ Visually inspect the outside walls and windows so any damaged areas can be repaired.
- ✓ Make sure that water does not collect in areas that are used as walkways, since the water can freeze and cause unnecessary injury.

INSIDE ITEMS

- ✓ Arrange for servicing or replacement of fire extinguishers.
- ✓ Check all heating installations, hot and cold water plumbing and insulation for needed repairs and to prevent unnecessary freeze-ups. Timely maintenance of equipment can add real dollars to a budget through energy savings.
- ✓ Check and replace where necessary weather stripping on doors and seals around windows and any other openings.
- ✓ Check all lighting for proper functioning and/or replacement of fixtures or burnt out bulbs.
- ✓ Produce and distribute a report indicating all of the tasks that were accomplished as well as those scheduled to be accomplished at a later date.