

Spring Checklist

Dust off your Risk Management plans; it's time for the annual spring inspection!

Outside

- Start by walking around your property to get an overall sense of what needs to be done. Consider potential repairs to buildings, walkways, entrances and exits, steps, and parking areas.
- Create two lists: things that need to be done immediately, and things that can wait.
 - Items needing immediate attention could be loose handrails, broken steps, debris that needs to be collected and removed, cracks in the walkways or parking lot, and any conditions that could cause physical injury.
 - After you've made your first list, move on to the second. Check the roof, gutters, and flashing. Look for deterioration of concrete and seals around windows and doors.
- This is also a good time to service maintenance equipment such as leaf blowers and lawn mowers.

Inside

- Inspect your fire extinguishers and if necessary, arrange for service or replacement. Determine if you have enough of them or need to add more.
- Check all lighting equipment and replace malfunctioning fixtures and burnt-out bulbs.
- If there are building-related systems such as sprinklers or alarm systems, schedule and perform any necessary water flow tests and circuit testing of alarms.
- Inspect all electrical and plumbing systems and immediately repair any damage.

Planning

Write up your Risk Management report, and distribute, and discuss the risks you've identified and the actions you've taken or intend to take with church leadership.