



MICHIGAN
CATHOLIC
C O N F E R E N C E

SELF-INSPECTION PROGRAM

SELF-INSPECTION PROGRAM

INTRODUCTION

The practice of loss prevention encompasses many forms of safety techniques. Independent inspectors or loss prevention representatives may visit and provide recommendations, general seminars may be given covering typical exposures, and policies and procedures recommendations are often implemented by the various department heads of the (Arch)Diocese.

The need to embrace these recommendations is likewise varied and many. The main thrust, however, is to provide a safe environment for our parishioners, students, guests, employees and service recipients.

While outside review is necessary, appropriate safety programs require the input of the local administration. The self-inspection program is designed to be a learning aid for you and your administration councils and provide a systematic outline to determine areas of deficiency. Review and implementation of this program by all department heads and council members will provide a safer environment for the people we serve.

The following is a list of exposures and on-site areas to be inspected during self-inspections:

- Fire
- Burglary, Robbery, and Theft
- Trips and Falls
- Vehicle Safety
- Workplace Injuries
- Child Day-Care

If you have any questions or situations where you feel assistance is needed, contact Michigan Catholic Conference Insurance Services department.

FOUR KEY POINTS TO SELF-INSPECTIONS

1. **SYSTEMATICALLY COVER THE AREA.** Do enough planning and allow sufficient time to cover everything thoroughly and methodically.
2. **LOOK FOR OFF-THE-FLOOR AND OUT-OF-THE-WAY ITEMS.** Make sure that you get the big picture of the whole area. It is often items that are off the beaten track, such as flammables stored in closets, and stairs in need of repair, that cause problems.
3. **INCLUDE ITEMS OF HOUSEKEEPING.** When conducting your survey, ask yourself two questions: "Is this necessary?" and "Is it in its proper place?" Accumulation of outdated literature, prayer books, teaching aids, flammable solvents, etc., should be removed and discarded.
4. **DESCRIBE THE ITEMS, AND ITS LOCATION, IN NEED OF CORRECTION CLEARLY.** You should identify the item in question, the hazardous condition or situation associated with the item, where the item is located, and the proper control procedure to remove, guard, or reduce the potential for a loss associated with that item.

FIRE

COMMON EXPOSURES AND AREAS TO INSPECT

- Concealed spaces, high vaulted ceilings, undivided offices, no fire walls, open stairway
- Location and availability of fire extinguishers
- Extinguishers inspected by staff monthly/serviced annually
- Overloading of fuses/circuits; fuses should be rated at no more than 20 amperes
- Extension cords/power strips not used as permanent wiring; should be used as temporary wiring, and never used connected as a series
- Extremely dry wooden floors and walls
- Improper use of plastics, flammable furnishings, and holiday decorations
- Candles not used near combustible decor
- Housekeeping - storage of flammable cleaning solvents, paints, thinners, etc., away from heat/spark/flame source
- Condition of kitchen - hood filters and ducts free of grease build-up, combustibles not near stove
- Lightning rods on steeples and roof peaks
- Proper location of trash disposal, away from building; incense doused in water and placed in covered metal container
- Availability of fire department in the event of a fire, emergency phone numbers posted on/near phones
- Exits not blocked, bolted, or chained shut; panic hardware installed where necessary
- Maintenance program for furnaces and boilers; inspected annually by a qualified employee/contractor
- Overheated flues and chimneys from overworked furnaces and boilers
- Fireplace flues and chimneys cleaned annually by a chimney sweep
- Unsafe locations of internal/external fuel tanks; not near a heat/spark/flame source

TRIPS AND FALLS

COMMON EXPOSURES AND AREAS TO INSPECT

- Poor housekeeping practices; hallways and walking surfaces free of storage
- Stairway treads and nosings in good condition
- Handrails on stairs, ≥ 42 inches high guardrails on balconies with openings ≤ 4 inches, and secure
- Exits not blocked, locked or bolted
- Condition of inside and outside walking surfaces and parking lots; smooth and even
- Good indoor and outdoor lighting, especially by entrances and exit areas
- Temporary wiring not stretched across walking surfaces; should be free from wires/cords
- No loose or frayed carpeting
- Procedure for snow and ice removal and recordkeeping (snow log)
- Condition of walking surfaces by the exits
- Doorways wide enough to accommodate the handicapped (wheelchairs, etc.)
- Parking curbs in good condition
- Ample drains for water removal from parking lots
- Visible parking and walkway marking, curbs and changes in floor level demarked (i.e., painted yellow)
- Condition of pews, kneelers, chairs, tables, hand/grabrails, and partitions
- Rooms and balconies not overloaded; capacities should be determined, posted, and never exceeded

WORKPLACE INJURIES

COMMON EXPOSURES AND AREAS TO INSPECT

- Trip and fall exposures; loose or frayed carpeting, extension cords over walk surfaces, etc.
- Condition of power equipment, tools, and motorized vehicles
- Maintenance program for power equipment, tools, and motorized vehicles
- Training procedures on power equipment and tools, and vehicles
- Poor housekeeping; condition of area(s), storage of equipment, etc., in walking surfaces and work areas
- Employees trained in lifting techniques
- Carts and dollies provided for movement of bulky and/or heavy items
- Equipment and tools inspected for defects before use
- Personal protective equipment provided (gloves, safety glasses, goggles, safety shoes, safety belt, etc.)
- Fall from heights; ladders and scaffolding in good condition and proper size; wood ladders disallowed
- Struck by objects; power equipment and machines provided with guards (saws, grinders, mowers, etc.)
- Low hanging objects provided with pads (pipes, fixtures, etc.) and/or guards
- Contact with substances; hot and/or cold pipes, furnaces, etc....properly insulated
- Extension cords in good condition, adequate wire size, away from foot traffic
- Proper use and storage of toxic substances (lawn chemicals, fertilizers, pest control poisons, etc.)

BURGLARY, ROBBERY, AND THEFT

COMMON EXPOSURES AND AREAS TO INSPECT

- Hours of accessibility in church to the public

- Doors and windows equipped with locks
- Good outdoor lighting around buildings and church
- Security systems working and tested regularly (if systems are present)
- Availability of proper authorities; Police Department response time
- Past break-ins, robberies, etc.; deterrents taken to prevent future losses
- Mass collection counted by rotating counting teams
- Money from mass collections, bingo, festivals, etc., deposited as soon as possible
- Deposit times and routes varied
- Night depositories used when other deposit facilities cannot be used
- Limit set on amount of money kept for petty cash
- Procedure in place for reconciling petty cash fund
- Use of locked, bolted or built-in safe to store monies until they can be deposited
- Church and other buildings checked for intruders prior to being locked
- If church is unlocked during off hours, check the following:
 - 1) Sacristy doors locked
 - 2) Sound equipment and chalices locked away
 - 3) Access to other areas of the building secured

VEHICLE SAFETY

COMMON EXPOSURES AND RECOMMENDED ACTION

- Inadequate driver selection; good driver selection practices
 - a) New drivers should have their Motor Vehicle Records checked

- b) Annually check driver's license to ensure they are properly classified and are not expired
- c) Record of vehicles employees are capable of operating
- d) Road test at time of hire
- e) Driving record checked with past employer
- f) Can employee read and speak English

- Lack of training in use of vehicles; drivers received training in operation of vehicle
- Drivers received training in defensive driving techniques
- Drivers trained in accident reporting
- Vehicles provided with accident reporting forms
- Poor vehicle maintenance; vehicles receive regular scheduled maintenance and repair; records kept on maintenance and repairs

SCHOOL BUS SAFETY

RECOMMENDED ACTION (In addition to the above common exposures and recommendations)

- All buses must meet or exceed state standards, annual state police inspections
- Recorded pre-trip and post-trip inspection reports
- School bus drivers receive pre-placement and annual medical examinations
- School bus drivers are trained in defensive driving techniques, vehicle operation, preventive maintenance, pupil and passenger management, and first aid

CHILD DAY-CARE

COMMON EXPOSURES AND AREAS TO INSPECT

- Inadequately trained and/or unsupervised staff; parish/school should verify that education/credential qualifications meet state standards

- Individuals not suitable for the work; parish/school should verify that the child care center's hiring procedures include checks on criminal backgrounds, references, and previous employment histories of all personnel
- Parish/school should verify annually that the child care center is licensed to operate, and is in compliance with all rules set forth under state regulations
- Certificates of insurance for workers' compensation, auto, and liability must be obtained from independent owners/operators (non-diocesan) of child care centers in your parishes/schools. (This should be obtained yearly, and the contract should require that they notify the parish/school of any insurance cancellations/changes)
- Walls or furniture painted with lead-based paint (lead paint banned in 1978); all areas should be free of lead-based paint, lead-solder, loose asbestos particles, and urea formaldehyde insulation
- Toys made of toxic or flammable materials; toys should be non-toxic, durable, and in good repair, without sharp edges, projections, or small, removable parts
- Unused electrical outlets within 5.5 feet of the floor, and accessible to children protected with tamper-resistant outlets (TRO)
- Slippery or uneven surfaces; ramps and stairways should have anti-slip treads and child-height handrails
- Outside play areas inspected daily for broken glass and trash, condition of playground equipment, depth of protective surfacing (typically, should be ≥ 9 inches)

SELF INSPECTION PROGRAM

FORM ATTACHMENTS

APPLICABLE CHECKLIST

- Fire Inspection Checklist
- Entrances, Stairs, and Hallways Checklist
- Kitchen and Dining Area Checklist
- General School / Classrooms Checklist
- Laboratories and Laboratory Storerooms Checklist
- Child Day-Care Checklist
- Vandalism Checklist
- Special Events-Parish Safety Checklist

NOTE: Please designate the applicable checklists as master copies (leaving them blank) and make copies of them as needed for future self-inspections.

Completed checklists should be retained at your location.

FIRE INSPECTION CHECKLIST (1 of 4)

Location: _____ Date: _____
 _____ Inspection Started _____ AM _____ PM
 Inspected by: _____ Inspection Completed: _____ AM _____ PM

1. Fire Sprinklers	YES	NO	NA	REMARKS
Sprinkler valves accessible and chained/locked open (with permission of the fire department) if room unlocked				
No leaks, corrosion, or other defects noted				
All sprinkler heads unobstructed (no storage within 18" of sprinkler heads)				
Caps in place on the fire department pumper connection				

Monthly alarm and valve supervisory tests				
Commercial sprinkler system serviced annually				

2. Fire Alarms	YES	NO	NA	REMARKS
Fire alarm boxes accessible				
All alarm boxes tested monthly				
Alarm horns or bells audible in all areas of the building				
Alarms connected to fire department or monitoring service				
Automatic heat or smoke detectors properly placed and free of covers, etc.				

3. Fire Doors	YES	NO	NA	REMARKS
Doors in good operating condition				
Doors unobstructed				
Doors kept closed where necessary				
Doors adequate in width for easy movement				
Electric door closers in good operating condition				
Fusible links <u>not</u> used to hold doors open (fusible links obsolete)				

FIRE INSPECTION CHECKLIST (2 OF 4)
(Continued)

4. Fire Extinguishers and Hose Stations	YES	NO	NA	REMARKS
All employees familiar with location and operation of extinguishers				
All extinguishers unobstructed and mounted				
Proper extinguisher located adjacent to hazard				
All unapproved or obsolete extinguishers removed				
Monthly inspections of extinguishers, with annual servicing and hydrostatic testing when necessary				
Cabinet doors on hose stations operate properly				
Hose in good condition and nozzles in place				
All hoses re-hung annually				

5. Catastrophe Planning	YES	NO	NA	REMARKS
Sound the building fire alarm and call fire department				
Evacuate persons in immediate danger				
Close the door to the affected area				
Notify staff and visitors of location of fire and necessary evacuation action to be taken				
Search building and close all doors to non-affected areas				

6. Smoking	YES	NO	NA	REMARKS
Safety type ashtrays in use				
Smoking regulations enforced				
"No Smoking" signs posted where necessary				
Safety type metal baskets used in designated smoking areas				

FIRE INSPECTION CHECKLIST (3 of 4)
(Continued)

7. Heating Equipment	YES	NO	NA	REMARKS
Annual inspection and repairs of equipment by a certified repair person				
Only trained personnel operating heating equipment and monthly boiler log kept				
More than one employee trained in heating equipment operation or qualified replacement available				
Combustion safeguards in accordance with state and local codes				
Combustible storage kept out of boiler or furnace room				
Water heater relief valves tested at least annually				
Portable space heaters prohibited				

8. Cooking Equipment	YES	NO	NA	REMARKS
Annual inspection of equipment, controls, and ventilation				

Fixed extinguishing system serviced semi-annually and fire dampers in good working order				
Manual and automatic shut-offs checked semi-annually				
Vapor gloves on lights in hood				
Ducts over cooking equipment cleaned as necessary				
Filters over cooking equipment cleaned as necessary				

9. Electrical Hazards	YES	NO	NA	REMARKS
All wiring completed by licensed electrician				
All equipment "U.L." listed				
All electrical equipment grounded				
Circuit breakers/fuses labeled, to assist with emergencies and maintenance				
Proper size fuses in use (≤ 20 amp)				
All spliced cords destroyed and discarded				
GFCI-type outlets if near water, and tested monthly				
Extension cords used as permanent wiring prohibited				
All light and appliance cords in the open and not concealed or covered				
Annual inspection of all cords, outlets, and switches				

FIRE INSPECTION CHECKLIST (4 of 4)
(Continued)

10. General	YES	NO	NA	REMARKS
Combustibles kept at least three feet from heaters				
Combustibles stored orderly				
Waste materials stored in proper containers				
Excessive storage avoided				
Smoke alarms and carbon monoxide alarms installed, tested monthly, and replaced every 10 years				

11. Flammable Liquids and Compressed Gases	YES	NO	NA	REMARKS
Flammable liquids in quantities \geq one gallon in "U.L." listed safety cans and properly stored in metal cabinets				
Proper disposal of solvent soaked rags				
Compressed gas cylinders stored in designated areas away from heat producing devices				
Gas cylinders properly secured and capped when not in use				

Compressed gas cylinders and flammable liquid containers stored away from oxidizing agents				
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12. Other Hazards – Suggestions	YES	NO	NA	REMARKS
Clothes dryer with metal exhaust duct to the outside (plastic and foil ducts prohibited)				
Lint cleaned from clothes dryer lint filter before each use and from laundry room duct				
Battery powered emergency lights/exit signs tested monthly for 30 seconds and annually for 90 minutes				
Written record of battery testing up-to-date				
Emergency generator tested weekly				
5 fire drills, 2 tornado drills, and 3 lockdown drills per year for schools, or as required by local/state codes				
Fire/tornado/lockdown drill records recorded as required by local/state codes (maintained 3 years on website)				
Evacuation procedures practiced				
Local emergency responders invited to participate in drill(s)				
Local emergency responders participate in drill(s)				
First Aid medications checked for expiration date				
AED (automated external defibrillator) maintained and training provided, including First Aid and CPR				

ENTRANCE, STAIRS, AND HALLWAYS CHECKLIST (1 of 1)

Location: _____

Date: _____

Inspection Started: ____ AM ____ PM

Inspected by: _____

Inspection Completed: ____ AM ____ PM

1. Entrances	YES	NO	NA	REMARKS
Lighting adequate, with no glare or shadows				
Inclement weather protection provided, i.e., mats safety strips, de-icers, etc.				
Tripping hazards eliminated, i.e., threshold plates in good repair, absence of cords, etc.				
Safety glass provided in all doors				

2. Stairs and Hallways	YES	NO	NA	REMARKS
Housekeeping adequate, i.e., floor dressing properly applied, adequate sweeping and pick-up procedures, etc.				
Lighting adequate to eliminate glare and shadows				
Treads in good repair and of non-skid materials				
Handrail(s) provided and in good repair; handrails on both sides if stairs \geq 44 inches wide				
Landings free of storage materials, equipment, etc.				
Ramps provided with non-skid surface and in good condition				
All elevation differences between floor clearly defined or highlighted and properly lit				
Fire doors kept closed unless equipped with automatic releasing mechanisms				

KITCHEN AND DINING AREA CHECKLIST (1 of 2)

Location: _____

Date: _____

Inspection Started: ____ AM ____ PM

Inspected by: _____

Inspection Completed: ____ AM ____ PM

	YES	NO	NA	REMARKS
Floors in good repair; made of non-skid materials				
Floors clean and dry to avoid slipping				
Traffic lanes straight and "In" and "Out" doors marked to avoid collision				
All traffic lanes, exits, and entrances clear				
Electric connections made with dry hands				
Pilot lights burning, and all burners checked before lighting gas				
Trays loaded and carried carefully				
Floor mats placed where needed to prevent slipping				

Place to stack cases of food so workers will not trip on them				
All cupboard doors slide or have suitable catches, so the doors will stay closed				
All electric cords located so they are not a hazard for personnel during the preparation and serving of food				
All electrical outlets where water cannot be splashed or spilled on them (or equipped with GFCI's)				
Greasy rags stored in a covered metal container				
Matches stored in a covered metal container				
All handles on equipment located or protected so they cannot catch on clothing				
Work areas adequately lighted				
Every staff member knows the location of shut-off for water, electricity, gas, and steam that supplies the kitchen, in case of leak or fire				
Directions posted on the machine for the operation of all motor-driven equipment				
Stands of the machine equipment are sturdy so they will not tip over				

KITCHEN AND DINING AREA CHECKLIST (2 of 2)
(Continued)

	YES	NO	NA	REMARKS
Fixed equipment securely bolted to the floor, to the table, or on a stand				
All motor-driven equipment grounded and always shut off, and operation permitted to stop before adjustments are made or food is removed				
Step ladder or step stool available in order to reach high shelves safely and in good repair				
Adequate first aid supplies				
Injured people sent for medical evaluation by nurse or other appropriate practitioner				
A carbon dioxide (CO2) or K-class fire extinguisher in the kitchen				
Fire extinguisher is easily accessible but at least 10 ft away from the range/oven				
Drills for staff on how to operate the fire extinguisher				
Automatic shut-off of the power supply (natural gas or electric) to the cooking equipment if the automatic extinguishing system is activated				

Walk-in refrigerator and/or freezer doors situated so they do not swing in main aisles or work areas and interior door release(s) tested				
Hood filters clean and in good repair				
Hood exhaust fan adequate to remove smoke vapor				
All mechanical equipment, such as choppers, slicers, can openers, etc. properly guarded at the point of operation and in good repair				
Vapor-proof lights provided in refrigerators and range hoods and in good repair				
Knives and other utensils in good condition and stored properly, i.e., on racks, hooks, etc.				
Employees properly instructed in the use of equipment, knives, etc.				

GENERAL SCHOOL/CLASSROOMS CHECKLIST (1 of 1)

Location: _____

Date: _____

Inspection Started: ____ AM ____ PM

Inspected by: _____

Inspection Completed: ____ AM ____ PM

	YES	NO	NA	REMARKS
Lockers in good condition and secured to the floor or wall with no sharp projections				
Gym equipment in good condition, and no obstructions when playing game, gymnastics, wrestling, etc.				
Bleachers in good condition and structurally adequate, both indoors and outdoors; inspected annually by staff and biennially by a structural engineer, architect, or bleacher contractor				
Condition of playing fields satisfactory, void or holes, rocks, glass, etc.				
Shower controls working properly, i.e., water not too hot				
Floors in shower areas clean and not slippery				

Playground equipment in good condition				
Portable soccer goals securely anchored to the ground				
Adequate parking lot lighting				
Adequate traffic controls on school grounds				
Guardrails situated where needed				
Sidewalks, walk-ways, parking lot in good repair				
Stage areas in good repair, i.e., safeties on winches, wire ropes to hold screens, safety chains on lights, screens, etc. as needed				
Shelves bolted to wall				
Adequate first aid equipment placed appropriately throughout the building				
Desks, chairs, tables in good repair				
Adequate aisle space maintained to allow quick exit (at least 6 ft)				

LABORATORIES AND LABORATORY STOREROOMS CHECKLIST (1 OF 1)

Location: _____

Date: _____

Inspection Started: ____ AM ____ PM

Inspected by: _____

Inspection Completed: ____ AM ____ PM

	YES	NO	NA	REMARKS
The amount of glassware and chemicals kept to a minimum in work areas				
Housekeeping satisfactory				
All electrical equipment properly grounded				
Eye protection available and worn when needed				
Eyewash station, if plumbed, flushed weekly (documentation maintained)				
Ladders available in storage room if needed				

Heavy items stored on lower shelves				
Chemicals kept at a sufficient operating level, i.e., no over stocking				
Chemicals clearly labeled				
Like materials stored together				
Large containers of acids stored together on bottom shelves or in acid storage				
Areas available for working (burning, heating, using hot plate, mixing, etc.) other than in stock room (stock rooms should be used for storage only)				
Shelves fastened to walls				
Ventilation adequate for the work performed				
Science teacher(s) follow a Chemical Hygiene Plan (CHP)				
Proper type/size fire extinguisher mounted in conspicuous and accessible location				

CHILD DAY-CARE CHECKLIST (1 of 1)

Location: _____

Date: _____

Inspection Started: ____ **AM** ____ **PM**

Inspected by: _____

Inspection Completed: ____ **AM** ____ **PM**

	YES	NO	NA	REMARKS
Certificates of insurance for workers' compensation, auto, and liability obtained annually from operators of child care centers in your parish(es)/school(s) (applicable for non-diocesan operated child daycare centers)				
Center licensed to operate and in compliance with state regulations and license conspicuously posted				
References and criminal background check on all personnel				
Complete physicals, including immunizations, eye and hearing tests required before a child is accepted by the center				
Center personnel trained in first-aid and CPR with first-aid supplies available				
Professional medical personnel available				

Children not allowed to go unescorted from the building to parent's/guardian's car, nor allowed to wait outside unsupervised				
Outside play area and equipment checked daily for broken glass, trash, splinters, pinching hazards, etc.				
Fire extinguishers fully charged and placed so only adults can reach them				
Child-accessible electrical outlets protected with tamper-resistant outlets				
Spring-loaded lid supports installed on toy chests that have free-falling lids				
No child left unattended at any time, indoors or outdoors, awake or asleep				

VANDALISM CHECKLIST (1 OF 1)

Location: _____

Date: _____

Inspection Started: ____ AM ____ PM

Inspected by: _____

Inspection Completed: ____ AM ____ PM

	YES	NO	NA	REMARKS
Be sure all occupants are out of the building				
All night lights on and working				
All exterior doors locked and guards in place				
All windows locked and guards in place				
Exterior lighting turned on and/or timer and photo-electric cells checked				
Emergency telephone numbers posted by telephones				
Burglar alarms set up and checked or watchman service provided				
Exterior of building checked before leaving grounds				

Exterior gates and fences locked where necessary				
Exterior of building free of obstruction and overgrowth				
Neighbors, if any, provided with emergency telephone number				
Local police aware of the times that the building(s) will be vacant and periodic patrols requested				

SPECIAL EVENTS-PARISH SAFETY CHECKLIST (1 OF 2)

Location: _____ **Date:** _____

_____ **Inspection Started:** _____ AM _____ PM

Inspected by: _____ **Inspection Completed:** _____ AM _____ PM

For Parish functions or Hall rentals (festivals, banquets, wedding receptions, or other populous activities.)

Exterior	Before & After	YES	NO	NA	REMARKS
	All parking facilities, walks, and entrances are well lighted				
	All parking facilities, walks, and entrances are clear of ice and snow				
	All parking facilities, walks, and entrances are clear of broken glass and debris				

Interior	Before	YES	NO	NA	REMARKS
	All entrances, halls, and restrooms are well lighted				
	Instructive signs are posted at all passages which are closed to the public if the doors cannot be locked for safety reasons				
	All emergency exits are free of storage and readily accessible				
	All tables and chairs in good condition and properly spaced to permit clear access when people are seated at the tables				

Rubber mats are placed in halls or entrances if it is raining or snowing				
Emergency lighting is functional (emergency lighting installed if absent)				
All emergency numbers are available for police, fire, and first-aid responders				
Personnel are familiar with emergency procedures in event of a fire, blackout, bomb threat, accident, intruder, heart attack, or other sudden emergency				
There are adequate crowd control and security personnel				
Occupant load(s) officially determined, posted near the main exit, and never exceeded				

SPECIAL EVENTS-PARISH SAFETY CHECKLIST (2 OF 2)
(Continued)

Interior	During	YES	NO	NA	REMARKS
	Ensure that any monies collected are not left unattended until locked in the safe				
	If refreshments are being served, check to determine that spills are being cleaned immediately				
	Check that no one places any handbag or article of clothing where it will present a tripping or fire hazard				

Interior	After	YES	NO	NA	REMARKS
	Check all cooking appliances to ensure they are turned off				
	Check all ash trays to ensure cigarettes are extinguished before they are emptied				
	Check to determine that filled trash bags are not left inside the building and are placed outside in the garbage container				
	Check to determine that monies are counted and locked in a safe or taken to the bank, if possible				
	Check to determine that no one is attempting to conceal themselves in the building before locking up				
	Check that all lights are left on until everyone leaves the building				
	Check to determine that any valuable equipment, such as sacred vessels or sound equipment, are locked away				

NOTE: This checklist should be used for each special event and signed off by the chairperson in charge.