



SELF-INSPECTION PROGRAM

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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 Accumulation of outdated literature, prayer books, teaching aids, flammable solvents, etc., should be removed and discarded.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
- Are extinguishers inspected by staff monthly/serviced annually?
- Overloading of fuses/circuits; fuses should be rated at no more than 20 amperes
- Extension cords not used as permanent wiring; should be used as temporary wiring
- 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 free of grease build-up, combustibles not near stove
- Lightning rods on steeples and roof peaks
- Proper location of trash disposal, away from building
- Availability of fire department in the event of a fire, emergency phone numbers posted on/ near phones
- Exits not blocked nor bolted 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 and balconies where necessary 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 the entrance and exit area
- 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 overloaded; capacities should be determined 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
- Struck by objects; power equipment and machines provided with guards (saws, grinders, mowers, etc.)
- Low hanging objects provided with pads (pipes, fixtures, etc.)
- 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?
- Is money from mass collections, bingo, festivals, etc., deposited as soon as possible?
- Are deposit times and routes varied?
- Are night depositories used when other deposit facilities cannot be used?
- Has limit been set on amount of money kept for petty cash?
- Use of locked safe to store monies until they can be deposited
- Is the church and other buildings checked for intruders prior to being locked?
- If church is unlocked during off hours, check the following:
 - 1) Are Sacristy doors locked?
 - 2) Is sound equipment and chalices locked away?
 - 3) Is 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; have drivers received training in operation of vehicle?
- Have drivers received training in defensive driving techniques?
- Are drivers trained in accident reporting?
- Are vehicles provided with accident reporting forms?
- Poor vehicle maintenance; do 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
- Do school bus drivers receive pre-placement and annual medical examinations?
- Are school bus drivers 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; all areas should be free of lead-based paint, lead-solder, loose asbestos particles, and ureaformaldehyde 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.
- Electrical outlets unused and accessible to children protected with plastic safety caps.
- 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.

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 mastercopies (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 5)

Location: _____

Date: _____

Inspection Started _____ AM _____ PM

Inspected by: _____

Inspection Completed: _____ AM _____ PM

Yes No N/A Remarks

1. Sprinklers

- a. Sprinkler valves accessible and locked open.
- b. No leaks, corrosion, or other defects noted.
- c. All sprinkler heads unobstructed.
(Storage 18" below sprinkler head deflectors.)
- d. Caps in place on the fire department pumper connection.
- e. Monthly alarm and valve supervisory tests.
- f. Commercial sprinkler system serviced annually.

Yes	No	N/A	Remarks

2. Fire Alarms

- a. Fire alarm boxes accessible.
- b. All alarm boxes tested monthly.
- c. Alarm horns or bells audible in all areas of the building.
- d. Alarms connected to fire department or answering service.
- e. Automatic heat or smoke detectors properly placed and free of covers, etc.

Yes	No	N/A	Remarks

3. Fire Doors

- a. Doors in good operating condition.
- b. Doors unobstructed.
- c. Doors kept closed where necessary.
- d. Doors adequate in width for easy movement.
- e. Electric door closers in good operating condition.
- f. Fusible links not used to hold doors open.
(Fusible links obsolete.)

Yes	No	N/A	Remarks

FIRE INSPECTION CHECKLIST (2 OF 5)
(Continued)

Yes No N/A Remarks

4. Fire Extinguishers and Hose Stations

—

- a. All employees familiar with location and operation of extinguishers.
- b. All extinguishers unobstructed, mounted.
- c. Proper extinguisher located adjacent to hazard.
- d. All unapproved or obsolete extinguishers removed.
- e. Monthly inspections of extinguishers, with annual servicing and hydrostatic testing where necessary.
- f. Cabinet doors on hose stations operate properly.
- g. Hose in good condition and nozzles in place.
- f. All hoses re-hung annually.

5. Catastrophe Planning

—

- a. Sound the building fire alarm and call fire department.
- b. Evacuate persons in immediate danger.
- c. Close the door to the affected area.
- d. Notify staff and visitors of location of fire and necessary evacuation action to be taken.
- e. Search building and close all doors to non-affected areas.

6. Smoking

—

- a. Safety type ashtrays in use.
- b. Smoking regulations enforced.
- c. "No Smoking" signs posted where necessary.
- d. Safety type metal waste baskets used in designated smoking areas.

FIRE INSPECTION CHECKLIST (3 of 5)
(Continued)

Yes No N/A Remarks

7. Heating and Cooking Equipment

Heating Equipment

—

- a. Annual inspection and repairs of equipment by a certified repair person.
- b. Only trained personnel operating heating equipment & monthly boiler log kept.
- c. More than one employee trained in heating equipment operation or qualified replacement available.
- d. Combustion safeguards in accordance with state and local codes.
- e. Combustible storage kept out of boiler or furnace room.
- f. Water heater relief valves tested at least annually.
- g. Portable space heaters prohibited.

Cooking Equipment

—

- a. Annual inspection of equipment, controls, and ventilation.
- b. Fixed extinguishing system serviced (semi-annually) and fire dampers in good working order.
- c. Manual and automatic shut-offs checked (semi-annually).
- d. Vapor globes on lights in hood.
- e. Ducts over cooking equipment cleaned, as necessary.
- f. Filters over cooking equipment cleaned, as necessary.

8. Electrical Hazards

—

- a. All wiring completed by licensed electrician.
- b. All equipment "U.L." listed.
- c. All electrical equipment grounded.
- d. Proper size fuses in use.
- e. All spliced cords removed.
- f. GFCI-type outlets if near water.

FIRE INSPECTION CHECKLIST (4 of 5)
(Continued)

<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Remarks</u>

- g. Extension cords used as permanent wiring prohibited.**
- h. All light and appliance cords in the open and not concealed or covered.**
- i. Annual inspections of all cords, outlets and switches.**

9. General

- a. Combustibles kept away from heaters.**
- b. Combustibles stored orderly.**
- c. Waste materials stored in proper containers.**
- d. Waste materials emptied on each shift or more frequently when needed.**
- e. Excessive storage avoided.**

10. Flammable Liquids and Compressed Gases

- a. Flammable liquids in quantities of one gallon or more in "U.L." listed safety cans and properly stored in metal cabinets.**
- b. Proper disposal of solvent soaked rags.**
- c. Compressed gas cylinders stored in designated areas away from heat producing devices.**
- d. Cylinders properly secured and capped when not in use.**
- e. Compressed gas cylinders and flammable liquid containers stored away from oxidizing agents.**

FIRE INSPECTION CHECKLIST (5 of 5)
(Continued)

Yes No N/A Remarks

11. Other Hazards-Suggestions

- a. Clothes dryer with metal exhaust duct to the outside (plastic and foil ducts prohibited).
- b. Lint cleaned from clothes dryer lint filter before each use and from laundry room duct and structural members as needed.
- c. Battery-powered emergency lights/exit signs tested monthly for 30 seconds and annually for 90 minutes.
- d. Written record of battery testing up to date.
- e. Emergency generator tested weekly.
- f. 6 fire drills, 2 tornado drills, and 2 lockdown drills per year for schools, or as required by local or state codes.
- g. Fire/tornado/lockdown drill records up to date.
- h. Evacuation procedures practiced.
- i. Fire department invited to participate in drill(s).
- j. Fire department participates in drill(s).
- k. First-aid medications checked for expiration date.
- l. AED (Automated External Defibrillator) maintained and training provided.

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

Yes No N/A Remarks

1. Entrances

- a. Lighting adequate, with no glare or shadows.
- b. Inclement weather protection provided, i.e., mats, safety strips, de-icers, etc.
- c. Tripping hazards eliminated, i.e., threshold plates in good repair, absence of cords, etc.
- d. Safety glass provided in all doors.

2. Stairs and Hallways

- a. Housekeeping adequate, i.e., floor dressing properly applied, adequate sweeping and pick-up procedures, etc.
- b. Lighting adequate to eliminate glare and shadows.
- c. Treads in good repair and of nonskid materials.
- d. Handrail(s) provided and in good repair. (Handrails on both sides if stairs 44+ " wide)
- e. Landings free of storage materials, equipment, etc.
- f. Ramps provided with non-skid surface and in good condition.
- g. All elevation differences between floor clearly defined or highlighted and properly lighted.

KITCHEN AND DINING AREA CHECKLIST (1 of 2)

Yes No N/A Remarks

- 1. Floors in good repair; made of non-skid materials.
- 2. Floors clean and dry to avoid slipping.
- 3. Traffic lanes straight and “In” and “Out” doors marked to avoid collision.
- 4. All traffic lanes, exits, and entrances clear.
- 5. Electric connections made with dry hands.
- 6. Pilot lights burning and all burners checked before lighting gas.
- 7. Trays loaded and carried carefully.
- 8. Floor mats placed where needed to prevent slipping.
- 9. Place to stack cases of foods so workers will not trip on them.
- 10. All cupboard doors slide or have suitable catches so that the doors will stay closed.
- 11. All electric cords located so they are not a hazard for the free movement of personnel during the preparation and service of food.
- 12. All electric outlets where water cannot be splashed or spilled on them (or equipped with GFCI’s).
- 13. Greasy rags stored in a covered metal container.
- 14. Matches stored in a covered metal container.
- 15. All handles on equipment located or protected so they cannot catch on clothing.
- 16. Work areas adequately lighted.
- 17. Every staff member knows the location of shut-off for water, electricity, gas, and steam that supplies the kitchen, in case of water leak or fire.
- 18. Directions posted on the machine for the operation of all motor-driven equipment.
- 19. Stands of the machine equipment sturdy so they will not tip over.

<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Remarks</u>

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

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Remarks</u>
20. Fixed equipment securely bolted to the floor or to the table or on a stand.				
21. All motor-driven equipment grounded and always shut off, and operation permitted to stop before adjustments are made or food is removed.				
22. Step ladder or step stool available in order to reach high shelves safely and in good repair.				
23. Adequate first-aid supplies.				
24. Injured people sent to the nurse.				
25. A carbon dioxide (CO ₂) fire extinguisher in the kitchen.				
26. The fire extinguisher easily accessible but not near the range or oven (at least 10' away).				
27. Drills for the staff on how to operate the fire extinguisher.				
28. An automatic shut-off of the power supply (natural gas or electric) to the cooking equipment if the automatic extinguishing system is activated.				
29. Walk-in refrigerator doors situated so they do not swing in main aisles or work areas.				
30. Hood filters clean and in good repair.				
31. Hood exhaust fan adequate to remove smoke vapor.				
32. All mechanical equipment, such as choppers, slicers, can openers, etc., properly guarded at the point of operation and in good repair.				
33. Vapor-proof lights provided in refrigerators and range hoods and in good repair.				
34. Knives and other utensils in good condition and stored properly, i.e., on racks, hooks, etc.				
35. Employees properly instructed in the use of equipment, knives, etc.				

GENERAL SCHOOL/CLASSROOMS CHECKLIST (1 of 1)

Yes No N/A

Remarks

1. Lockers in good condition and secured to the floor or wall with no sharp projections.
2. The gym equipment in good condition, i.e. no obstructions when playing game, gymnastics, wrestling, etc.
3. The bleachers in good condition and Structurally adequate, both indoors and Outdoors (and inspected annually by staff, and biennially by a structural engineer).
4. The condition of the playing fields Satisfactory, void of holes, rocks, glass, etc.
5. Shower controls working properly, i.e. Water not too hot.
6. Floors in shower areas clean and not Slippery.
7. The playground equipment in good condition (Elementary).
8. Adequate parking lot lighting.
9. Traffic controls adequate on school Grounds.
10. Guard rails situated where needed.
11. The sidewalks in good repair.
12. Stage areas in good repair, i.e. safeties on Winches, wire ropes to hold screens, safety chains on lights, screens, etc. as needed.
13. Shelves/lockers bolted to wall.
14. Adequate first aid equipment placed Appropriately throughout the building.
15. Desks, chairs, and tables in good repair.
16. Adequate aisle space maintained to allow Quick exit (at least 6 feet).

LABORATORIES AND LABORATORY STOREROOMS CHECKLIST (1 OF 1)

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Remarks</u>
1. The amount of glassware and chemicals kept to a minimum in work area.				
2. Housekeeping satisfactory.				
3. All electrical equipment properly grounded.				
4. Eye protection available and worn when Needed, and eye wash available.				
5. Ladders available in storage room if Needed.				
6. Heavy items stored on lower shelves.				
7. Chemicals kept at a sufficient operating level, i.e. no over-stocking.				
8. Chemicals clearly labeled.				
9. Like materials stored together.				
10. Large containers of acids stored together on bottom shelves or in acid storage.				
11. Areas available for working (burning, Heating, using hot plate, mixing, etc.) other than in the stock room. (Stock rooms should be used for storage only.)				
12. Shelves fastened to walls.				
13. Ventilation adequate for the work Performed.				
14. Science teacher(s) following a Chemical Hygiene Plan (CHP).				
15. Proper type/size fire extinguisher mounted in conspicuous/accessible location.				

CHILD DAY-CARE CHECKLIST (1 of 1)

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Remarks</u>
1. Certificates of insurance for worker's compensation, auto, and liability obtained yearly from operators of child care centers in your parishes/schools. (Applicable for non-diocesan operated child day-care centers.)				
2. Center licensed to operate and in compliance with state regulations.				
3. References and criminal background checked on all personnel.				
4. Complete physicals, including immunizations and eye and hearing tests, required before a child is accepted by the center.				
5. Center personnel trained in first-aid and CPR, with first-aid supplies available.				
6. Professional medical personnel available.				
7. Children not allowed to go unescorted from the building to parents/guardians car, nor allowed to wait outside unsupervised.				
8. Outside play area and equipment checked daily for broken glass, trash, splinters, pinching hazards, etc.				
9. Fire extinguishers fully charged and placed so only adults can reach them.				
10. Electrical outlets covered with safety caps when not in use.				
11. Spring-loaded lid supports installed on toy chests that have free-falling lids.				
12. No child left unattended at any time, indoors or outdoors, asleep or awake.				

VANDALISM CHECKLIST (1 OF 1)

Location: _____

Date: _____

Inspection Started: ___ AM ___ PM

Inspected by: _____

Inspection Completed: ___ AM ___ PM

Yes No N/A Remarks

1. Be sure all occupants are out of the building.
2. All night lights on and working.
3. All exterior doors locked and guards in place.
4. All windows locked and guards in place.
5. Exterior lighting turned on and/or timer and photo-electric cells checked.
6. Emergency telephone numbers posted by telephones.
7. Burglary alarms set up and checked or watchman service provided.
8. Exterior of building checked before leaving grounds.
9. Exterior gates and fences locked where necessary.
10. Exterior of building free of obstruction and overgrowth.
11. Neighbors (if any) provided with emergency telephone number.
12. Local police aware of the times that the building will be vacant and asked to make periodic patrols.

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.)

Yes No N/A Remarks

EXTERIOR

Before & After

1. All parking facilities, walks, and entrances are well lighted.
2. All parking facilities, walks, and entrances are clear of ice and snow.
3. All parking facilities, walks, and entrances are clear of broken glass and debris.

INTERIOR

Before

1. All entrances, halls, and restrooms are well lighted.
2. Instructive signs are posted at all passages which are closed to the public if the doors cannot be locked for safety reasons.
3. All emergency exits are free of storage and readily accessible.
4. All tables and chairs in good condition and properly spaced to permit clear access when people are seated at the tables.
5. Rubber mats are placed in halls or entrances if it is raining or snowing.
6. Emergency lighting is functional. (Emergency lighting installed if absent.)
7. All emergency numbers are available for Police, Fire, and First-Aid Squad.
8. Personnel are familiar with emergency procedures in event of a fire, blackout, bomb threat, accident, heart attack or other sudden serious illness.
9. There are adequate crowd control and security personnel.

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

Location: _____ Date: _____

_____ Inspection Started: _____ AM _____ PM

Inspected by: _____ Inspection Completed: _____ AM _____ PM

Yes No N/A Remarks

INTERIOR

During

1. Ensure that any monies collected are not left unattended until locked in the safe.
2. If refreshments are being served, check to determine that spills are being cleaned immediately.
3. Check that no one places any handbag or article of clothing where it will present a trip or fire hazard.

After

1. Check all cooking appliances to ensure they are turned off.
2. Check all ash trays to ensure cigarettes are extinguished before they are emptied.
3. Check to determine that filled trash bags are not left inside the building and are placed outside in the garbage container.
4. Check to determine that monies are counted and locked in a safe or taken to the bank, if possible.
5. Check to determine that no one is attempting to conceal themselves in the building before locking up.
6. Check that all lights are left on until everyone leaves the building.
7. 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.