



# CARES

## “Self Inspection Report”

This form has been designed to provide a simple means for a person to conduct a safety inspection at their facility. The form is intended to be an aid in detecting hazards and thus reducing exposure to loss. If there are any specific questions or problems, the Risk Management Department at Catholic Mutual should be contacted.

### Instructions

1. Complete heading of report.
2. Inspection should be done by pastor, facility administrator, or maintenance manager.
3. Plan sufficient time to walk through entire premises. Take form along and check appropriate response while conducting the inspection. Written notes can also be made for serious problems discovered or items not specifically covered on this form.
4. After inspection has been completed, determine what action is required to correct problem.
5. Send photocopies of report to:

Catholic Mutual Group  
 Attn: Risk Management Department  
 10843 Old Mill Road  
 Omaha, Nebraska 68154-2600  
 FAX (402) 551-2943  
 Email: [rm@catholicmutual.org](mailto:rm@catholicmutual.org)

**AND**

Diocesan Insurance Contact

6. The tentative date for repairs/corrective measures should be indicated on the enclosed "Follow-up Worksheet." **Please note:** The success of this program requires both the inspection of the property and correction of the hazards detected.

This report can also be completed on our website at [www.catholicmutual.org](http://www.catholicmutual.org). Once you have logged in, click on *Risk Management Info* click on *Property* and then click on *Self Inspection Report*.

Questions, problems and/or requests for safety literature can be made through the Risk Management Department of Catholic Mutual at **800-228-6108**

ARCH/DIOCESE \_\_\_\_\_ PARISH/INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ WEBSITE ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE OF INSPECTION \_\_\_\_\_

INSPECTED BY \_\_\_\_\_ JOB TITLE \_\_\_\_\_

Place X next to buildings inspected

Church  Rectory  Convent  Garage  Hall

High School  Grade School  Gym  Other

(To be completed by Administration only)

**CONTRACT REVIEW/FACILITY USAGE POLICY**

*Diocesan guidelines when entering into any type of contract, agreement or lease or when individuals/organizations use your facilities for non-parish sponsored events.*

- |  | YES                   | NO                    |
|--|-----------------------|-----------------------|
| 1. Do you have a copy of the Diocesan Contract Review Policy   | <input type="radio"/> | <input type="radio"/> |
| 2. Are Certificates of Insurance obtained from outside organizations or individuals renting or using the facilities (eg: Knights of Columbus, Girl Scouts, wedding receptions, etc.) | <input type="radio"/> | <input type="radio"/> |
| 3. Are Certificates of Insurance obtained from outside contractors scheduled to repair or renovate the facilities  | <input type="radio"/> | <input type="radio"/> |

**It is important that original Certificates be kept in one central file so they would be available should the need arise**

- |                                 |                       |                       |
|---------------------------------|-----------------------|-----------------------|
| 4. Do you lease your facilities | <input type="radio"/> | <input type="radio"/> |
|---------------------------------|-----------------------|-----------------------|

**VEHICLE SAFETY POLICY**

*Diocesan guidelines intended to standardize the safety methods and procedures for individuals driving on behalf of a parish/school. Guidelines could include a MVR check and a defensive driving course.*

- |   | YES                   | NO                    |
|---|-----------------------|-----------------------|
| 1. Do you have a copy of the Diocesan Vehicle Safety Policy   | <input type="radio"/> | <input type="radio"/> |
| 2. Do you maintain an up-to-date list of authorized vehicle drivers (both Employees & Volunteers)   | <input type="radio"/> | <input type="radio"/> |
| 3. Do you own, operate or lease passenger vans/shuttles capable of transporting more than 10 people regardless of the current seating capacity in the vehicle | <input type="radio"/> | <input type="radio"/> |

**SECURITY POLICY**

*Each institution should be capable of demonstrating that appropriate steps have been taken to secure its facilities and to ensure emergency procedures in place.*

- |   | YES                   | NO                    |
|---|-----------------------|-----------------------|
| 1. Do you have a security emergency response plan in place      | <input type="radio"/> | <input type="radio"/> |
| 2. Are practice drills regularly conducted                      | <input type="radio"/> | <input type="radio"/> |
| 3. Do you have key control policy in place                      | <input type="radio"/> | <input type="radio"/> |
| 4. Do you maintain an inventory list of furnishings & equipment | <input type="radio"/> | <input type="radio"/> |

**EDUCATION/RESOURCE MATERIALS**

- |  | YES                   | NO                    |
|--|-----------------------|-----------------------|
| 1. Have appropriate personnel attended any diocesan training programs                            | <input type="radio"/> | <input type="radio"/> |
| 2. Have all appropriate personnel viewed Catholic Mutual's on-line safety training modules       | <input type="radio"/> | <input type="radio"/> |
| 3. Please indicate if there are any specific topics for which you would like further information |                       |                       |

Place comments on overall condition of inspected items and note problem areas below:

**Please answer all questions.**

Has a building been built, acquired or sold within the past year YES  NO

If yes, please provide the type of occupancy, address, and square footage on the enclosed Follow-up Worksheet  
(eg: Dwelling; 1234 Street; City; State; Zip Code; 2,700 sq. ft.)

Is any building currently vacant or unoccupied?

**INTERIOR**

- |  | YES                   | NO                    | N/A                   |
|--|-----------------------|-----------------------|-----------------------|
| 1. Are floor surfaces even ( <i>Check for trip hazards</i> )   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is carpeting in good condition and securely fastened  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are doors secure, have adequate locks, close properly   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are windows free of cracks and breaks   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. <b>Stairs</b>   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| In good repair   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Handrails present ( <i>sturdy &amp; securely attached</i> )  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Are stairways and landings free of storage material  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. <b>Fire Extinguishers</b>   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Adequate number & size ( <i>Minimum Size - 5 lb. ABC Dry Chemical</i> )                                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Inspected annually, tagged and properly charged  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Mounted and Accessible   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. <b>Electrical</b>   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is wiring in good condition, connections secure and/or free of fraying                                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Are extension cords properly used and sized  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is there a 3' clearance around electrical panels   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is office equipment outfitted with surge protectors  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. <b>Heating, A/C Equipment, Furnace Room</b>   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Are yearly service checks performed  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is furnace room free of combustible materials and chemicals  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Are boilers currently certified  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. <b>Residential Alarms</b> ( <i>Recommend monthly testing</i> )                                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Smoke detectors function properly ( <i>Minimum - 1 per level</i> )                                     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Carbon Monoxide  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. <b>School, Large Assembly Alarms</b>   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Fire   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Security   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Are alarms operational and regularly tested  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. Are exits clearly marked, lighted and not blocked  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. Is copy of Bloodborne Pathogens Plan present in schools  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. Are there emergency evacuation plans posted in schools, public meeting areas and church classrooms | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14. Are there emergency preparedness and procedure plans in place                                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 15. Are emergency lights functional  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 16. Are candles well protected ( <i>discouraged in schools and offices</i> )                           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

- |  | YES                   | NO                    | N/A                   |
|--|-----------------------|-----------------------|-----------------------|
| 17. Are there main utility shutoffs and do appropriate staff know their location         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 18. Are all chemicals/flammables properly labeled and stored in approved safety cabinets | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 19. Do you have an Automatic External Defibrillator (AED)                                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

### EXTERIOR

- |  |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|
| 1. Is foundation structurally sound  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is roofing in good repair   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are gutters, downspouts, and roof drains inspected regularly and kept clean   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Is chimney free of cracks and breaks and cleaned annually, if used  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Does facility have a <b>LIGHTNING</b> protection system ( <i>such as lightning rods</i> )                                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Are walkways level and free of holes and cracks   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Are entrance mats in good condition and securely fastened   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Are driveways and parking lots clearly marked and lighted   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. Are stairs and handrails present and in good condition  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. Is there adequate lighting around building   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. Is playground equipment properly maintained  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. Is there 9" to 12" of cushioning material ( <i>sand, pea gravel, etc.</i> ) in place and maintained under playground equipment | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. Does playground have a sign indicating "Adult Supervision Required"  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

### CEMETERY CHECKLIST

✓ Check each box for all areas inspected

#### Maintenance/Safety

- Perpetual care tombs
- Statues & church owned memorials
- Markers stable & secure
- Roadways
- Fences/Gates
- Ditches & drainage
- Grass & weed control
- Adequate trash receptacles
- Abandoned tombs
- Insect problems
- Trees & shrubs trimmed
- Walkways clear & safe
- Safety equipment
- Maintenance of equipment
- Fuel storage tank

#### Mausoleums

- Roofs/Trim
- Granite or marble structures
- Caulking
- Painted areas
- Glass & metal doors work
- Drainage
- Floors & walkways
- Cleanliness

Print Form

Submit Form