

Diocese of: _____

Date of Inspection: _____

Building Inspection Report

Contact Information

Church: _____

Address: _____

Church phone: _____

Church email: _____

Clergy name: _____

Clergy cell phone: _____

Clergy email: _____

Junior Warden or Facilities Chair: _____

Junior Warden or Facilities Chair cell phone: _____

Utilities

Water company: _____

Water company phone number: _____

Account number: _____

Electric company: _____

Electric company phone number: _____

Account number: _____

Gas company: _____

Gas company phone number: _____

Account number: _____

Utilities status:

On Off

Church Building

Sanctuary Exterior

When was building constructed? _____

Construction materials (check all that apply):

Stone Wood
Siding Cement
BrickCondition of material: _____

Any apparent structural hazards or damage?

No Yes

Is the exterior of the building in good condition (tuckpointing, painting, siding)?

No Yes

If no, please describe: _____

Foundation construction material:

Is there cracking, settling, or damage to the foundation?

Yes No

Any tripping hazards on sidewalks?

Yes No

Any additions to church (not including parish hall):

Construction material?

Does the church have a steeple?

Yes No

Condition of steeple or tower:

Good OK Poor

Please describe:

Does the church have a bell?

Yes No

Condition of bell:

Good OK Poor

Please describe:

Are there stairs leading into the building?

Yes No

Construction materials (check all that apply):

Cement Stone
Wood Brick

Condition of stairs:

Are handrails in good condition and secure?

Yes No

If there are handrails, are they on both sides?

Yes No

Condition of handrails: Are they secure?

Yes No

Is there a ramp?

Yes No

Please describe:

Exterior Doors

Is main entry handicapped accessible?

Yes No

If yes, is pad operational?

Yes No

Date of last maintenance:

Entry door: Is the door weather tight?

Yes No

Please describe:

Does entry door open easily?

Yes No

Please describe:

Condition of handles/knobs:

Good OK Poor

Panic hardware?

Yes No

Please describe:

Are the doors secure?

Yes No

Are the door locks functional?

Yes No

Please describe:

Roof

Age of roof:

Roofing material:

Slate Shingle
Wood Flat Tar/Gravel

Last replacement or repair:

Current condition of roof:

Good OK Poor

Are any shingles/tiles missing?

Yes No

Condition of flashing:

Good OK Poor

Condition of gutters:

Good OK Poor

Condition of downspouts:

Good OK Poor

Does the church have a fund for roof repairs or replacement?

Yes No

Grounds

Driveway type:

Asphalt Gravel
Cement
Other

Condition of driveway:

Good OK Poor

Potholes, broken or chipped asphalt or cement:

Yes No

Any possible tripping hazards?

Yes No

Sidewalks:

Cement Asphalt

Other

Condition of sidewalks:

Crackling Settling

Other

Missing Pieces

Yes No

Other Trip hazards

Yes No

Outdoor columbarium:

Yes No

Type:

Condition:

Good OK Poor

Indoor columbarium:

Yes No

Type:

Condition:

Good OK Poor

Number niches?

Memorial garden:

Yes No

Condition:

Good OK Poor

Grading and drainage

Is grading away from foundation?

Yes No

If no, is water getting into the building?

Yes No

Gutters draining:

Yes No

Last cleaning of gutters:

Is there standing water on the lawn after a hard rain?

Yes No

Windows: (Check all that apply)

Frame construction materials:

Vinyl Stone
Wood Metal

Glass:

Clear glass Stained glass
Protective Lucite covering

Are windows single pane or double pane?

Single Double

Have windows been replaced?

Yes No

If so, when were windows replaced?

Condition of framing and caulking around exterior window frames:

Good OK Poor

Please describe:

Church Building Interior

Sanctuary

Construction of interior walls (check all that apply):

Wood Stone
Paneling Cinder block
Other

What is the condition of interior walls?

Good OK Poor
Cracks Visible water stains
Current leaks Peeling paint

What is the condition of the interior ceiling:

Good OK Poor
Cracks Visible water stains
Peeling paint

Construction materials of sanctuary floors (check all that apply):

Wood Stone
Vinyl Carpeting
Tile

Is there adequate lighting?

Yes No

Are there any trip/slip/fall hazards in the sanctuary?

Yes No

Are any flammable materials stored anywhere in sanctuary?

Yes No

Are there smoke detectors?

Yes No

CO2 detectors?

Yes No

Carbon monoxide detectors?

Yes No

Fire extinguishers visible and easily accessible?

Yes No

If not, is there signage showing where extinguishers are located?

Yes No

Are there any visible electrical hazards?

Yes No

Are surge protectors in use?

Yes No

Are means of egress clear of obstruction?

Yes No

Is panic hardware installed on exit doors?

Yes No

Boiler/HVAC/Utility Room: Sanctuary

Is there a separate boiler room for each building? If so, complete a separate sheet for each boiler room.

What type of furnace does the church have?

Gas Electric

When was the furnace installed?

When was the last time it was inspected and/or serviced?

If yes, with what company?

Are any flammable materials stored in boiler room?

Yes No

If so, please remove immediately!!!

Does the church have air conditioning?

Yes No
Central air Window units

Is there a maintenance contract for HVAC?

Yes No

If yes, with what company?

When was air conditioning installed?

When was the last time it was inspected and/or serviced?

Is there a smoke detector in Utility room?

Yes No

Is there a fire extinguisher in Utility room?

Yes No

Parish Hall Exterior:

When was building constructed?

Construction Materials (check all that apply):

Stone Wood
Siding Cement
Brick

Condition of material:

Good OK Poor

Any apparent structural hazards or damage?

Yes No

Is the exterior of the building in good condition (tuckpointing, painting, siding)?

No Yes

If no, please describe:

Foundation construction material:

Is there cracking, settling, or damage to the foundation?

Yes No

Any tripping hazards on sidewalks?

Yes No

Construction material if different from the church:

Are there stairs leading into the building?

Yes No

If so, what is the construction material of stairs?

Concrete Stone
Wood Brick

Condition of stairs:

Good OK Poor

Are handrails in good condition and secure?

Yes No

If there are handrails, are they on both sides?

Yes No

Please describe:

Is there a ramp:

Yes No

Please describe:

Exterior Doors:

Is main entry handicapped accessible?

Yes No

If yes, is the pad operational?

Yes No

Date of last maintenance:

Is the entry door weather tight?

Yes No

Please describe:

Does the entry door open easily?

Yes No

Please describe:

Condition of handles/knobs:

Good OK Poor

Panic hardware on exit doors?

Yes No

Are the doors secure?

Yes No

Are the door locks functional?

Yes No

Please describe:

Roof: Age of roof:

Roofing material:

Slate Shingle
Wood Flat Tar/Gravel

Last replacement or repair:

Current condition of roof:

Good OK Poor

Are any shingles/tiles missing?

Yes No

Condition of flashing:

Good OK Poor

Condition of gutters:

Good OK Poor

Condition of downspouts:

Good OK Poor

Does the Church have a fund for roof repairs or replacement?

Yes No

Grounds:

Driveway type:

Asphalt Gravel

Cement

Other

Condition of driveway:

Good OK Poor

Potholes, broken or chipped asphalt or cement:

Yes No

Any possible tripping hazards?

Yes No

Sidewalks:

Cement Asphalt

Other

Condition of sidewalks:

Cracking Settling

Uneven Surface

Missing Pieces

Other Tripping Hazards

Grading and drainage:

Is grading away from foundation?

Yes No

If no, is water getting into the building?

Yes No

Gutters draining:

Yes No

Last cleaning of gutters:

Is there standing water on the lawn after a hard rain?

Yes No

Windows:

Frame construction materials (check all that apply):

Vinyl Stone

Wood Metal

Are windows single pane or double pane?

Single Double

Have windows been replaced:

If yes, when were windows replaced?

Condition of framing and caulking around exterior window frames:

Good OK Poor

Please describe:

Condition of weather stripping:

Good OK Poor

Please describe:

Parish Hall Building Interior:

Construction of interior walls (check all that apply):

Wood Stone
Paneling Cinder block
Other

What is the condition of interior walls?

Good OK Poor
Cracks Visible water stains
Current Leaks Peeling paint

What is the condition of the interior ceiling:

Good OK Poor
Cracks Visible water stains
Current Leaks Peeling paint

Construction materials of Parish Hall floors (check all that apply):

Wood Stone
Vinyl Carpeting
Tile

Is there adequate lighting?

Yes No

Are there any trip/slip/fall hazards in the Parish Hall?

Yes No

Are any flammable materials stored anywhere in the Parish Hall?

Yes No

Are there smoke detectors?

Yes No

CO2 detectors?

Yes No

Carbon Monoxide detectors?

Yes No

Are fire extinguishers visible and easily accessible?

Yes No

If not, is there signage showing where extinguishers are located?

Yes No

Are there any visible electrical hazards?

Yes No

Are surge protectors in use?

Yes No

Are means of egress clear of obstruction?

Yes No

Is panic hardware installed on exit doors?

Yes No

Boiler/HVAC/Utility Room Parish Hall:

What type of furnace does the Parish Hall have?

Gas Electric

When was the furnace installed?

When was the last time it was inspected and/or serviced?

With what company?

Are any flammable materials stored in boiler room?

Yes No

If so, please remove immediately!!!!

Does the church have air conditioning?

Yes No
Central Air Window Units

Other

Is there a maintenance contract for HVAC?

Yes No

If yes, with what company?

When was air conditioning installed?

When was the last time it was inspected and/or serviced?

Is there a smoke detector in utility room?

Yes No

Is there a fire extinguisher in utility room?

Yes No

Is there a Carbon Monoxide detector?

Yes No

Kitchen:

Does the church have a kitchen?

Yes No

If yes, is it a commercial kitchen?

Yes No

If yes, does it have fire suppression capabilities?

Yes No

Is the suppression system inspected annually?

Yes No

Is there is a walk-in freezer?

Yes No

If yes, is there an emergency means of egress?

Yes No

Is there a smoke detector?

Yes No

Is there a CO2 detector?

Yes No

Is there a Carbon Monoxide Detector?

Yes No

Is the fire extinguisher clearly marked and accessible?

Yes No

Is there a fire extinguisher for grease fires in the kitchen?

Yes No

When was the last time the fire extinguisher was charged?

Are poisons of any kind stored in the kitchen?

Yes No

Are knives stored in an appropriate manner?

Yes No

Classrooms/ED wing:

Are there classrooms?

Yes No

How many?

Flooring in classrooms:

Carpet Stone
Linoleum Vinyl plank

Are windows weather tight?

Yes No

Please complete one form for each room:

Room:

What is the condition of interior walls?

Good OK Poor

Please describe:

Are there:

Cracks Visible water stains
Current Leaks Peeling paint

What is the condition of the interior ceiling?

Good OK Poor

Please describe:

Flooring materials:

Wood Vinyl
Carpet Stone

What is the condition of the floor?

Good OK Poor

Please describe:

Are there any visible electrical hazards?

Please describe:

Are there smoke detectors?

Yes No

When were the batteries last changed?

Are the fire extinguishers visible and easily accessible?

Yes No

Are there Co2 detectors?

Yes No

Are there Carbon Monoxide detectors?

Yes No

Are there Exit signs and are they lit?

Yes No

Emergency Lighting?

Yes No

Are means of egress clear of obstruction?

Yes No

Do Means of Egress have Panic Hardware?

Yes No

Boiler/HVAC/Utility Room Ed Wing:

What type of HVAC/heating system does the church have?

Gas Electric

When was the HVAC/heating system installed?

When was the last time it was inspected and/or serviced?

With what company?

Are any flammable materials stored in boiler room?

Yes No

If so, please remove immediately!!!

Does the church have air conditioning?

Yes No
Central Air Window Units
Other

Is there a maintenance contract for HVAC?

Yes No

If yes, with what company?

When was air conditioning installed?

When was the last time it was inspected and/or serviced?

Is there a smoke detector in utility room?

Yes No

Is there a fire extinguisher in utility room?

Yes No

Carbon Monoxide detector?

Yes No

Person inspecting property:

Name: _____

Date: _____

Clergy receiving report: _____

Date: _____

Copy sent to the Diocesan office?

Yes No

Date: _____