

HOUSEKEEPING CHECKLIST

Name of Church

Person Inspecting

Date of Inspection (dd/mm/yyyy)

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No.	Checklist Items	Yes	No	N/A
Floors, Aisles, Stairs & Landings				
1	All aisles are clear			
2	Aisles are free of slip, trip and fall hazards			
3	Stairs free of worn or broken treads			
4	Handrails are in good repair			
5	Non-skid strips on chairs are in good condition			
Storage				
6	No storage in traffic areas			
7	Stacks stable with good bases			
8	No rubbish or unwanted material			
9	Flammable items correctly stored			
Electrical Power				
10	Plugs, sockets and switches in good order			
11	Free of frayed or defective leads			
12	Free of double adaptors or piggy-back plugs			
13	All lights adequate or operational			
14	Residual Current Devices installed and maintained			
First Aid				
15	First Aid kits identified and appropriately stocked			
16	Names of qualified first aiders displayed			
Emergency Response/Fire Protection				
17	Evacuation Procedures clearly displayed			
18	Fire extinguishers appropriate to material			
19	Extinguishers readily available and properly mounted			
20	Exits and exit signs adequately illuminated			
21	Exits and fire doors in good repair and unobstructed, internally and externally			
Car Park/Outdoor Areas				
22	Clean and free from rubbish			
23	Even surfaces - no holes			
24	Free of grease and oil			
25	Vehicle traffic ways clearly marked and lit			
26	Free of dense shrubbery obstructing vision			

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No.	Checklist Items	Yes	No	N/A
Equipment				
27	Office chairs suitable and in good condition			
28	Ladders serviceable, no broken rungs/defects			
29	Metal ladders not used for electrical work			
30	WHS policies and procedures appropriately displayed			
31	Safety signs clearly displayed where necessary			
32	Kitchen appliances properly maintained			

Any items identified as needing attention should be listed on the Action Plan below.

Action Required	By Whom	By When (Date)	Completed (Date)