

CHECKLIST

UNITED METHODIST LOSS CONTROL PROGRAM Parsonage Self-Inspection Checklist

NAME OF CHURCH: Kennewick First United Methodist Church
ADDRESS: 1602 S. Sharron St. Kennewick WA 99337

Answer each item with YES, NO, or NA (not applicable). Support all "NO" items in the "COMMENTS" section, and indicate the date when corrective action has been implemented.

<u>FOLLOW-UP</u>	<u>YES/NO/NA</u>	<u>COMMENTS</u>
HEATING EQUIPMENT		
1. Is all heating equipment including chimneys, flue connectors, hot air ducts and parsonage heating appliances:		
a. In good servicable condition and well maintained?	Yes	New Unit in 2020
b. Properly insulated and separated from all combustible material by a safe distance?	Yes	
c. Serviced by a qualified person within the past year?	Yes	See Above
LIGHTING AND ELECTRICAL EQUIPMENT		
1. Has the electrical system been inspected by a competent electrical contractor recently?	Yes	When AC Installed
2. Are alterations of electrical installations made only by a qualified electrician?	Yes	
3. If any fuse or circuit breakers require frequent replacement or restoration, have these circuits been checked by a competent electrician for overloading?	N/A	
4. Are all fixtures, outlets and extension cords in safe condition?	Yes	
5. Are extension cords used only for temporary situations?	Yes	

<u>FOLLOW-UP</u>	<u>YES/NO/NA</u>	<u>COMMENTS</u>
6. Are air conditioning units properly wired?	Yes_____	_____
7. Are computer systems properly wired and equipped with surge protection devices?	_____Yes_____	_____

APPLIANCES

1. Are kitchen range ventilating hoods, filters and ducts free of grease accumulation?	Yes	_____
2. Are refrigerators, freezers, stoves, microwaves, washers and dryers properly wired?	_____Yes_____	_____
3. Is manufacturer-recommended air space provided around all large appliances?	_____Yes_____	_____
4. Are appliance exhaust systems properly vented?	_____Yes_____	_____

PROTECTION

1. Is there a sufficient number of proper fire extinguishers provided?	Yes	_____
2. Have fire extinguishers been inspected or recharged within a period of one year?	_____N/A_____	_____
3. Is the date of inspection or recharge shown on a tag attached to each extinguisher?		
4. Are UL listed automatic fire and smoke detection devices installed and operational?	_____Yes_____	_____
5. Are smoke detector batteries checked semi-annually where warranted?	_____Yes_____	_____
6. Are spaces beneath stairs, in attics and basements free of combustible material?	_____Yes_____	_____

PUBLIC LIABILITY EXPOSURES

1. Are all walkways and floor surfaces safe (free of holes, uneven surfaces, cracks, carpet tears, etc.)?	Yes	_____
2. Are sidewalks kept free of snow and ice?	Yes_____	_____
3. Are all steps in good repair and provided with handrails?	_____Yes_____	_____

FOLLOW-UP

YES/NO/NA

COMMENTS

4. Has the parsonage been inspected for lead and asbestos, and proper safeguards taken?

No

FURNISHINGS AND EQUIPMENT

1. Are all church-owned furnishings and equipment properly maintained and stored?

Yes

2. Are mowers, snow throwers, hedge trimmers and combustibles safely stored?

Yes

3. Are computer systems properly wired and equipped with surge protection devices?

N/A

INSURANCE

1. Do the church and/or pastor maintain adequate property and liability insurance on the parsonage and furnishings?

Yes

2. Is there a video or written inventory of all church-owned personal property in the parsonage stored off-site?

Yes

COMMENTS (Use additional sheets as necessary):

COMPLETED BY: Mark McMurray _____ DATE: 11/1/20

REVIEWED BY: Dave Hare _____ DATE: 11/1/20