

**DIOCESE OF CHARLOTTE
RISK CONTROL PROGRAM**

GUIDELINES FOR PARISH AND SCHOOL OPERATIONS

RISK CONTROL GUIDE TO PARISH MAINTENANCE

This list highlights maintenance tasks that commonly impact insurance loss. Please keep the following items in mind when instructing the maintenance staff. Checking these items and taking appropriate action as part of the routine maintenance program will help minimize insurance losses.

OUTSIDE THE BUILDINGS

1. Sidewalks (Including Public Sidewalks and Walkways):

- No obstructions;
- Even surfaces, no holes, good condition, etc.;
- Abrupt or hard to see changes in walkway elevation highlighted;

2. Parking Lots:

- Surface in good condition with no obstructions, no potholes;
- No extraordinary grease buildup;
- Speed bumps well marked;
- Car stops (concrete blocks) well marked, securely anchored and in good repair;
- Adequate lighting.

3. Landscaping:

- Vegetation does not obstruct walkways, stairways, etc.;
- No low hanging tree branches that could strike pedestrians;
- No mud or water run-off across walkways;
- Sprinklers are not too close to walkways and do not pose tripping hazards;
- Tree roots not up-lifting walkways;
- Dry grass and brush cleared to a distance of at least 30 feet around all buildings.

4. Building Approaches and Entrances:

- All stairways and ramps have secure, full length handrails;
- Stairs and ramps provide good, non-slip footing;
- No obstructions or obvious defects in stairs or ramps;
- Doormats used as necessary in wet weather;
- Leaves, debris, etc., regularly removed from walking surfaces;

5. Lighting and Electrical:

- Parking lot lights work;
- Outside building lights work;
- Stairway lights work;
- Exterior electric equipment and bulbs rated for exterior use.

6. General Maintenance:

- Fences and gates in good repair;
- Benches and tables in good condition;
- No unnecessary combustible material or debris stored near or under buildings;
- Gutters, downspouts and area drains cleaned of leaves and other debris and are in good working order;

7. Special Hazards:

- Areas under construction or repair are barricaded or fenced and flashing warning lights used as necessary.
- Gas meters, propane tanks, gasoline pumps, etc., provided with barriers to prevent damage by vehicles.

8. **Playground Equipment:**

- Adequate cushioning material (bark, foam padding, etc.) positioned under and well around all equipment;
- Concrete equipment anchors well covered with cushioning materials;
- All equipment structurally stable and securely anchored;
- All equipment free of sharp edges, exposed bolts, screws, etc.;
- Playground areas inspected daily for broken glass, trash, etc.;
- Ladder rungs in good condition;
- "S" hooks used to support chains are in good condition and fully closed;
- Swing seats and chains in good condition.

INSIDE THE BUILDINGS

1. Walking Surfaces:

- Flooring in good condition, no obvious defects or foreign objects;
- Abrupt or hard to see changes in floor level highlighted;
- Carpeting and mats not torn, buckled, etc.;
- Non-slip wax used on slick surfaces (tile, marble, etc.);
- Floors are not slippery.

2. Stairways and Ramps:

- All stairways and ramps have secure full length handrails;
- Stairs and ramps have good, non-slip footing;
- No storage, obstruction or obvious defects in stairways or ramps.

3. Exits:

- All emergency exits properly marked and unobstructed;
- No storage in hallways;
- Exit doors not locked or chained to prevent exiting whenever building is occupied.
- Exit doors operate easily and open outward;
- Decorations do not obstruct exit signs or exit ways.

4. Lighting and Electrical:

- Adequate lighting levels maintained whenever building is open;
- Stairways well lighted;
- Exit ways well lighted;
- Emergency lighting system operational;
- Outlets and switches have protective face plates;
- All light fixtures have covers, i.e., no bare bulbs;
- At least a 3 foot clear area provided in front of all electrical panels;
- Electrical work performed by licensed contractors only;
- Have you had problems with fuses blowing or circuit breakers tripping? (If so, ask the pastor to call a licensed electrician.)

5. Slip/Trip and Fall Hazards:

- Doormats provided during wet weather;
- Responsibility assigned to clean up tracked-in water, spills, etc.;
- "Caution - Wet Floor" signs available;
- No plumbing leaks which may result in a slip-and-fall hazard;
- Electrical cords do not pass across walkways (extension cords, cords for projectors, organ power supply, etc.);
- Bathroom floors kept dry.

6. General Maintenance:

- Tables and chairs in good condition and stored properly with no danger of falling;
- Any signs of water leakage or damage?;
- Are floor drains clear?
- Broken furniture and equipment removed from use and either immediately repaired or immediately disposed of completely.

7. Special Hazards:

- No "glowing element" type portable, electric space heaters used;
- Candles checked several times a day;
- Votive candles secured in a non-combustible rack with no combustible materials above or below;
- Extension cords not used as a substitute for permanent wiring;
- Storage of flammable and combustible liquids minimized? In listed safety cans? Removed from sources of ignition in a well ventilated area?
- "No Smoking" signs posted and enforced in storage areas?
- Oily rags disposed by themselves in a covered metal container;
- Chemical and equipment storage rooms are locked to prevent unauthorized access.

8. Housekeeping:

- Are storage areas neatly arranged and free of rubbish?
- Is storage height restricted to at least 3 feet below the ceiling level?
- No combustible materials stored in boiler or furnace rooms, or near other similar sources of ignition;
- Storage racks secured from falling.