

# MONTHLY SAFETY INSPECTION



Church/Location: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

*Check the following items on at least a monthly basis. Note discrepancies and immediately correct what you can, report what you can't.*

<b>EMERGENCY LIGHTS</b>	<b>OK</b>	<b>Action Needed</b>	<b>Completion Date</b>
1. TEST BUTTONS DEPRESSED FOR 30 SECONDS ON EACH LIGHT			
<b>FIRE EXTINGUISHERS</b>	<b>OK</b>	<b>Action Needed</b>	<b>Completion Date</b>
2. FIRE EXTINGUISHER PINS ARE IN PLACE, ARROWS IN THE "GREEN"			
3. FIRE EXTINGUISHERS ARE INSPECTED AND MAINTAINED ANNUALLY BY VENDOR & NOTED ON INSPECTION TAG			
4. FIRE EXTINGUISHERS ARE MOUNTED SECURELY			
5. ACCESS TO FIRE EXTINGUISHERS IS CLEAR, UNBLOCKED.			
6. SIGNS INDICATE PRESENCE OF FIRE EXTINGUISHERS.			
<b>EXITS &amp; ACCESS</b>	<b>OK</b>	<b>Action Needed</b>	<b>Completion Date</b>
7. ALL EXITS UNOBSTRUCTED			
8. ALL EXITS MARKED WITH A READILY VISIBLE SIGN THAT ARE PROPERLY ILLUMINATED			
9. EXIT DOORS SELF-CLOSING & NOT PROPPED OPEN			
10. HALLWAYS ARE CLEAR, WITHOUT OBSTRUCTION.			
11. STAIRWELLS ARE CLEAR, WITHOUT STORAGE			