



Annual Property Maintenance Checklist

Church properties must be maintained in a good and safe condition in order to meet the requirements of the *Work Health and Safety Act 2011* and to ensure the health, safety and well-being of all people associated with the church. *The Uniting Church in Australia Regulations* require a Presbytery Property Committee to regularly inspect or arrange for the regular inspection of properties for which the presbytery and church councils are responsible, and to ensure that such properties are maintained. The church council is responsible for the management and administration of all congregational property, including the care and maintenance and other things as are necessary or appropriate for its use and management.

For more details about the checklist below, refer to the attached supplementary information.

Presbytery:	
Congregation:	
Address:	
Date inspected:	
Inspected by:	
Contact phone:	

General information / documentation

Questions	Yes	No	Additional comments
1. Do you have a Work Health and Safety Policy?			
2. When was your last Asbestos Audit undertaken?			
3. Is there any asbestos present in any of your buildings? Please provide details of known areas and areas that are assumed to contain asbestos in the additional comments field.			
4. Is the location of all asbestos labelled?			
5. Is a copy of the report easily accessible to workers and contractors?			
6. Have you implemented ChildSafe™?			
7. Is a copy of your Child Protection Policy readily available to parents?			
8. When was training last provided to your children's and youth leaders?			

Building environment – internal/external

Questions	Yes	No	Additional comments
9. Is plant life blocking visibility of the property by passers-by or impeding safe entry or exit from the property by vehicles or pedestrians?			
10. Are car parks and footpaths lit during night meetings?			
11. Is there security lighting in place and are there lights on throughout the night? Include details about the type of lighting in the additional comments field.			
12. Are paths and/or walkways free from trip hazards and other obstacles?			
13. Is there disabled access into the facility (ramps etc.)?			
14. Are any windows cracked or broken?			

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Questions	Yes	No	Additional comments
15. Do all doors and windows open easily and shut completely?			
16. Are floor surfaces, carpets or mats in good condition?			
17. Are floor surfaces even, level and free from trip and slip hazards?			
18. Are internal/external steps and staircases in good condition and fitted with anti-slip tread?			
19. Are handrails or balustrades installed where required (i.e. on stairs or balconies with a fall of more than one metre)?			
20. Are all aisles, exits and access ways clear of obstructions?			
21. Are all electrical cords kept in a safe manner (i.e. clear of all aisles, exits and access ways, not dangling loosely from raised surfaces)?			
22. Are ceilings and walls in good repair (no water leakage, flaking paint, mould or mildew etc.)?			
23. Have gutters been cleaned in the past six months?			
24. Are building materials, timber pallets, cardboard, loose boards, bricks or tiles stored anywhere on the property?			
25. Are rubbish bins stored inside the buildings or secured away from the buildings?			

Electrical

Questions	Yes	No	Additional comments
26. Is a residual current device (RCD) or safety switch installed on each building?			
27. Have the RCDs been tested in the past six months?			
28. Have there been any alternative energy systems (solar, wind etc.) installed at your property?			
29. Are all light fittings, switches and power points clean and in good repair (i.e. not cracked, loose or improperly fixed to walls)?			
30. Are power boards used instead of household double adaptors?			
31. If power boards are in use, are they limited to one board per outlet?			
32. Are all power boards and extension leads in good condition (not frayed or wires exposed)?			
33. Has all portable electrical equipment been inspected, tested and tagged by a qualified electrical worker?			
34. Are appliances well-maintained and operating correctly (fridges, microwaves etc.)?			

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Ventilation and amenities

Questions	Yes	No	Additional comments
35. Are church members satisfied with building ventilation (i.e. thermal comfort, air quality)?			
36. If property is air-conditioned, are filters and vents regularly cleaned?			
37. Are property amenities hygienically cleaned (i.e. kitchen, toilets and showers)?			
38. Is all furniture in good stable condition (chairs, pews etc.)?			

First aid and emergency procedures

Questions	Yes	No	Additional comments
39. Are fire exits clearly marked, easily identifiable and free from obstruction?			
40. Are all extinguisher and fire hoses easily accessible?			
41. Have extinguishers, hose reels and fire blankets been serviced in the past six months?			
42. Are there illuminated exit signs or emergency lights installed in buildings? If you do not have emergency lighting, use the additional comments field to detail your measures to ensure a safe evacuation during an evening meeting.			
43. Are emergency and fire evacuation procedures clearly displayed?			
44. Are workers trained in the evacuation procedures?			
45. Has a fire drill been conducted in the past year?			
46. Is there a first aid kit and is it accessible to all members?			
47. Do you have designated first aid officers and are their details kept with the first aid kits?			
48. Are contents of the first aid kits appropriate for the property and its activities, and regularly checked and maintained?			
49. Are first aid kits appropriately labelled (i.e. marked with a white cross and green background)?			

Insurance and security

Questions	Yes	No	Additional comments
50. Have there been any security issues during the year? If so have they been resolved?			
51. Is there a burglar alarm installed? In the additional comments field, advise whether this is a local alarm or monitored by a security firm.			
52. Are there key-operated deadlocks on all external doors?			
53. Have key-operated window locks or security screens been installed?			
54. Is the computer and multimedia equipment secured?			
55. Are computer systems regularly backed up, and backups kept off-site?			

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Questions	Yes	No	Additional comments
56. Has your key register been reviewed in the past 12 months? In the additional comments field, advise how many people have keys to the property.			
57. Are the facilities regularly used by other church groups, agencies or the general community?			
58. Is there a current UCA-endorsed rental agreement in place with all groups who use the property?			
59. Could your property be shared with other denominations or UnitingCare Queensland activities?			

Child safety

Questions	Yes	No	Additional comments
60. Do children attend your church?			
61. Has work been undertaken to make the environment child safe?			
62. Do all cupboards and drawers which store sharp and hazardous materials (cutlery, glass, plastic bags etc.) have child-resistant catches?			
63. Are electrical and gas appliances, particularly kitchen appliances and power tools, inaccessible to children?			
64. Are safety plugs used in all power points that are not being utilised?			
65. Are all sources of hot and boiling water inaccessible to children?			
66. Are all chemicals, fuels and hazardous substances securely stored?			
67. Are all hazardous substances (including poisons) properly labelled and stored in accordance with the Safety Data Sheet (SDS)?			
68. If applicable, is the children's playground and equipment regularly maintained and free from hazards and debris?			

Additional comments

For assistance to complete your checklist, contact the Synod office Risk and Insurance Team on 07 3377 9725. Please retain the original completed checklist with your congregation's own property records and forward copies to your presbytery office.