

BAPTIST UNION OF VICTORIA

Housekeeping Checklist

1. Floors, isles, stairs and landings

- a. Are all isles clear?
- b. Are all floors, isles, stairs and landings free of slip, trip and fall hazards?
- c. Are stairs free of worn or broken treads?
- d. Are all handrails in good repair?
- e. Are non-skid strips on stairs in good condition?

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2. Storage

- a. Are all items being stored clear of traffic areas?
- b. Where items are stacked for storage, are the stacks stable with a good solid base?
- c. Are storage areas kept clear of rubbish and unwanted material?
- d. Where it is necessary to store flammable items on church property, are they stored correctly?

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3. Electrical Power

- a. Are all electrical plugs, sockets and switches in good working order?
- b. Are all appliances free of frayed or otherwise defective leads?
- c. Do appliances have access to a power socket free of double adapters and piggyback plugs?
- d. Are all lights adequate and operational?
- e. Are residual current devices installed and maintained?

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4. First Aid

- a. Are all First Aid kits clearly identified?
- b. Are the First Aid kits properly stocked and maintained and operational?
- c. Are the names of qualified First Aiders clearly displayed?

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5. Emergency Response / Fire Protection

- a. Are evacuation procedures clearly displayed?
- b. Is there a regular (at least once per year) evacuation drill?
- c. Are fire extinguishers appropriate to materials used in their vicinity?
- d. Are fire extinguishers readily available and properly mounted?
- e. Are fire extinguishers properly maintained and inspected?
- f. Are exits and exit signs adequately illuminated?
- g. Are all exits and fire doors in good repair?
- h. Are all exits unobstructed both internally and externally?

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6. Car Parks & Outdoor areas

- a. Are car parks & outdoor areas kept clean and free of rubbish?
- b. Do car parks & outdoor areas have even surfaces; i.e. no holes?
- c. Are car parks and outdoor areas free of grease and oil patches?
- d. In car parks are vehicle traffic ways clearly marked and lit?
- e. Are car parks free of dense shrubbery obstructing vision?

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