

SITE VISIT CHECKLIST



JAMES GREENE
& ASSOCIATES



Lightwell®

NEEDS ATTENTION

Account Name: _____

Additions/Changes:

Name Change - Has the account/ministry had a name change from what is reflected on the policy?

Site Survey - Does the site survey on file (APEX/ARR) match the current campus (i.e. any buildings or additions not reflected/on file)?

Notes:

Parking Lot & Campus Exterior:

Parking Lot Condition - Is the parking lot in good repair? Anything that needs to be addressed (i.e. pools of water, substantial cracks, buckled or sinking areas of asphalt that need to be filled in or leveled, potholes, etc.)?

Exterior Lighting - Does there appear to be an adequate amount of exterior lighting (to avoid theft & trip and fall hazards at night)?

Marking & Visibility - Are light poles or other elevated bases clearly marked with paint or reflective material?

Elevation Changes - Are curbs or other elevation changes (step ups/step downs) clearly marked or painted?

Parking Bumpers - Are parking bumpers clearly marked or painted for visibility?

Debris Removal - Is there debris that needs to be removed from the campus (piles of debris, building materials piled on the outside of the building, etc.)?

Landscaping Maintenance - Is the campus well-maintained? Do any bushes, trees, or landscaping need attention? Are there any trees or bushes creating a hazard to people or property (i.e. limbs hanging over the top of the church, plants creating a tripping hazard over a walkway)?

Notes:

Playground/Exterior Courts & Fields:

Playground Equipment Condition - Does the playground equipment appear to be sturdy, properly installed, and well-maintained?

Fall Zone - Is a fall zone established in the playground where playground equipment sits on at least 9 to 12 inches of shock-absorbing material (mulch, rubber, pea gravel, etc.)?

Anchoring & Guardrails - Is playground equipment firmly anchored to the ground? Are elevated play areas (bridges, slides, etc.) protected with continuous guardrails?

Safety & Cleanliness - Is the play area clean and free of broken glass, sharp or metal objects, or other debris?

Basketball Goals - If basketball goals are present, are they secured/anchored and the pole padded?

Signage - Is signage posted noting appropriate use of the playground (i.e. Private Property of First Baptist - Play at Your Own Risk, Playground Rules, etc.)?

Hazardous Vegetation - Are there any trees or bushes that are a hazard to people or the property (hanging over a structure)?

Notes:

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Roof & Building Exterior:

Roof Deck Condition - Is there any sagging or bowing of the roof deck between rafters? The roof should appear flat, not wavy.

Roof Covering - Are there any missing shingles, tiles, curling, or tears in the roof?

Roof Wear & Tear - Does the roof appear 'tired' (worn out, granules missing, discoloration or rusting)?

Metal/Flat Roofs - For metal or flat roofs, are there any loose or backed-out screws, deteriorated rubber washers, worn-off paint, signs of rusting, or dents or divots for water to pool?

Flashing & Siding - Does the perimeter of the flashing/siding show signs of rusting, warping, or waviness? Is there any deterioration of the flashing/siding?

Roof Maintenance - Is there any standing water, mold, or growth on the roof?

Weathering Signs - Are there any signs of weathering, including bubbles, blisters, cracks, punctures, or wear patterns?

Exposed Wiring - Is there any exposed wiring that shouldn't be exposed and needs to be covered?

HVAC Protection - Are HVAC systems inaccessible to prevent theft?

Window Glass - Are there any windows with broken or cracked glass or faulty seals?

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Drainage:

Clean Gutters - Are gutters and downspouts clean and free of leaves, sticks, and other debris?

Proper Slope - Are gutters properly sloped for the drainage of water away from the building?

Structural Integrity - Are there loose or missing sections of the gutter system, especially near the downspout?

Water Flow - Does water appear to backflow or pool into or near the building?

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Preventing Slips & Falls:

Walkway Condition - Are sidewalks, parking lots, and main walkways in good repair? Are they free of uneven surfaces, holes, cracks, and objects people could trip over?

Handrails - Are handrails present for all steps and/or changes in elevation? Are the handrails in good condition and securely fastened?

Elevation Marking - Are steps and 'step-up' areas clearly marked to differentiate a change in elevation?

Slip Prevention - Do 'slick' surfaces (such as ramps or baptismals) have adhesive or grip surfaces attached to prevent slipping?

Notes:

Building Interior:☐ Not Accessible☐ Primary ☐ Secondary

Contact Update: _____

Contact Email: _____

Contact Phone: _____

☐ ☐ ☐**Fire Safety** - Are fire extinguishers present on every floor, and have all fire extinguishers been tagged and updated annually?☐ ☐ ☐**Exit Accessibility** - Are building exits clearly marked and free of obstacles/clutter, making them easily accessible?☐ ☐ ☐**Water Damage** - Are there any signs of ongoing water damage or watermarks to the ceiling?☐ ☐ ☐**Electrical Safety** - Is there any exposed, worn out, or frayed wiring?☐ ☐ ☐**Tripping Hazards** - Are there any tripping hazards (such as extension cords) that need to be moved or covered?☐ ☐ ☐**Securing Elevated Objects** - Are there any elevated objects that need to be secured (such as a TV on a stand)?☐ ☐ ☐**Fire Hazards** - Are there any noticeable fire hazards (i.e. paint thinner in the electrical room)?☐ ☐ ☐**Slip Prevention** - Do 'slick' surfaces (such as ramps or baptismals) have adhesive or grip surfaces attached to prevent slipping?☐ ☐ ☐**Roof-related Interior Issues** - Is there any ongoing sagging, discoloration, leaks, or signs of interior water damage to the roof decking or drop ceiling tiles?**Notes:****Kitchen:**☐ ☐ ☐**Kitchen Cleanliness** - Has kitchen equipment been properly cleaned (is grease built up on cooking appliances)?☐ ☐ ☐**Fire Suppression System** - When a fire suppression system is present, has it been inspected and tagged?☐ ☐ ☐**Orderliness** - Is the kitchen orderly and are sharp objects stored properly?**Notes:****Nursery:**☐ ☐ ☐**Crib Slats** - Are crib slats spaced in a manner to prevent head entrapment?☐ ☐ ☐**Crib Mattress** - Are crib mattresses firm and tight-fitting for no more than two fingers between the mattress and side of the crib?☐ ☐ ☐**Crib Slides** - Are all cribs outfitted with fixed sides (if the sides can be lowered, it needs to be replaced)?☐ ☐ ☐**Electrical Safety** - Are all electrical outlets covered?☐ ☐ ☐**Gliding Rocker Safety** - Do gliding rockers have side panels to prevent injury?**Notes:**