

COVID-19 WEEKLY PROPERTY INSPECTION RECORD FOR CLOSED CHURCH BUILDINGS

Congregations **must** take reasonable steps to ensure that the buildings that they are responsible for remain well maintained in a safe condition. This is a condition of your insurance policy. The weekly inspection property record should be completed at least weekly by a competent person who knows the layout and operation of your buildings. A separate property inspection record will be required for each building that is closed. The person inspecting the church building must sign and date the property inspection record after each inspection, and note any divergence from the requirements/descriptions and what action has been taken to resolve the issue. The weekly property inspection record for each church building must be retained by the congregation in case the insurance provider, Presbytery, or the Church of Scotland General Trustees requires evidence that the church buildings that you are responsible for has been inspected.

Name of Congregations					
Presbytery					
Church Building					
Church Building Address including Postcode					
COVID-19 PROPERTY INSPECTION RECORD FOR CLOSED CHURCH BUILDINGS					
Description		Yes	No	N/A	Comments
Security					
1.	Are security fences and gates around/within the building in good condition?				
2.	Are the grounds and/or gardens clean and well maintained with no sign of discarded cigarette ends, and empty bottles or cans?				
3.	Are all external doors and windows in a good condition, and are they adequately secured?				
4.	Are the locks to all external doors and windows being used?				
5.	If you have security lights installed, are these working?				
6.	If you have CCTV system installed, is the system switched on and working?				
7.	If you have an alarm system installed, is this switched on when the building is unoccupied?				
8.	Do you have an accurate record of building key holders?				
9.	Is there any evidence that attempts have been made to illegally access the building?				
External					
10.	Is there any evidence of loose masonry, roof tiles or slates?				

11.	Are the roof, gutters, downspouts and drains clear and in good condition?				
Fire Safety					
12.	Is the fire detection system working and within its service date?				
13.	If you have emergency lighting installed, has this been tested to ensure that it is working?				
14.	Have you checked inspected all fire doors and fire exit routes, including emergency exits?				
15.	Have you checked that all fire extinguishers are where they should be and within their service date?				
Water Safety					
16.	Have you run your taps/showers for 2 minutes and flushed the toilets as part of your risk control measures for Legionella?				
17.	If your hot water supply has remained switched on, does the temperature from your hot water taps reach 50°C?				
18.	Is the temperature of the cold water from your cold water taps below 20°C?				
Utilities					
19.	If your heating system has not been isolated, is the temperature set on a frost protection basis to maintained to at least 4°C at all times?				
20.	Are all internal lights working?				
21.	If you have timers in place for your lights, are these working?				
22.	Is there any evidence of a water leak or water ingress in to the building?				
General					
23.	Have you collected all mail that has been delivered to the church?				
24.	Have you checked the telephone answer machine for messages?				
25.	Has the building been secured at the end of the inspection and have you notified a member of the congregation that you have left the building?				



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Date of Inspection	Name	Comments	Signature