

## Self-Inspection Check List for Churches

Several years ago, the United Methodist Union developed a self-inspection checklist for churches and circulated it to East and West District churches. Response was favorable and assisted some of our churches in correcting problems before they became more serious. Remember - choosing the right time to correct a problem can be critical, e.g. furnace work should be done in late summer or early fall.

Because of the turnover in personnel in our local churches, we believe it would be helpful to recirculate this list. This should be reviewed with the Custodian, Trustees, Ministers, etc. If you have any question or need assistance from the Professional Skills Corps, please call the United Methodist Union office at 313 638-2390.

### EXTERIOR CONDITION

- Grounds: landscaping, sidewalks, driveways and fences on the premises?
- Outside electrical service: wiring, outlets, light bulbs?
- Water service: faucet bibs, sprinkler system?

### EXTERIOR OF STRUCTURE - (visual inspection from the ground)

- Roof: missing shingles, evidence of age (curling of shingles) flashing?
- Chimney(s): loose bricks, mortar missing, capstone looks questionable?
- Gutters and downspouts: sagging, loose, downspouts missing?
- Trim: needs paint, missing sections?
- Building walls: cracks or crevices, needs tuck pointing, evidence of wood rot?
- Windows, storm windows or screens: need repair, replacement?
- Foundation: cracks visible from outside, settling, gaps?
- Doors: need painting, repair, replacement?

### BASEMENT

- Basement slab: cracks (if slab is visible), drains open, if covered, any water damage?
- Basement interior walls: cracks, water damage or seepage, evidence of settling?
- Basement windows: need painting or repair, glazing, caulking?
- Basement ceilings: evidence of deterioration, such as falling pieces, need painting?
- Basement exposed piping: evidence of leaking or need of repair, falling away?
- Basement tubs, sinks: draining properly, faucets OK, evidence of leaking connections?

### LIVING OR PUBLIC USAGE AREAS

- Ceilings: evidence of water or moisture damage, plaster or ceiling covering damage?
- Walls: damage to walls or wall-coverings, areas around windows, need painting/repair?
- Floors: condition of covering, if uncovered, need of repair?
- Hardware: missing or broken, needs repair?
- Electrical fixtures: need repair or replacement, evidence of flashover or worn wires?
- Appliances: working properly, need repair or relocation?
- Heat sources: radiators or outlets need cleaning, repair, evidence of leaking, inoperative?
- Tubs, showers, sinks (if applicable): drains properly, faucets OK, evidence of leaking?
- Toilets (if applicable): operative, need repair, evidence of leaking?
- Exhaust fans: operative, need repair or replacement?

**FINAL NOTE:** *Take lots of notes! Saves going back to recheck!*