



Protecting Ministries

“In covenant to enable ministry”

Facility Daily Checklist

“Do all the good you can,
By all the means you can,
In all the ways you can,
In all the places you can,
At all the times you can
To all the people you can
As long as ever you can!”
~ John Wesley



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Open Hearts. Open Minds. Open Doors.
The People of the United Methodist Church

Entrance/Travel Paths

- No water on entrance/exit floors
- Mats secured and in place
- No tripping hazards (carpets/cords/equipment)
- Door closures properly adjusted
- Ample lighting
- Steps and handrails are in good condition

Parking Lot

- Outside sidewalks are even and level
- No potholes in travel paths
- Handicap ramps are available and clear of obstacles
- Parking bumpers secured and color-coded
- Parking stalls and/or aisles are visibly marked
- Traffic control signs are legibly posted
- Landscaping is not blocking any driver's vision
- Ample lighting coverage
- Paint used to identify changes in walking surfaces

Playground

- Proper ground covering around and below any playground equipment's fall patterns
- No broken steps, hand-holds, rungs, or seats
- Equipment anchored securely without movement and anchors are covered
- Spacing of equipment provided between equipment (minimum of 6 feet)
- Bolts/fasteners should be tight and not protruding more than 1/8 inch
- No metal or sharp objects from equipment
- No tripping hazards in the area
- Gate and playground secured
- Posted signage with Safety Rules at the entrance and readily visible

Restrooms

- Floor surfaces are free from water or wet conditions
- Towel dispensers are filled and located near sinks
- No plumbing leaks
- Clean and in good sanitary condition
- Water fountains – no water on floor with mat

Traffic Control

- Traffic flow is safe especially at rush-hour times
- Students clear of bus stop or parent drop-off area
- Traffic flow properly marked with cones and/or signs
- Traffic flagger wearing orange vest with flag/paddle
- People available to direct others from drop-off
- No vehicles blocking traffic or flow
- Bus drop area is clear
- Safe bus driving

Security

- Employees have ID badges displayed at all times
- No unknown persons or visitors on-site not wearing ID badges
- Secondary doors are locked from outside entry (open from inside)
- Mechanical rooms are locked at all times
- Electrical panels are locked at all times
- Perimeter protection is secured at all times
- Surveillance system is in order and working
- Radio working; front office communication checked

Facilities

- Aisles are clear
- Stock, equipment, and tools stored in an orderly fashion
- Portable power tool cords free from splices/cuts
- Only outlets with ground fault circuit interrupters (GFCI) used near water sources
- Electrical installations meet code (no breakers tripping)
- Guards on woodworking equipment/tools
- Guards on portable power tools
- Flammable/combustible liquids stored outside or in UL-approved fire cabinets
- Material Safety Data Sheets (MSDS) available on all hazardous materials used
- Personal protective equipment (for eyes, face, hearing and hands) stocked and available
- Overhead storage properly secured to avoid head injuries or collapse
- Ladders are in good condition and not damaged
- Shop is secured when unattended
- Pesticides stored outside in properly ventilated room

Flammable Liquids/Chemicals (Custodian Work Areas)

- Flammables stored in UL-approved containers
- Flammables stored in UL-approved fire cabinets
- Keep custodian closets locked at all times
- No leaking chemicals or odors in custodian closets
- Aerosols are kept out of reach of all students (check classrooms)
- Chemicals in science labs must be secured in cabinets (shelves have raised lips to prevent falling)
- No glass containers are to be used for chemicals (or chemical handling)
- Chemical containers must be properly marked
- Chemical container lids must be closed at all times
- Keep all flammable rags in self-closing containers
- No-smoking signs and other warning signs must be posted in hazardous and all appropriate areas

Make Ministry Protection a habit!