

KINGDOM HALL MAINTENANCE/SAFETY CHECKLIST

INSTRUCTIONS: The brother appointed to coordinate Kingdom Hall maintenance or the chairman of the operating committee should make arrangements to conduct a physical inspection of the Kingdom Hall and property in August/September of each year using this checklist. **This detailed inspection aids the elders in seeing that everything is being kept in good condition and that there are no safety hazards. Any areas of concern are to be corrected promptly.** A copy of the completed checklist is to be shared with the body of elders of each congregation using the Kingdom Hall. The original should be forwarded to the branch **on or before November 30, 2013.**— See *Organized To Do Jehovah's Will*, chapter 11, paragraphs 6-8.

Date of inspection: _____ Inspected by: _____

Congregation(s) (List all congregations using the Kingdom Hall.)			
Congregation Name	Cong. No.	Congregation Name	Cong. No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TYPES (Please circle features of your Kingdom Hall): Louvers / Shutters / Vent Blocks / KVIP / WC

Cleaning Schedule: Is there an up-to date schedule with a list of things to do?

Building			
Roof:	Is the roof free of leaks? Are sheets or tiles well secured?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Roof Structure:	Are trusses, rafters, purlins, and fascia boards, if any, clean and free of water damage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exterior:	Have any cracks in the in the walls been repaired?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Wood components:	Are all window/door frames and panels, free of rot or pest damage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Doors/windows:	Are all shutters and louvers intact? Are all locks, hinges and handles working properly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire protection:	Is there provision for fire fighting? (e.g. Extinguishers or sand bucket) Is it in good order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If no (to any of the above), please describe what has been done to correct the situation?

Finishes

Wood surfaces:	Is the paint or polish on doors, door and window frames and shutters in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paint:	Have faded or peeling surfaces on walls and other areas been cleaned and repainted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Floor:	Are all concrete floor surfaces and any tiles in the toilet in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Seating:	Are all chairs or benches in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Storage:	Are the literature cabinets, library shelves and cleaning cupboards in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Furnishings:	Are the speaker's stand, platform furniture, and contribution boxes in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If no (to any of the above), please describe what has been done to correct the situation?

Mechanical

Vent:	Are ceiling fans in good working order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Electric:	Have burnt-out light bulbs been replaced? Are circuit breakers working properly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Plumbing:	Are toilets working properly? Are waste lines flowing? Has septic tank/pit been emptied?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If no (to any of the above), please describe what has been done to correct the situation?

Site

Fence:	Is fence in good repair or are hedges well trimmed and cared for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Landscape:	Is the property clear of all debris? Are trees, lawns and hedges neatly trimmed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Drainage:	Is water drainage adequate during heavy rainfall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signage:	Is the Kingdom Hall sign clean and in good order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If no (to any of the above), please describe what has been done to correct the situation?

Signatures (If more than one congregation is involved, the coordinators of the bodies of elders may sign.)

Maintenance Coordinator Coordinator, body of elders Service Overseer Secretary