



Protecting Ministries

FACILITY DAILY CHECKLIST



**THE FLORIDA
CONFERENCE**
THE UNITED METHODIST CHURCH
The Committee for Ministry Protection
Toll-free 800.282.8011

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

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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
- Teachers available to direct students 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 SAFETY a habit! It's STEWARDSHIP at its best!