**The CONGREGATIONAL FEDERATION LTD**

**Suggested Checklist**

|  |  |  |
| --- | --- | --- |
| **Item** | **Building At** | **Date Checked** |
|  |  |  |  |  |  |
| Roof |  |  |  |  |  |
| Windows |  |  |  |  |  |
| Joinery - external |  |  |  |  |  |
| Brick/Stonework |  |  |  |  |  |
| Rainwater drainage |  |  |  |  |  |
| Paintwork - external |  |  |  |  |  |
| External paths |  |  |  |  |  |
| Plumbing and Water supply |  |  |  |  |  |
|  |  |  |  |  |  |
| Joinery - internal |  |  |  |  |  |
| Paintwork - internal |  |  |  |  |  |
| General safety (eg trip hazards) |  |  |  |  |  |
| Boiler service |  |  |  |  |  |
| Heating |  |  |  |  |  |
| Electrical installations |  |  |  |  |  |
| Burglar Alarms |  |  |  |  |  |
|  |  |  |  |  |  |
| Smoke detectors |  |  |  |  |  |
| Fire extinguishers |  |  |  |  |  |
|  |  |  |  |  |  |
| General security |  |  |  |  |  |
| Lighting |  |  |  |  |  |
| Risk assessment - Buildings |  |  |  |  |  |
| Risk assessment - Grounds |  |  |  |  |  |