

Annual Property Maintenance Checklist



Church properties must be maintained in a good and safe condition in order to meet the requirements of the *Work Health and Safety Act 2011* and to ensure the health, safety and well-being of all people associated with the church. *The Uniting Church in Australia Regulations* require a Presbytery Property Committee to regularly inspect or arrange for the regular inspection of properties for which the presbytery and church councils are responsible, and to ensure that such properties are maintained. The church council is responsible for the management and administration of all congregational property, including the care and maintenance and other things as are necessary or appropriate for its use and management.

Presbytery:	
Congregation:	
Address:	
Date inspected:	Inspected by:
Contact phone:	

Building environment – internal/external

QUESTIONS	YES	NO	ADDITIONAL COMMENTS
Is plant life blocking visibility of the property by passersby or impeding safe entry or exit from the property by vehicles or pedestrians?			
Are car parks and footpaths lit during night meetings?			
Is there security lighting in place and are there lights on throughout the night? Include details about the type of lighting in the additional comments field.			
Are paths and/or walkways free from trip hazards and other obstacles?			
Is there disabled access into the facility (ramps etc.)?			
Are any windows cracked or broken?			
Do all doors and windows open easily and shut completely?			
Are floor surfaces, carpets or mats in good condition?			
Are floor surfaces even, level and free from trip and slip hazards?			
Are internal/external steps and staircases in good condition and fitted with anti-slip tread?			
Are handrails or balustrades installed where required (i.e. on stairs or balconies with a fall of more than one metre)?			
Are all aisles, exits and access ways clear of obstructions?			
Are all electrical cords kept in a safe manner (i.e. clear of all aisles, exits and access ways, not dangling loosely from raised surfaces)?			
Are ceilings and walls in good repair (no water leakage, flaking paint, mould or mildew etc.)?			
Have gutters been cleaned in the past six months?			
Are building materials, timber pallets, cardboard, loose boards, bricks or tiles stored anywhere on the property?			
Are rubbish bins stored inside the buildings or secured away from the buildings?			

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Electrical

QUESTIONS	YES	NO	ADDITIONAL COMMENTS
Is there a safety switch or residual current device (RCD) installed on each building?			
Has the safety switch or RCD been tested in the past six months?			
Have there been any alternative energy systems (solar, wind etc.) installed at your property?			
Are all light fittings, switches and power points clean and in good repair (i.e. not cracked, loose or improperly fixed to walls)?			
Are power boards used instead of household double adaptors?			
If power boards are in use, are they limited to one board per outlet?			
Are all power boards and extension leads in good condition (not frayed or wires exposed)?			
Has all portable electrical equipment been inspected, tested and tagged by a qualified electrical worker?			
Are appliances well-maintained and operating correctly (fridges, microwaves etc.)?			

Ventilation and amenities

QUESTIONS	YES	NO	ADDITIONAL COMMENTS
Are church members satisfied with building ventilation (i.e. thermal comfort, air quality)?			
If the property is air-conditioned, are filters and vents regularly			
Are the property amenities hygienically cleaned (i.e. kitchen, toilets and showers)?			
Is all furniture in good stable condition (chairs, pews etc.)?			
Does the property have a commercial kitchen?			

First aid and emergency procedures

QUESTIONS	YES	NO	ADDITIONAL COMMENTS
Are fire exits clearly marked, easily identifiable and free from obstruction?			
Are all extinguisher and fire hoses easily accessible?			
Have extinguishers, hose reels and fire blankets been serviced in the past six months?			
Do you supply Annual Fire Safety Statement (AFSS) to local council?			
Are there illuminated exit signs or emergency lights installed in buildings? If you do not have emergency lighting, use the additional comments field to detail your measures to ensure a safe evacuation during an evening meeting.			
Are emergency and fire evacuation procedures clearly displayed?			
Are contents of the first aid kits appropriate for the property and its activities, and regularly checked and maintained?			

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Security

QUESTIONS	YES	NO	ADDITIONAL COMMENTS
Have there been any security issues during the year? If so have they been resolved?			
Is there a burglar alarm installed? In the additional comments field, advise whether this is a local alarm or monitored by a security firm.			
Are there key-operated deadlocks on all external doors?			
Have key-operated window locks or security screens been installed?			
Is the computer and multimedia equipment secured?			
Has your key register been reviewed in the past 12 months? In the additional comments field, advise how many people have keys to the property.			
Are the facilities regularly used by other church groups, agencies or the general community?			
Is there a current UCA-endorsed rental agreement in place with all groups who use the property?			
Could your property be shared with other denominations or Uniting Church Entities?			

Playground Inspection Requirements

Playground inspections are an important part of play space maintenance. The Kidsafe NSW Playground Advisory Unit (PAU) inspection services are conducted by experienced Level 3 Playground Inspectors.

An Operational Playground Safety Inspection will establish the overall safety and condition of equipment, foundations and surfaces. The inspection will verify that the play space is ready for use and that the equipment supplied and installed conforms to the current playground Standards.

QUESTIONS	YES	NO	ADDITIONAL COMMENTS
Does your Property Trust property have a playground erected on site?			
If so, inspections should be conducted at least once every 6 months. Have you complied with this requirement?			
Are children always supervised in the playground?			
Is the playground equipment in good condition?			
Does the playground equipment comply with Australian Standards?			
Is the playground area fenced?			
Does the playground area have soft fall?			
Are all first aid incidents recorded?			

Contact number of the Playground Advisory Unit to make a booking for an inspection: (02) 9845 0890.

Please note that any playground equipment that is used exclusively as part of a childcare service operating on a Property Trust property is the responsibility of the childcare operator.

For assistance to complete your checklist, contact Uniting Resources Property Services on **02 8267 4300** or email **property@nswact.uca.org.au**