

# Redbook

Maintenance & Inspections Logbook

for

**Essential Safety Measures  
& Duty of Care**

**Sample Baptist Church**



# Maintenance Redbook

This BUV Maintenance Redbook contains customised reports and records required to manage Duty of Care (DOC) tasks and Essential Safety Measures maintenance compliance for the church. Maintenance and inspections of these measures are required to meet regulations, risk management and good governance practices.

## Contents

### **Section 1 Building Details**

Details of the building

### **Part 2 - Annual Essential Safety Measures Report**

To be completed by the owner or agent of the owner

### **Section 2 Essential Safety & DOC Measures**

Details safety and DOC measures requiring scheduled maintenance or inspections

### **Section 3 Staff & Contractors Details**

Details of staff and contractors involved in maintenance or inspections

### **Section 4 Maintenance & Inspection Schedule**

Logbook schedule for completion by compliance manager

### **Section 5 Inspection Records**

To be completed by the staff or contractor performing the task

Please contact us if you have any questions or need any help.



Kylie Kendall

Phone: 9880 6111 Fax: 9880 6123

Email: [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Level 1/1193 Toorak Road, Camberwell, Victoria. 3124

PO Box 377 Hawthorn, Victoria 3122

Riskmap Solutions  
[www.riskmap.net.au](http://www.riskmap.net.au)

## Section 1

### Building & Owner Details

**Building:** Sample Baptist Church  
123 Baptist Street  
Baptistland Victoria 3333

**Description:** Class 9B Assembly Building

**Owner:** Baptist Union Of Victoria  
Level 1, 1193 Toorak Road  
Camberwell Victoria 3124

## **Section 1**

The following Annual Essential Safety Measures Report is required to be completed by the owner or agent of the owner.

The BUV is the legal entity that owns this property which is held in Trust for the Church. The Duty of Care Officer acts as authorised Agent in regards to the Essential Safety Measures on this property.

**Building Act 1993**  
**VIC - Building Regulations 2006**  
 Regulation 1209 & 1215

## Annual Essential Safety Measures Report<sup>(1)</sup>

Premises: **Sample Baptist Church**  
**123 Baptist Street**  
**Baptistland**

Classification: Class 9B Assembly Building  
 Re: Occupancy Permit No: 14904/0 Issued: 17/05/2002

**PART A - Post July 1994 Building**

This report is in relation to the above occupancy permit or maintenance determination and is required to be prepared before each anniversary of the date of that occupancy permit or maintenance determination.

**Maintenance personnel details**

The following personnel carried out maintenance on the essential safety measures in this building during the preceding 12 months.

Essential Safety Measure	Serviced By
Annual Essential Safety Measures Report	Duty Of Care Officer
Emergency & Exit Lighting	Electrician
Exit Doors	Duty Of Care Officer
Exit Signs – Non Illuminated Throughout	Duty Of Care Officer
FIRE EQUIPMENT – Fire Extinguishers	FES Blackburn 42-44 Terracotta Drive Blackburn
FIRE EQUIPMENT – Fire Hose Reels	FES Blackburn 42-44 Terracotta Drive Blackburn
FIRE EQUIPMENT – Fire Hydrants	FES Blackburn 42-44 Terracotta Drive Blackburn
Fire Indicies for Materials	Duty Of Care Officer
Fire Mains	FES Blackburn 42-44 Terracotta Drive Blackburn
Fire Windows	Duty Of Care Officer
Mechanical Ventilation	Electrician
Paths of Travel to Exits	Duty Of Care Officer

**PART B - All buildings (pre and post July 1994 Buildings)**

1) Details of any inspection report provided under section 227E (2) of the Building Act 1993; and

2) Compliance

I hereby state that I have\*/the owner has\* taken all reasonable steps to ensure that - (\* Delete as applicable)

- (i) each essential safety measure is operating at the required level of performance or to fulfill its purpose; and
- (ii) where applicable each essential safety measure has been maintained in accordance with the occupancy permit or maintenance determination and will fulfil its purpose; and
- (iii) since the last annual essential safety measures report there have been no penetrations to required fire-resisting construction, smoke curtains and the like in the building, other than those for which a building permit has been issued; and
- (iv) since the last annual essential safety measures report there have been no changes to materials or assemblies that must comply with particular fire hazard properties, other than those for which a building permit has been issued; and
- (v) the information contained in this report is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner / Agent of Owner(3)\* (\* delete as applicable)

**NOTES**

- 1.The owner must ensure that this annual essential safety measures report and records of maintenance checks, service and repair work are available on the premises for inspection by the municipal building surveyor or chief officer after 24 hours notice. The penalty for non-compliance is a maximum of 10 penalty units.
- 2.Section 227E of the *Building Act 1993* provides the power for the chief officer and municipal building surveyor to inspect essential safety measures.
- 3.Under section 240 and 248(1) of the *Building Act 1993* an agent of the owner must have written authority from the owner to act as their agent. Also note the general rules of "Agency" also apply.

**Section 2**

**Essential Safety & Duty of Care Measures**

**Sample Baptist Church**

**DUTY OF CARE**

**DOC: Air Conditioning Split System**

1 Office	Air Conditioning Split System
2 Multipurpose room	Air Conditioning Split System

**DOC: Confined Spaces**

1 Under floor of auditorium	Confined Spaces
-----------------------------	-----------------

**DOC: Equipment Inventory**

1 Throughout	DOC: Equipment Inventory
--------------	--------------------------

**DOC: Evaporative Cooling**

1 Auditorium	Evaporative Cooling
--------------	---------------------

**DOC: Financial**

1 Throughout	DOC: Financial
--------------	----------------

**DOC: Food Safety**

1 Throughout	DOC: Food Safety
--------------	------------------

**DOC: Grounds Maintenance**

1 Throughout	DOC: Grounds Maintenance
--------------	--------------------------

**DOC: Hazardous Substances**

1 Throughout	DOC: Hazardous Substances
--------------	---------------------------

**DOC: Insurance**

1 Throughout	DOC: Insurance
--------------	----------------

**DOC: Internal Housekeeping**

1 Throughout	DOC: Internal Housekeeping
--------------	----------------------------

**DOC: Ladders**

1 Tool Shed	3m Aluminium step ladder
2 Kitchen	1m step ladder

**DOC: Mechanical Ventilation - Kitchen (Annual)**

1 Kitchen	Exhaust fan over stove
-----------	------------------------

**DOC: Ministry - Children**

1 Throughout	DOC: Ministry - Children
--------------	--------------------------

**DOC: Ministry - Playgroups**

1 Throughout	DOC: Ministry - Playgroups
--------------	----------------------------

**DOC: Ministry - Youth**

1 Throughout	DOC: Ministry - Youth
--------------	-----------------------

**DOC: Pastoral Care Boundaries**

1 Throughout DOC: Pastoral Care Boundaries

**DOC: Playgrounds & Equipment**

1 Throughout DOC: Playgrounds & Equipment

**DOC: Privacy**

1 Throughout DOC: Privacy

**DOC: Risk Management**

1 Throughout DOC: Risk Management

**DOC: Screening & Selection**

1 Throughout DOC: Screening and Selection

**DOC: Staff Reviews**

1 Throughout DOC: Staff Reviews

**DOC: Vehicles**

1 2005 VZ Commodore (Blue) RTG659

**Essential Safety Measures**

**Annual Essential Safety Measures Report**

1 Section 1 of Redbook Blank Annual Essential Safety Measures Report  
 2 Displayed in Entry Foyer Completed Annual Essential Safety Measures Report  
 3 Displayed in Entry Foyer Occupancy Permit

**Exit Signs – Non Illuminated Throughout**

1 Throughout Exit Signs – Non Illuminated Throughout

**FIRE EQUIPMENT – Fire Extinguishers**

1 Kitchen 2kg Dry Chemical Fire Extinguisher  
 2 Kitchen Fire Blanket  
 3 Hall 2.5 kg CO2 Fire Extinguisher  
 4 Church Office 1kg Dry Chemical Fire Extinguisher  
 5 Sound Desk 1kg Dry Chemical Fire Extinguisher  
 6 Multipurpose Room 9L Water Fire Extinguisher

**FIRE EQUIPMENT – Fire Hose Reels**

1 Rear of Church Building 36 Meter Fire Hose Reel

**FIRE EQUIPMENT – Fire Hydrants**

1 Car Park L-Type Fire Hydrant

**Essential Services**

**Emergency & Exit Lighting**

1 Throughout Emergency & Exit Lighting

**Exit Doors**

1 Church Foyer Double Timber Exit Door  
 2 Rear of Church Single Glass Exit Door  
 3 Hall - North side Single Glass Exit Door  
 4 Hall - South side Single Timber Exit Door



**Fire Indices for Materials**

---

1 Throughout Fire Indices for Materials

**Fire Mains**

---

1 Throughout Fire Mains

**Fire Windows**

---

1 Throughout Fire Windows

**Mechanical Ventilation**

---

1 Throughout Mechanical Ventilation

**Paths of Travel to Exits**

---

1 Internal Throughout Paths of Travel to Exits  
2 External Throughout Paths of Travel to Assembly Areas

**Routine**

---

**Smoke Alarm (domestic)**

---

1 Kitchen Hallway Smoke Alarm (domestic)  
2 Office Smoke Alarm (domestic)

## Section 3

# Staff & Contractor Details

### Sample Baptist Church

#### Childrens Ministry Coordinator

---

Name:

Address:

Phone:

Fax:

Mobile:

Email:

#### Duty Of Care Officer

---

Name:

Address:

Phone:

Fax:

Mobile:

Email:

#### Electrician

---

Name:

Address:

Phone:

Fax:

Mobile:

Email:

#### FES Blackburn

---

Name:

Address: 42-44 Terracotta Drive  
Blackburn Vic 3130

Phone: 1300 855 163

Fax:

Mobile:

Email:

**Playgroup Coordinator**

---

Name:

Address:

Phone:

Fax:

Mobile:

Email:

**Property Coordinator**

---

Name:

Address:

Phone:

Fax:

Mobile:

Email:

**Secretary**

---

Name:

Address:

Phone:

Fax:

Mobile:

Email:

**Treasurer**

---

Name:

Address:

Phone:

Fax:

Mobile:

Email:

**Youth Ministry Coordinator**

---

Name:

Address:

Phone:

Fax:

Mobile:

Email:

Section 4

Maintenance & Inspection Schedule

Sample Baptist Church

January 2011

DOC: Hazardous Substances

Annual

Initial:..... Date: ...../...../..... Completed

DOC: Screening & Selection

Annual

Initial:..... Date: ...../...../..... Completed

Mechanical Ventilation

Monthly

AS1851.6

Initial:..... Date: ...../...../..... Completed

Fire Mains

Monthly Incl Weeklys

AS1851.4

Initial:..... Date: ...../...../..... Completed

DOC: Internal Housekeeping

Quarterly

Initial:..... Date: ...../...../..... Completed

DOC: Ladders

Annual

Initial:..... Date: ...../...../..... Completed

DOC: Playgrounds & Equipment

Monthly

Initial:..... Date: ...../...../..... Completed

February 2011

DOC: Ministry - Children

Annual

Initial:..... Date: ...../...../..... Completed

Exit Doors

Quarterly

BCA Section D

Initial:..... Date: ...../...../..... Completed

Mechanical Ventilation

Monthly

AS1851.6

Initial:..... Date: ...../...../..... Completed

Fire Mains

Monthly Incl Weeklys

AS1851.4

Initial:..... Date: ...../...../..... Completed

DOC: Ministry - Playgroups

Annual

Initial:..... Date: ...../...../..... Completed

**DOC: Playgrounds & Equipment**

Monthly

Initial:..... Date: ...../...../..... Completed

**DOC: Ministry - Youth**

Annual

Initial:..... Date: ...../...../..... Completed

**March 2011**

**Exit Signs – Non Illuminated Throughout**

Annual

Initial:..... Date: ...../...../..... Completed

**Paths of Travel to Exits**

Quarterly

BCA Section D

Initial:..... Date: ...../...../..... Completed

**Emergency & Exit Lighting**

Yearly

AS2293.2

Initial:..... Date: ...../...../..... Completed

**Mechanical Ventilation**

Quarterly

AS1851.6

Initial:..... Date: ...../...../..... Completed

**FIRE EQUIPMENT – Fire Extinguishers**

Half Yearly

BCA Table T11.05

Initial:..... Date: ...../...../..... Completed

**FIRE EQUIPMENT – Fire Hose Reels**

Annual

BCA Table T11.05

Initial:..... Date: ...../...../..... Completed

**Fire Mains**

Quarterly

AS1851.4

Initial:..... Date: ...../...../..... Completed

**DOC: Playgrounds & Equipment**

Monthly

Initial:..... Date: ...../...../..... Completed

**April 2011**

**Fire Indices for Materials**

Yearly

BCA Spec C1.10

Initial:..... Date: ...../...../..... Completed

**Mechanical Ventilation**

Monthly

AS1851.6

Initial:..... Date: ...../...../..... Completed

**Fire Mains**

Monthly Incl Weeklys

AS1851.4

Initial:..... Date: ...../...../..... Completed

**DOC: Grounds Maintenance**

6 Monthly

Initial:..... Date: ...../...../..... Completed

**DOC: Internal Housekeeping**

Quarterly

Initial:..... Date: ...../...../..... Completed

**DOC: Playgrounds & Equipment**

Monthly

Initial:..... Date: ...../...../..... Completed

**DOC: Pastoral Care Boundaries**

Annual

Initial:..... Date: ...../...../..... Completed

**May 2011**

**DOC: Food Safety**

Annual

Initial:..... Date: ...../...../..... Completed

**Exit Doors**

Quarterly

BCA Section D

Initial:..... Date: ...../...../..... Completed

**Mechanical Ventilation**

Monthly

AS1851.6

Initial:..... Date: ...../...../..... Completed

**Fire Mains**

Monthly Incl Weeklys

AS1851.4

Initial:..... Date: ...../...../..... Completed

**DOC: Playgrounds & Equipment**

Monthly

Initial:..... Date: ...../...../..... Completed

**June 2011**

**Fire Windows**

Yearly

BCA Spec C3.4

Initial:..... Date: ...../...../..... Completed

**Paths of Travel to Exits**

Quarterly

BCA Section D

Initial:..... Date: ...../...../..... Completed

**Mechanical Ventilation**

Yearly

AS1851.6

Initial:..... Date: ...../...../..... Completed

**FIRE EQUIPMENT – Fire Hydrants**

Annual

BCA Table T11.05

Initial:..... Date: ...../...../..... Completed

**Fire Mains**

Yearly

AS1851.4

Initial:..... Date: ...../...../..... Completed

**DOC: Playgrounds & Equipment**

Monthly

Initial:..... Date: ...../...../..... Completed

**DOC: Staff Reviews**

Annual

Initial:..... Date: ...../...../..... Completed

**DOC: Financial**

Annual

Initial:..... Date: ...../...../..... Completed

**July 2011**

**Mechanical Ventilation**

Monthly

AS1851.6

Initial:..... Date: ...../...../..... Completed

**Fire Mains**

Monthly Incl Weeklys

AS1851.4

Initial:..... Date: ...../...../..... Completed

**DOC: Evaporative Cooling**

Annual

Initial:..... Date: ...../...../..... Completed

**DOC: Internal Housekeeping**

Quarterly

Initial:..... Date: ...../...../..... Completed

**DOC: Mechanical Ventilation - Kitchen (Annual)**

Annual

Initial:..... Date: ...../...../..... Completed

**DOC: Playgrounds & Equipment**

Monthly

Initial:..... Date: ...../...../..... Completed

**August 2011**

**DOC: Risk Management**

Annual

Initial:..... Date: ...../...../..... Completed

**Exit Doors**

Quarterly

BCA Section D

Initial:..... Date: ...../...../..... Completed

**Mechanical Ventilation**

Monthly

AS1851.6

Initial:..... Date: ...../...../..... Completed

**Fire Mains**

Monthly Incl Weeklys

AS1851.4

Initial:..... Date: ...../...../..... Completed

**DOC: Playgrounds & Equipment**

Monthly

Initial:..... Date: ...../...../..... Completed

**DOC: Insurance**

Annual

Initial:..... Date: ...../...../..... Completed



**September 2011**

**Paths of Travel to Exits**

Quarterly

BCA Section D

Initial:..... Date: ...../...../..... Completed

**Emergency & Exit Lighting**

Half Yearly

AS2293.2

Initial:..... Date: ...../...../..... Completed

**Mechanical Ventilation**

Quarterly

AS1851.6

Initial:..... Date: ...../...../..... Completed

**FIRE EQUIPMENT – Fire Extinguishers**

Half Yearly

BCA Table T11.05

Initial:..... Date: ...../...../..... Completed

**FIRE EQUIPMENT – Fire Hose Reels**

Half Yearly

BCA Table T11.05

Initial:..... Date: ...../...../..... Completed

**Fire Mains**

Quarterly

AS1851.4

Initial:..... Date: ...../...../..... Completed

**DOC: Playgrounds & Equipment**

Monthly

Initial:..... Date: ...../...../..... Completed

**DOC: Equipment Inventory**

Annual

Initial:..... Date: ...../...../..... Completed

**October 2011**

**DOC: Confined Spaces**

Annual

Initial:..... Date: ...../...../..... Completed

**Mechanical Ventilation**

Monthly

AS1851.6

Initial:..... Date: ...../...../..... Completed

**Fire Mains**

Monthly Incl Weeklys

AS1851.4

Initial:..... Date: ...../...../..... Completed

**DOC: Grounds Maintenance**

6 Monthly

Initial:..... Date: ...../...../..... Completed

**DOC: Internal Housekeeping**

Quarterly

Initial:..... Date: ...../...../..... Completed

**DOC: Playgrounds & Equipment**

Monthly

Initial:..... Date: ...../...../..... Completed

**Smoke Alarm (domestic)**

Annual

Initial:..... Date: ...../...../..... Completed

**November 2011**

**DOC: Vehicles**

Annual

Initial:..... Date: ...../...../..... Completed

**Exit Doors**

Quarterly

BCA Section D

Initial:..... Date: ...../...../..... Completed

**Mechanical Ventilation**

Monthly

AS1851.6

Initial:..... Date: ...../...../..... Completed

**Fire Mains**

Monthly Incl Weeklys

AS1851.4

Initial:..... Date: ...../...../..... Completed

**DOC: Air Conditioning Split System**

Annual

Initial:..... Date: ...../...../..... Completed

**DOC: Playgrounds & Equipment**

Monthly

Initial:..... Date: ...../...../..... Completed

**DOC: Privacy**

Annual

Initial:..... Date: ...../...../..... Completed

**December 2011**

**Annual Essential Safety Measures Report**

Annual

Initial:..... Date: ...../...../..... Completed

**Paths of Travel to Exits**

Quarterly

BCA Section D

Initial:..... Date: ...../...../..... Completed

**Mechanical Ventilation**

Half Yearly

AS1851.6

Initial:..... Date: ...../...../..... Completed

**FIRE EQUIPMENT – Fire Hydrants**

Half Yearly

BCA Table T11.05

Initial:..... Date: ...../...../..... Completed

**Fire Mains**

Half Yearly

AS1851.4

Initial:..... Date: ...../...../..... Completed

**DOC: Playgrounds & Equipment**

Monthly

Initial:..... Date: ...../...../..... Completed

**Section 5**

**Inspection Record**

**January 2011**

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **Mechanical Ventilation**  
Level: **Monthly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

Perform the Monthly maintenance procedure to the AS1851.6, AS3666 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Mechanical Ventilation		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**January 2011**

**Sample Baptist Church**

Inspected By: **FES Blackburn**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Fire Mains**  
 Level: **Monthly Incl Weeklys**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

Perform the Monthly maintenance procedure to the AS1851.4 standard.

PLUS WEEKLY CHECK.

1. Perform the Weekly maintenance procedure to the AS1851.4 standard.

WEEK 1 \_\_\_/\_\_\_/\_\_\_

WEEK 2 \_\_\_/\_\_\_/\_\_\_

WEEK 3 \_\_\_/\_\_\_/\_\_\_

WEEK 4 \_\_\_/\_\_\_/\_\_\_

WEEK 5 \_\_\_/\_\_\_/\_\_\_ (if 5 weeks in month)

Item	Service	Problem/Action	Check OK
1	Throughout Fire Mains		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**January 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Hazardous Substances**  
 Level: **Annual**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

Does the church store any Hazardous Substances?

If so...

- Are they stored appropriately?
- Are containers labelled correctly?
- Does their area of use have adequate ventilation/exhaust systems?
- Has protective clothing/equipment been provided, and is there a culture of use?
- Are any personal hygiene issues addressed?
- Are there waste disposal procedures in place?
- Where required, are Material Safety Data Sheets available?
- Are chemical handling procedures understood and followed?
- Has a chemical register been developed?
- Has appropriate emergency/first aid equipment been provided i.e. shower, eye bath, extinguishers?
- Is Hazchem signing displayed?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Hazardous Substances		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**January 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Screening & Selection**  
 Level: **Annual**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

**POLICE RECORD CHECK:**

Please Note: The BUV recommends churches sight Police Record Checks for all pastoral staff, leaders and volunteers working with finances, children, and vulnerable people on an annual basis.

- Is your Police Check Register up to date?
- Have all volunteers and staff obtained a Police Record Check in the last 12 months?
- Have volunteers or staff who have not obtained a Police Record Check in the last 12 months completed new applications and submitted them for approval?

**WORKING WITH CHILDREN CHECK:**

Please Note: It is now LAW that ALL pastoral staff, leaders and volunteers working with children (under 18) MUST have a current Working With Children Card PRIOR to participating in any kind of children's ministry or supervision.

- Do all pastoral staff, leaders and volunteers who are working with children have a current Working With Children Card? (This must be checked prior to commencement and annually thereafter).
- Is your Working With Children Check Register up to date?
- Does your church have a written policy on what procedure will be followed if someone with a WWC Card is issued with an Interim Negative Notice and/or a Negative Notice?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Screening and Selection		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

January 2011

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Internal Housekeeping**  
 Level: **Quarterly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

**FLOORS, AISLES, STAIRS AND LANDINGS**

- Are all floors, aisles, stairs & landings clear & free of slip, trip & fall hazards?
- Are stairs free of worn or broken treads?
- Are all handrails in good repair?
- Are non skid strips on stairs in good condition?

**STORAGE**

- Are all items being stored clear of traffic areas?
- Where items are stacked for storage, are the stacks stable with a good solid base?
- Are storage areas kept clear of rubbish and unwanted material?

**ELECTRICAL POWER**

- Are all electrical plugs, sockets and switches in good working order?
- Are all appliances free of frayed or otherwise defective leads?
- Do appliances have access to a power socket free of double adapters and piggyback plugs?
- Are all lights adequate and operational?
- Are Safety Switches installed and maintained?

**FIRST AID**

- Are all First Aid kits clearly identified?
- Are the First Aid kits properly stocked & maintained?
- Are the names of qualified First Aiders clearly displayed?
- Are the phone numbers for emergency services clearly displayed?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Internal Housekeeping		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

January 2011

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Ladders**  
 Level: **Annual**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

[ ] Are ladders in good condition?

[ ] Is there a policy on the usage of ladders and is it communicated clearly where ladders are stored?

[ ] Are warnings displayed about inappropriate use?

Item	Service	Problem/Action	Check OK
1	Tool Shed 3m Aluminium step ladder		
2	Kitchen 1m step ladder		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....



**Inspection Record**

**January 2011**

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Playgrounds & Equipment**  
 Level: **Monthly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

- Is area checked regularly for rubbish/vandalism prior to children playing?
- Are there no parts missing or broken?
- Is there no flaking metal and welds not broken?
- Is padding in good condition and no hazards?
- Are moving parts adequately lubricated?
- Is there no dangerous protrusions/sharp edges?
- Is there no flaking paint, visible rust, corrosion?
- Are there no exposed bolts?
- Are the guard rails/handrails secure?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is timber not splitting or splintering?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Are shade sails securely fastened?
- Is any signage still securely in place?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**February 2011**

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **Mechanical Ventilation**  
Level: **Monthly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

Perform the Monthly maintenance procedure to the AS1851.6, AS3666 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Mechanical Ventilation		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**February 2011**

**Sample Baptist Church**

Inspected By: **FES Blackburn**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Fire Mains**  
 Level: **Monthly Incl Weeklys**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

Perform the Monthly maintenance procedure to the AS1851.4 standard.

PLUS WEEKLY CHECK.

1. Perform the Weekly maintenance procedure to the AS1851.4 standard.

WEEK 1 \_\_\_/\_\_\_/\_\_\_

WEEK 2 \_\_\_/\_\_\_/\_\_\_

WEEK 3 \_\_\_/\_\_\_/\_\_\_

WEEK 4 \_\_\_/\_\_\_/\_\_\_

WEEK 5 \_\_\_/\_\_\_/\_\_\_ (if 5 weeks in month)

Item	Service	Problem/Action	Check OK
1	Throughout Fire Mains		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

February 2011

## Sample Baptist Church

Inspected By: **Childrens Ministry Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Ministry - Children**  
 Level: **Annual**

Note:

### Instruction:

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

### SAFETY

- Does your Children's Ministry have access to a telephone in case of an emergency?
- Does the Children's Ministry have access to a properly supplied & maintained First Aid Kit?
- Is the area to be used for the Children's Ministry activities fitted with fire extinguishers?
- Does the kitchen have access restricted by a 'low gate' or secure door?
- Are there appropriate safeguards in place for electrical appliances, heaters & power outlets?
- Are there appropriate toilet facilities available for children?
- Are there safeguards in place to ensure the hot water in bathrooms does not scald/burn children?
- Are risk assessment forms used prior to running any unusual activities?

### OCCUPATIONAL HEALTH & SAFETY

- Is there an emergency evacuation procedure that all leaders & children are aware of?
- Are the leaders aware of the procedure for the Children's Ministry in case of accidents/emergencies?
- Does the Children's Ministry use a sign in / sign out book to be sure of which children are present at activities?
- Does any outside play area have a fence (minimum height 1.5 metres) with a childproof self closing gate?
- Is the playing space (outside & inside) appropriate for the number of children?
- Are there any dangers, gully traps, unprotected steps?
- Are there appropriate surfaces for play; impact absorbing under play equipment, paved areas?
- If there is a sand pit, is it well drained, does it have safe surrounds & shade?
- Does the Children's Ministry have a sun policy & is shade provided in outside play areas?

LEADERS

- [ ] Does the church have a policy regarding the recruitment of Children's Ministry leaders?
- [ ] Do new leaders undergo Working With Children checks (WWC) & Police Checks prior to commencing?
- [ ] Are all WWC cards still valid? (Call the WWC Info Line: 1300 652 879) Initial: \_\_\_\_\_ Date: / /
- [ ] Are all leaders using the correct WWC Card? Volunteers can use 'volunteer' Assessment Notice & WWC Check Card; but employees must apply for an 'employee' Assessment Notice & WWC Check Card.
- [ ] Does your church comply with obligations to keep employees' & volunteers' information confidential?
- [ ] Are there sufficient leaders so that more than one leader is present with children at all times?
- [ ] Are leader/child ratios observed for Children's Ministry activities?
- [ ] Is at least one of your Children's Ministry leaders properly trained in First Aid?
- [ ] Have leaders had basic training in identifying indicators & responding where a child may have been abused?
- [ ] Have leaders had basic training in the mandatory reporting procedures for suspected child abuse?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Ministry - Children		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**February 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Exit Doors**  
 Level: **Quarterly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

Check the following:

- 1.The exit door is intact.
- 2.The exit door is readily openable without a key, from the side facing a person seeking their way out.
3. The door is operational. Opening action should be by a single handed downward or pushing action on a single device located between 900mm and 1200mm from the floor.
- 4.The door hardware is operational and functions properly.

Item	Service	Problem/Action	Check OK
1	Church Foyer Double Timber Exit Door		
2	Rear of Church Single Glass Exit Door		
3	Hall - North side Single Glass Exit Door		
4	Hall - South side Single Timber Exit Door		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

February 2011

## Sample Baptist Church

Inspected By: **Playgroup Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Ministry - Playgroups**  
 Level: **Annual**

Note:

### Instruction:

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

### SAFETY

- Is your playgroup insured with the Australian Baptist Insurance Scheme through the church?
- Does your playgroup have access to a telephone in case of an emergency?
- Does the playgroup have access to a properly supplied and maintained First Aid Kit?
- Is the area to be used for the playgroup activities fitted with fire extinguishers?
- Does the kitchen have access restricted by a 'low gate' or secure door?
- Are there appropriate safeguards in place for electrical appliances, heaters and power outlets?
- Are there appropriate toilet facilities available for children?
- Are there safeguards in place to ensure the hot water in the bathroom does not scald/burn children?
- Are risk assessment forms used prior to running any unusual activities?
- Do playgroup leaders ensure that parents are present and supervising their children at all times?

### OCCUPATIONAL HEALTH & SAFETY

- Is there an emergency evacuation procedure that all leaders & children are aware of?
- Are the leaders aware of procedure for the playgroup in case of accidents or emergencies?
- Does the playgroup use a sign in / sign out book to be sure of which children are present at activities?
- Does any outside play area have a fence (minimum height 1.5 metres) with a childproof self closing gate?
- Is the playing space (outside and inside) appropriate for the number of children?
- Are there any dangers, gully traps, unprotected steps?
- Are there appropriate surfaces for play; impact absorbing under play equipment, paved areas?
- If there is a sand pit, is it well drained, does it have safe surrounds and shade?
- Does the playgroup have a sun policy and is shade provided in outside play areas?

LEADERS

- Does the church have a policy regarding the recruitment of playgroup leaders?
- Do new leaders undergo Working With Children checks (WWC) and Police Checks?
- Are all WWC cards valid? (Call the WWC Info Line: 1300 652 879) Initial: \_\_\_\_\_ Date: / /
- Are all leaders using the correct WWC Card? Volunteers can use 'volunteer' Assessment Notice & WWC Check Card; but employees must apply for an 'employee' Assessment Notice & WWC Check Card.
- Does your church comply with obligations to keep employees' & volunteers' information confidential?
- Are there sufficient leaders so that more than one leader is present with children at all times?
- Are leader/child ratios observed for playgroup activities?
- Is at least one of your playgroup leaders properly trained in First Aid?
- Have leaders had basic training in identifying indicators & responding where a child may have been abused?
- Have leaders had basic training in the mandatory reporting procedures for suspected child abuse?

OTHER ISSUES

- Does your playgroup have any regulatory requirements or requirements from the Dept of Human Services?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Ministry - Playgroups		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....



**Inspection Record**

**February 2011**

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Playgrounds & Equipment**  
 Level: **Monthly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

- Is area checked regularly for rubbish/vandalism prior to children playing?
- Are there no parts missing or broken?
- Is there no flaking metal and welds not broken?
- Is padding in good condition and no hazards?
- Are moving parts adequately lubricated?
- Is there no dangerous protrusions/sharp edges?
- Is there no flaking paint, visible rust, corrosion?
- Are there no exposed bolts?
- Are the guard rails/handrails secure?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is timber not splitting or splintering?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Are shade sails securely fastened?
- Is any signage still securely in place?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

February 2011

## Sample Baptist Church

Inspected By: **Youth Ministry Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Ministry - Youth**  
 Level: **Annual**

Note:

### Instruction:

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

### SAFETY

- Does your Youth Group have access to a telephone in case of an emergency?
- Does the Youth Group have access to a properly supplied and maintained First Aid Kit?
- Is the area to be used for the Youth Group activities fitted with fire extinguishers?
- Is all equipment that is to be used during the activity safe and in good working order?
- Is the area to be used suitable to the activities planned?
- If activities are at all unusual is the program sufficiently covered by insurance?
- Are risk assessment forms used for any unusual activity?
- Is there an appropriate level of adult (over 18yo) supervision for the activities planned?

### OCCUPATIONAL HEALTH & SAFETY

- Are all exits from the Youth Group labelled appropriately?
- Is there an emergency evacuation procedure that all leaders and youth are aware of?
- Are the leaders aware of procedure for the Youth Group in case of accidents or emergencies?

### LEADERS

- Does the church have a policy regarding the recruitment of Youth leaders?
- Do new leaders undergo Working With Children checks (WWC) and Police Checks?
- Are all WWC cards valid? (Call the WWC Info Line: 1300 652 879) Initial: \_\_\_\_\_ Date: / /
- Are there sufficient leaders so that more than one leader is present with children at Youth Group at all times?
- Are appropriate leader/child ratios observed for Youth Group activities?
- Is at least one of your Youth Group leaders properly trained in first aid?

Have leaders had basic training in identifying indicators and responding where a child or young person may have been abused?

Have leaders had basic training in identifying 'at risk' behaviour in young people, particularly recognizing those who seem to be at risk of suicide?

Have leaders had basic training in identifying youth with mental health issues such as schizophrenia and depression?

Have leaders had basic training in identifying young people with drug and substance abuse issues?

Have leaders had basic training in identifying the mandatory reporting procedure for suspected abuse?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Ministry - Youth		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

March 2011

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **Mechanical Ventilation**  
Level: **Quarterly**

Note:

**Instruction:**

- 1. Check the following items listed below
- 2. Note any problems &/or follow up actions resulting from your inspection
- 3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Quarterly maintenance procedure to the AS1851.6, AS3666 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Mechanical Ventilation		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**March 2011**

**Sample Baptist Church**

Inspected By: **FES Blackburn**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Fire Mains**  
 Level: **Quarterly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

Perform the Quarterly maintenance procedure to the AS1851.4 standard.

PLUS WEEKLY CHECK.

1. Perform the Weekly maintenance procedure to the AS1851.4 standard.

WEEK 1 \_\_\_/\_\_\_/\_\_\_

WEEK 2 \_\_\_/\_\_\_/\_\_\_

WEEK 3 \_\_\_/\_\_\_/\_\_\_

WEEK 4 \_\_\_/\_\_\_/\_\_\_

WEEK 5 \_\_\_/\_\_\_/\_\_\_ (if 5 weeks in month)

Item	Service	Problem/Action	Check OK
1	Throughout Fire Mains		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

March 2011

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

Equipment: **Exit Signs – Non Illuminated Throughout**

Level: **Annual**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Note:

**Instruction:**

- 1. Check the following items listed below
- 2. Note any problems &/or follow up actions resulting from your inspection
- 3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

- ( ) Check that the exit sign is clearly visible and in good condition
- ( ) Repair or replace if required
- ( ) Clean if required

Item	Service	Problem/Action	Check OK
1	Throughout Exit Signs – Non Illuminated Throughout		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**March 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Paths of Travel to Exits**  
 Level: **Quarterly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

Check the following:

1. Ensure no obstruction of any nature has encroached on or into the designated paths of travel.
2. Check that the integrity of the fire isolation relating to the paths of travel have not been breached or compromised.
3. Check that no unauthorised alteration has been carried out on the travel sections.

Item	Service	Problem/Action	Check OK
1	Internal Throughout Paths of Travel to Exits		
2	External Throughout Paths of Travel to Assembly Areas		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

March 2011

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Emergency & Exit Lighting**  
 Level: **Yearly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Yearly maintenance procedure to the AS2293.2 standard.

Luminaire	Start Finish Time	Lamp Duration	240V Lamp	Starter Switch	Charge Indicator	Test Switch	Circuit Board	Diffuser	Clean Diffuser/ Reflector
1 Throughout Emergency & Exit Lighting									
Problem/Action									

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....



**Inspection Record**

**March 2011**

**Sample Baptist Church**

Inspected By: **FES Blackburn**

Equipment: **FIRE EQUIPMENT – Fire Extinguishers**

Level: **Half Yearly**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

BCA Table I1.5  
 ESSENTIAL SAFETY MEASURES – FIRE FIGHTING SERVICES AND EQUIPMENT  
 Portable fire extinguishers  
  
 BCA provisions for determining standard of performance - E1.6  
  
 Procedure to AS 1851-2005 Section 15.4

Item	Service	Problem/Action	Check OK
1	Kitchen 2kg Dry Chemical Fire Extinguisher		
2	Kitchen Fire Blanket		
3	Hall 2.5 kg CO2 Fire Extinguisher		
4	Church Office 1kg Dry Chemical Fire Extinguisher		
5	Sound Desk 1kg Dry Chemical Fire Extinguisher		
6	Multipurpose Room 9L Water Fire Extinguisher		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**March 2011**

**Sample Baptist Church**

Inspected By: **FES Blackburn**

Equipment: **FIRE EQUIPMENT – Fire Hose Reels**

Level: **Annual**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

BCA Table I1.5  
 ESSENTIAL SAFETY MEASURES – FIRE FIGHTING SERVICES AND EQUIPMENT  
 Fire hose reel system  
  
 BCA provisions for determining standard of performance - E1.4  
  
 Procedure to AS 1851 - 2005 Section 14

Item	Service	Problem/Action	Check OK
1	Rear of Church Building 36 Meter Fire Hose Reel		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**March 2011**

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Playgrounds & Equipment**  
 Level: **Monthly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

- Is area checked regularly for rubbish/vandalism prior to children playing?
- Are there no parts missing or broken?
- Is there no flaking metal and welds not broken?
- Is padding in good condition and no hazards?
- Are moving parts adequately lubricated?
- Is there no dangerous protrusions/sharp edges?
- Is there no flaking paint, visible rust, corrosion?
- Are there no exposed bolts?
- Are the guard rails/handrails secure?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is timber not splitting or splintering?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Are shade sails securely fastened?
- Is any signage still securely in place?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

April 2011

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **Mechanical Ventilation**  
Level: **Monthly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Monthly maintenance procedure to the AS1851.6, AS3666 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Mechanical Ventilation		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

April 2011

## Sample Baptist Church

Inspected By: **FES Blackburn**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Fire Mains**  
 Level: **Monthly Incl Weeklys**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Monthly maintenance procedure to the AS1851.4 standard.

PLUS WEEKLY CHECK.

1. Perform the Weekly maintenance procedure to the AS1851.4 standard.

WEEK 1 \_\_\_/\_\_\_/\_\_\_

WEEK 2 \_\_\_/\_\_\_/\_\_\_

WEEK 3 \_\_\_/\_\_\_/\_\_\_

WEEK 4 \_\_\_/\_\_\_/\_\_\_

WEEK 5 \_\_\_/\_\_\_/\_\_\_ (if 5 weeks in month)

Item	Service	Problem/Action	Check OK
1	Throughout Fire Mains		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

April 2011

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **Fire Indicies for Materials**  
Level: **Yearly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Check the following:  
1 During the past 12 months no fire hazardous materials have been introduced into the building.

Item	Service	Problem/Action	Check OK
1	Throughout Fire Indicies for Materials		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

April 2011

## Sample Baptist Church

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Grounds Maintenance**  
 Level: **6 Monthly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

- [ ] Are fences in good condition?
- [ ] Are trees safe, especially branches?
- [ ] Do shrubs need to be trimmed back or maintained?
- [ ] Is lawn area even and free from hazards?
- [ ] Are paths and paved areas in good condition and free from tripping hazards?
- [ ] Are steps safe, especially treads and handrails?
- [ ] Is all church-owned outdoor equipment in good repair?
- [ ] Are signs properly secured without overhanging dangerous edges?
- [ ] Have roof gutters been cleaned and maintained?
- [ ] Have grease traps been cleaned and inspected?
- [ ] Are paths adequately lit after dark?
- [ ] Are shade sails securely fastened?
- [ ] Is any signage still securely in place?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Grounds Maintenance		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

April 2011

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Internal Housekeeping**  
 Level: **Quarterly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

FLOORS, AISLES, STAIRS AND LANDINGS

- Are all floors, aisles, stairs & landings clear & free of slip, trip & fall hazards?
- Are stairs free of worn or broken treads?
- Are all handrails in good repair?
- Are non skid strips on stairs in good condition?

STORAGE

- Are all items being stored clear of traffic areas?
- Where items are stacked for storage, are the stacks stable with a good solid base?
- Are storage areas kept clear of rubbish and unwanted material?

ELECTRICAL POWER

- Are all electrical plugs, sockets and switches in good working order?
- Are all appliances free of frayed or otherwise defective leads?
- Do appliances have access to a power socket free of double adapters and piggyback plugs?
- Are all lights adequate and operational?
- Are Safety Switches installed and maintained?

FIRST AID

- Are all First Aid kits clearly identified?
- Are the First Aid kits properly stocked & maintained?
- Are the names of qualified First Aiders clearly displayed?
- Are the phone numbers for emergency services clearly displayed?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Internal Housekeeping		<input type="checkbox"/>

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....



# Inspection Record

April 2011

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Playgrounds & Equipment**  
 Level: **Monthly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

[ ] Is area checked regularly for rubbish/vandalism prior to children playing?  
 [ ] Are there no parts missing or broken?  
 [ ] Is there no flaking metal and welds not broken?  
 [ ] Is padding in good condition and no hazards?  
 [ ] Are moving parts adequately lubricated?  
 [ ] Is there no dangerous protrusions/sharp edges?  
 [ ] Is there no flaking paint, visible rust, corrosion?  
 [ ] Are there no exposed bolts?  
 [ ] Are the guard rails/handrails secure?  
 [ ] Are shackles/bearings/wire ropes operating smoothly?  
 [ ] Are ropes/nets sound & attachment points sound?  
 [ ] Are concrete footings covered, not exposed?  
 [ ] Is timber not splitting or splintering?  
 [ ] Is the under surface (softfall substance) loose and of an average 20cm cover?  
 [ ] Are shade sails securely fastened?  
 [ ] Is any signage still securely in place?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**April 2011**

**Sample Baptist Church**

Inspected By: **Secretary**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Pastoral Care Boundaries**  
 Level: **Annual**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

REVIEW

[ ] Do you have a policy in relation to counselling/pastoral care?

[ ] Do pastoral carers understand the implications of the policy?

[ ] Are all leaders informed about appropriate counselling implications?

[ ] Is there a policy in regard to mandatory reporting?

[ ] Are there appropriate locations for counselling at the church?

[ ] Is counselling always undertaken at appropriate locations?

[ ] Are established rules or practises in place in regard to counselling in relation to gender and other power boundaries?

[ ] Are records of counselling stored in an appropriate manner?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Pastoral Care Boundaries		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

May 2011

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **Mechanical Ventilation**  
Level: **Monthly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Monthly maintenance procedure to the AS1851.6, AS3666 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Mechanical Ventilation		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

May 2011

## Sample Baptist Church

Inspected By: **FES Blackburn**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **Fire Mains**  
Level: **Monthly Incl Weeklys**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Monthly maintenance procedure to the AS1851.4 standard.

PLUS WEEKLY CHECK.

1. Perform the Weekly maintenance procedure to the AS1851.4 standard.

WEEK 1 \_\_\_/\_\_\_/\_\_\_

WEEK 2 \_\_\_/\_\_\_/\_\_\_

WEEK 3 \_\_\_/\_\_\_/\_\_\_

WEEK 4 \_\_\_/\_\_\_/\_\_\_

WEEK 5 \_\_\_/\_\_\_/\_\_\_ (if 5 weeks in month)

Item	Service	Problem/Action	Check OK
1	Throughout Fire Mains		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**May 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Food Safety**  
 Level: **Annual**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

- Is hygiene information clearly displayed?
- Have people using the kitchen been advised of food handling policy and procedures?
- Are relevant checklists readily available to volunteers?
- Is there a Food Safety Coordinator? (This can often be the person in charge of catering)
- Has the Food Safety Coordinator completed the required Food Handling course? (Call your local Council to find out the requirements in your area).
- Is your kitchen compliant with current regulations? (Call your local Council to find out the requirements in your area).
- If not...
- Is there a plan to upgrade it? By when? \_\_\_\_\_

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Food Safety		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**May 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Exit Doors**  
 Level: **Quarterly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

Check the following:

1. The exit door is intact.
2. The exit door is readily openable without a key, from the side facing a person seeking their way out.
3. The door is operational. Opening action should be by a single handed downward or pushing action on a single device located between 900mm and 1200mm from the floor.
4. The door hardware is operational and functions properly.

Item	Service	Problem/Action	Check OK
1	Church Foyer Double Timber Exit Door		
2	Rear of Church Single Glass Exit Door		
3	Hall - North side Single Glass Exit Door		
4	Hall - South side Single Timber Exit Door		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

May 2011

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Playgrounds & Equipment**  
 Level: **Monthly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

- [ ] Is area checked regularly for rubbish/vandalism prior to children playing?
- [ ] Are there no parts missing or broken?
- [ ] Is there no flaking metal and welds not broken?
- [ ] Is padding in good condition and no hazards?
- [ ] Are moving parts adequately lubricated?
- [ ] Is there no dangerous protrusions/sharp edges?
- [ ] Is there no flaking paint, visible rust, corrosion?
- [ ] Are there no exposed bolts?
- [ ] Are the guard rails/handrails secure?
- [ ] Are shackles/bearings/wire ropes operating smoothly?
- [ ] Are ropes/nets sound & attachment points sound?
- [ ] Are concrete footings covered, not exposed?
- [ ] Is timber not splitting or splintering?
- [ ] Is the under surface (softfall substance) loose and of an average 20cm cover?
- [ ] Are shade sails securely fastened?
- [ ] Is any signage still securely in place?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**June 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Fire Windows**  
 Level: **Yearly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Check for the satisfactory operation of Fire Windows.

Item	Service	Problem/Action	Check OK
1	Throughout Fire Windows		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....



# Inspection Record

June 2011

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Mechanical Ventilation**  
 Level: **Yearly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Yearly maintenance procedure to the AS1851.6, AS3666 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Mechanical Ventilation		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**June 2011**

**Sample Baptist Church**

Inspected By: **FES Blackburn**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **FIRE EQUIPMENT – Fire Hydrants**  
 Level: **Annual**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

BCA Table I1.5  
 ESSENTIAL SAFETY MEASURES – FIRE FIGHTING SERVICES AND EQUIPMENT  
 Fire hydrant system (including fire service booster connection)

BCA provisions for determining standard of performance - E1.3

Procedure to AS 1851. - Weekly or Monthly to AS 1851 - 2005 Section 4 where pumps are installed or six monthly to AS1851 -2005 Section 4

Item	Service	Problem/Action	Check OK
1	Car Park L-Type Fire Hydrant		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

June 2011

**Sample Baptist Church**

Inspected By: **FES Blackburn**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Fire Mains**  
 Level: **Yearly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Yearly maintenance procedure to the AS1851.4 standard.

PLUS WEEKLY CHECK.

1. Perform the Weekly maintenance procedure to the AS1851.4 standard.

WEEK 1 \_\_\_/\_\_\_/\_\_\_

WEEK 2 \_\_\_/\_\_\_/\_\_\_

WEEK 3 \_\_\_/\_\_\_/\_\_\_

WEEK 4 \_\_\_/\_\_\_/\_\_\_

WEEK 5 \_\_\_/\_\_\_/\_\_\_ (if 5 weeks in month)

Item	Service	Problem/Action	Check OK
1	Throughout Fire Mains		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**June 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Paths of Travel to Exits**  
 Level: **Quarterly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

Check the following:

1. Ensure no obstruction of any nature has encroached on or into the designated paths of travel.
2. Check that the integrity of the fire isolation relating to the paths of travel have not been breached or compromised.
3. Check that no unauthorised alteration has been carried out on the travel sections.

Item	Service	Problem/Action	Check OK
1	Internal Throughout Paths of Travel to Exits		
2	External Throughout Paths of Travel to Assembly Areas		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

June 2011

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Playgrounds & Equipment**  
 Level: **Monthly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

[ ] Is area checked regularly for rubbish/vandalism prior to children playing?  
 [ ] Are there no parts missing or broken?  
 [ ] Is there no flaking metal and welds not broken?  
 [ ] Is padding in good condition and no hazards?  
 [ ] Are moving parts adequately lubricated?  
 [ ] Is there no dangerous protrusions/sharp edges?  
 [ ] Is there no flaking paint, visible rust, corrosion?  
 [ ] Are there no exposed bolts?  
 [ ] Are the guard rails/handrails secure?  
 [ ] Are shackles/bearings/wire ropes operating smoothly?  
 [ ] Are ropes/nets sound & attachment points sound?  
 [ ] Are concrete footings covered, not exposed?  
 [ ] Is timber not splitting or splintering?  
 [ ] Is the under surface (softfall substance) loose and of an average 20cm cover?  
 [ ] Are shade sails securely fastened?  
 [ ] Is any signage still securely in place?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**June 2011**

**Sample Baptist Church**

Inspected By: **Secretary**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Staff Reviews**  
 Level: **Annual**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

[ ] Are Staff Policies and Procedures in place and current?

[ ] Does each staff member have a current job description/position description?

[ ] Are regular staff reviews held and up to date for all employees?

[ ] Are Police Record Checks and WWC Checks completed?

[ ] Are pastoral staff up to date with their PDP and Code of Ethics requirements?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Staff Reviews		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**June 2011**

**Sample Baptist Church**

Inspected By: **Treasurer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Financial**  
 Level: **Annual**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

**HANDLING CASH**

- Do at least two people count and record the offering together each week on the church premises?
- Is the offering money banked at the earliest opportunity?
- Is the church petty cash (if any) stored in a secure cabinet or safe?

**PAYMENTS OR DISBURSEMENTS**

- Is all church expenditure made by cheque or Electronic Funds Transfer (apart from small items of expenditure made through the petty cash)?
- Do all church cheque accounts (apart from the pastor's ministry expense account) require two signatories to operate the account?

**FINANCIAL REPORTING**

- Are regular financial reports made to the church leadership?
- Does the treasurer present a financial report to every regular church members' meeting?
- Does the church prepare an annual budget that is approved by the church members' meeting?

**FINANCIAL CONTROLS**

- Does the church engage an independent qualified auditor to conduct a review of the church accounts and procedures at least annually?
- Does the church auditor present a written report or attend the church members' meeting?
- Are church leaders required to absent themselves from decisions within the life of the church where a conflict of interest arises?
- Does the Treasurer have a current Police Records Check? (One should be completed annually)

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Financial		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

July 2011

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **Mechanical Ventilation**  
Level: **Monthly**

Note:

**Instruction:**

- 1. Check the following items listed below
- 2. Note any problems &/or follow up actions resulting from your inspection
- 3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Monthly maintenance procedure to the AS1851.6, AS3666 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Mechanical Ventilation		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....



# Inspection Record

July 2011

## Sample Baptist Church

Inspected By: **FES Blackburn**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Fire Mains**  
 Level: **Monthly Incl Weeklys**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Monthly maintenance procedure to the AS1851.4 standard.

PLUS WEEKLY CHECK.

1. Perform the Weekly maintenance procedure to the AS1851.4 standard.

WEEK 1 \_\_\_/\_\_\_/\_\_\_

WEEK 2 \_\_\_/\_\_\_/\_\_\_

WEEK 3 \_\_\_/\_\_\_/\_\_\_

WEEK 4 \_\_\_/\_\_\_/\_\_\_

WEEK 5 \_\_\_/\_\_\_/\_\_\_ (if 5 weeks in month)

Item	Service	Problem/Action	Check OK
1	Throughout Fire Mains		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

July 2011

**Sample Baptist Church**

Inspected By: **Property Coordinator**

Equipment: **DOC: Mechanical Ventilation -  
Kitchen (Annual)**

Level: **Annual**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Inspect hood and filters clean or repair as required

Item	Service	Problem/Action	Check OK
1	Kitchen Exhaust fan over stove		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**July 2011**

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Evaporative Cooling**  
 Level: **Annual**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

- [ ] Remove filter frames, clean & wash distribution header & filter media.
- [ ] Ensure that filter media is evenly & loosely packed.
- [ ] Turn off power at isolation switches, then check & lubricate as necessary, all fans, motors, bearings etc.
- [ ] Check the belt drive & pulleys for wear, tension, alignment & adjust if necessary. Examine other parts generally for signs of wear, looseness noise or misalignment, check particularly anti-vibration mounting, flexible connections, pump connections and bearings. Remove drain plugs, flush and clean the reservoir trays and drains, replace drain plugs, turn on all isolating switches, refill & check water level and operation of pumps, ball float valves and bleed off rates; adjust as necessary. Re-install filter frames and ensure filter media is evenly distributed and correctly wetted in operation. Check all controls for proper operation. Leave entire area clean & free from all extraneous materials. Check for corrosion with particular attention to all internal areas and to filter frames. Advise corrosion inhibitor or tar epoxy should be applied.
- [ ] Clean & adjust supply air grilles as necessary.

Item	Service	Problem/Action	Check OK
1	Auditorium Evaporative Cooling		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

July 2011

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Internal Housekeeping**  
 Level: **Quarterly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

**FLOORS, AISLES, STAIRS AND LANDINGS**

- Are all floors, aisles, stairs & landings clear & free of slip, trip & fall hazards?
- Are stairs free of worn or broken treads?
- Are all handrails in good repair?
- Are non skid strips on stairs in good condition?

**STORAGE**

- Are all items being stored clear of traffic areas?
- Where items are stacked for storage, are the stacks stable with a good solid base?
- Are storage areas kept clear of rubbish and unwanted material?

**ELECTRICAL POWER**

- Are all electrical plugs, sockets and switches in good working order?
- Are all appliances free of frayed or otherwise defective leads?
- Do appliances have access to a power socket free of double adapters and piggyback plugs?
- Are all lights adequate and operational?
- Are Safety Switches installed and maintained?

**FIRST AID**

- Are all First Aid kits clearly identified?
- Are the First Aid kits properly stocked & maintained?
- Are the names of qualified First Aiders clearly displayed?
- Are the phone numbers for emergency services clearly displayed?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Internal Housekeeping		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

July 2011

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Playgrounds & Equipment**  
 Level: **Monthly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

- Is area checked regularly for rubbish/vandalism prior to children playing?
- Are there no parts missing or broken?
- Is there no flaking metal and welds not broken?
- Is padding in good condition and no hazards?
- Are moving parts adequately lubricated?
- Is there no dangerous protrusions/sharp edges?
- Is there no flaking paint, visible rust, corrosion?
- Are there no exposed bolts?
- Are the guard rails/handrails secure?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is timber not splitting or splintering?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Are shade sails securely fastened?
- Is any signage still securely in place?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		<input type="checkbox"/>

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

August 2011

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Mechanical Ventilation**  
 Level: **Monthly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Monthly maintenance procedure to the AS1851.6, AS3666 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Mechanical Ventilation		<input type="checkbox"/>

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**August 2011**

**Sample Baptist Church**

Inspected By: **FES Blackburn**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Fire Mains**  
 Level: **Monthly Incl Weeklys**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Monthly maintenance procedure to the AS1851.4 standard.

PLUS WEEKLY CHECK.

1. Perform the Weekly maintenance procedure to the AS1851.4 standard.

WEEK 1 \_\_\_/\_\_\_/\_\_\_

WEEK 2 \_\_\_/\_\_\_/\_\_\_

WEEK 3 \_\_\_/\_\_\_/\_\_\_

WEEK 4 \_\_\_/\_\_\_/\_\_\_

WEEK 5 \_\_\_/\_\_\_/\_\_\_ (if 5 weeks in month)

Item	Service	Problem/Action	Check OK
1	Throughout Fire Mains		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

August 2011

## Sample Baptist Church

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Risk Management**  
 Level: **Annual**

Note:

### Instruction:

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

### REVIEW OF OCCUPATIONAL HEALTH AND SAFETY

- Does the church have a documented OH&S policy?
- Is there an appointed OH&S officer/committee?
- Are leaders provided with basic training in, and a copy of, the church's OH&S policy?
- Is there a person qualified in First Aid within the church community?
- Is there a First Aid Kit available to groups using the church buildings?
- When was the First Aid Kit last restocked? \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Is there a clearly identified place to store Material Safety Data Sheets (MSDS)?
- Is there an up to date MSDS for each hazardous substance on the property?
- Is there an established evacuation procedure?
- Are evacuation maps on display in common areas?
- Are leaders trained and familiar with evacuation procedures?
- Are there safety rules on display within the church?
- Does the church have a contingency plan/ plan of action in the event of emergency, injury or disaster?
- Is the WorkSafe 'If you are injured' poster on display in the Church Office or where all workers can read it? This poster must be displayed in every workplace otherwise you could be liable for a fine from WorkSafe. See [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) for more info and for a copy of the poster.
- If the Church has 'working bees', are these adequately supervised so that people do not attempt to perform work they are not qualified to do?
- Is all work carried out at heights carried out by properly qualified personnel?
- Has Testing & Tagging of electrical equipment been carried out in the last 12 months?



**RISK ASSESSMENTS**

[ ] Are risk management inspections carried out prior to major activities within the church to ensure the property and equipment is in safe working order?

[ ] Are regular 'housekeeping' inspections made of the property to identify risks & hazards?

[ ] Has an independent risk assessment of buildings been completed in the last 12 months?

[ ] Is a central register of known hazards maintained?

[ ] Is there a defined procedure to report a hazard or an incident?

[ ] Is there a Hazard Report Form available? Where is this located? \_\_\_\_\_

[ ] Are leaders aware of the Hazard Report Form and encouraged to use it?

[ ] Is there a budget allocation for risk reduction?

[ ] Are records maintained of risk reduction work?

**CONTRACTOR INDUCTIONS**

[ ] Does the church have a register to record work performed by external contractors?

[ ] Is there formal Contractor Induction Training available outlining the Health, Safety & Conduct required according to the Occupational Health & Safety Act 2004?

[ ] Have all staff and contractors working on the property undertaken induction training and signed a register indicating their acceptance of the terms and conditions in the training?

[ ] Are all inducted contractors and staff monitored for re inductions as required?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Risk Management		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**August 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Exit Doors**  
 Level: **Quarterly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

Check the following:

- 1.The exit door is intact.
- 2.The exit door is readily openable without a key, from the side facing a person seeking their way out.
3. The door is operational. Opening action should be by a single handed downward or pushing action on a single device located between 900mm and 1200mm from the floor.
- 4.The door hardware is operational and functions properly.

Item	Service	Problem/Action	Check OK
1	Church Foyer Double Timber Exit Door		
2	Rear of Church Single Glass Exit Door		
3	Hall - North side Single Glass Exit Door		
4	Hall - South side Single Timber Exit Door		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**August 2011**

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Playgrounds & Equipment**  
 Level: **Monthly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

- Is area checked regularly for rubbish/vandalism prior to children playing?
- Are there no parts missing or broken?
- Is there no flaking metal and welds not broken?
- Is padding in good condition and no hazards?
- Are moving parts adequately lubricated?
- Is there no dangerous protrusions/sharp edges?
- Is there no flaking paint, visible rust, corrosion?
- Are there no exposed bolts?
- Are the guard rails/handrails secure?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is timber not splitting or splintering?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Are shade sails securely fastened?
- Is any signage still securely in place?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**August 2011**

**Sample Baptist Church**

Inspected By: **Treasurer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Insurance**  
 Level: **Annual**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

**BUILDINGS & PROPERTY:**

- Has the church completed any renovations to existing buildings in the last 12 months?
- Has the church bought or sold any property in the last 12 months?
- Are these changes/valuations reflected in your latest insurance renewal?

**CONTENTS:**

- Has the church bought or sold any electrical equipment or musical equipment in the last 12 months?
- Does your latest insurance renewal accurately cover you for the replacement value of your contents?
- Are there any musical instruments belonging to individuals stored at the church that are not included in the church insurance renewal?
- Does the church have a procedure whereby equipment such as microphones and portable speakers are securely stowed away as soon after the completion of a service or other activity as possible?

**PUBLIC LIABILITY:**

- Does the church have a definitive list of ministries and activities it considers to be those operated under the auspices of the church and therefore covered under the church's insurance policies?
- Does the church check insurance details for all users of facilities and offer insurance to those without (see Facility Hire Agreement available from BUV website)

For more information regarding your insurance policies, please call ABIS on 03 9880 6166.

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Insurance		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**September 2011**

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **Mechanical Ventilation**  
Level: **Quarterly**

Note:

**Instruction:**

- 1. Check the following items listed below
- 2. Note any problems &/or follow up actions resulting from your inspection
- 3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Quarterly maintenance procedure to the AS1851.6, AS3666 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Mechanical Ventilation		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

September 2011

**Sample Baptist Church**

Inspected By: **FES Blackburn**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **Fire Mains**  
Level: **Quarterly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Quarterly maintenance procedure to the AS1851.4 standard.

PLUS WEEKLY CHECK.

1. Perform the Weekly maintenance procedure to the AS1851.4 standard.

WEEK 1 \_\_\_/\_\_\_/\_\_\_

WEEK 2 \_\_\_/\_\_\_/\_\_\_

WEEK 3 \_\_\_/\_\_\_/\_\_\_

WEEK 4 \_\_\_/\_\_\_/\_\_\_

WEEK 5 \_\_\_/\_\_\_/\_\_\_ (if 5 weeks in month)

Item	Service	Problem/Action	Check OK
1	Throughout Fire Mains		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**September 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Paths of Travel to Exits**  
 Level: **Quarterly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

Check the following:

1. Ensure no obstruction of any nature has encroached on or into the designated paths of travel.
2. Check that the integrity of the fire isolation relating to the paths of travel have not been breached or compromised.
3. Check that no unauthorised alteration has been carried out on the travel sections.

Item	Service	Problem/Action	Check OK
1	Internal Throughout Paths of Travel to Exits		
2	External Throughout Paths of Travel to Assembly Areas		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

September 2011

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Emergency & Exit Lighting**  
 Level: **Half Yearly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Half Yearly maintenance procedure to the AS2293.2 standard.

Luminaire	Start Finish Time	Lamp Duration	240V Lamp	Starter Switch	Charge Indicator	Test Switch	Circuit Board	Diffuser	Clean Diffuser/ Reflector
1 Throughout Emergency & Exit Lighting									
Problem/Action									

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....



**Inspection Record**

**September 2011**

**Sample Baptist Church**

Inspected By: **FES Blackburn**

Equipment: **FIRE EQUIPMENT – Fire Extinguishers**

Level: **Half Yearly**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

BCA Table I1.5  
 ESSENTIAL SAFETY MEASURES – FIRE FIGHTING SERVICES AND EQUIPMENT  
 Portable fire extinguishers  
  
 BCA provisions for determining standard of performance - E1.6  
  
 Procedure to AS 1851-2005 Section 15.4

Item	Service	Problem/Action	Check OK
1	Kitchen 2kg Dry Chemical Fire Extinguisher		
2	Kitchen Fire Blanket		
3	Hall 2.5 kg CO2 Fire Extinguisher		
4	Church Office 1kg Dry Chemical Fire Extinguisher		
5	Sound Desk 1kg Dry Chemical Fire Extinguisher		
6	Multipurpose Room 9L Water Fire Extinguisher		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**September 2011**

**Sample Baptist Church**

Inspected By: **FES Blackburn**

Equipment: **FIRE EQUIPMENT – Fire Hose Reels**

Level: **Half Yearly**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

BCA Table I1.5  
 ESSENTIAL SAFETY MEASURES – FIRE FIGHTING SERVICES AND EQUIPMENT  
 Fire hose reel system  
  
 BCA provisions for determining standard of performance - E1.4  
  
 Procedure to AS 1851 - 2005 Section 14

Item	Service	Problem/Action	Check OK
1	Rear of Church Building 36 Meter Fire Hose Reel		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

September 2011

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Playgrounds & Equipment**  
 Level: **Monthly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

- Is area checked regularly for rubbish/vandalism prior to children playing?
- Are there no parts missing or broken?
- Is there no flaking metal and welds not broken?
- Is padding in good condition and no hazards?
- Are moving parts adequately lubricated?
- Is there no dangerous protrusions/sharp edges?
- Is there no flaking paint, visible rust, corrosion?
- Are there no exposed bolts?
- Are the guard rails/handrails secure?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is timber not splitting or splintering?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Are shade sails securely fastened?
- Is any signage still securely in place?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

September 2011

## Sample Baptist Church

Inspected By: **Treasurer**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **DOC: Equipment Inventory**  
Level: **Annual**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

[ ] Is there an Equipment Inventory List and it is up to date?
[ ] Is there a procedure for new equipment to be placed on the inventory?
[ ] Has the condition of existing equipment been checked?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Equipment Inventory		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

October 2011

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **Mechanical Ventilation**  
Level: **Monthly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Monthly maintenance procedure to the AS1851.6, AS3666 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Mechanical Ventilation		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**October 2011**

**Sample Baptist Church**

Inspected By: **FES Blackburn**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Fire Mains**  
 Level: **Monthly Incl Weeklys**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

Perform the Monthly maintenance procedure to the AS1851.4 standard.

PLUS WEEKLY CHECK.

1. Perform the Weekly maintenance procedure to the AS1851.4 standard.

WEEK 1 \_\_\_/\_\_\_/\_\_\_

WEEK 2 \_\_\_/\_\_\_/\_\_\_

WEEK 3 \_\_\_/\_\_\_/\_\_\_

WEEK 4 \_\_\_/\_\_\_/\_\_\_

WEEK 5 \_\_\_/\_\_\_/\_\_\_ (if 5 weeks in month)

Item	Service	Problem/Action	Check OK
1	Throughout Fire Mains		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**October 2011**

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Smoke Alarm (domestic)**  
 Level: **Annual**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

For smoke detectors in churches:

1. Replace battery in smoke detector annually
2. Test operation
3. Replace entire unit if faulty

Churches may wish to do monthly testing of each detector as per the Melbourne Fire Brigades recommendation for smoke detectors in homes. The MFB's campaign at the end of daylight saving each year reminds people to "Change your clock, change your smoke alarm battery".

The MFB also recommends the following testing & cleaning schedule:

- Monthly: Test by pressing the test button with a broom handle
- Yearly: Vacuum around your smoke alarm vents
- Yearly: Replace your 9 volt battery each year at the end of daylight saving

For further information please contact the MFB Community Education Department on (03) 9665 4464 or [commed@mf.vic.gov.au](mailto:commed@mf.vic.gov.au) or go to [www.mfb.vic.gov.au](http://www.mfb.vic.gov.au)

Item	Service	Problem/Action	Check OK
1	Kitchen Hallway Smoke Alarm (domestic)		
2	Office Smoke Alarm (domestic)		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**October 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Confined Spaces**  
 Level: **Annual**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

Confined spaces are spaces that have limited or restricted means of entry and exit, and may contain harmful atmospheres or stored substances that pose a risk to people who enter them.

Examples of confined spaces include:

- vats, tanks and silos
- pipes and ducts
- ovens, chimneys and flues
- reaction vessels
- underground sewers or wells
- shafts, trenches, tunnels and pits

- [ ] Does the church have ""Confined Spaces"" where works are required?
- [ ] Is access to confined spaces controlled?
- [ ] Is there a rescue plan in place?
- [ ] Is safety equipment in good working condition?
- [ ] Is training / instructions provided to people who may need to enter confined space?
- [ ] Is a Confined Space permit used

Item	Service	Problem/Action	Check OK
1	Under floor of auditorium Confined Spaces		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....



**Inspection Record**

**October 2011**

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Grounds Maintenance**  
 Level: **6 Monthly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

- Are fences in good condition?
- Are trees safe, especially branches?
- Do shrubs need to be trimmed back or maintained?
- Is lawn area even and free from hazards?
- Are paths and paved areas in good condition and free from tripping hazards?
- Are steps safe, especially treads and handrails?
- Is all church-owned outdoor equipment in good repair?
- Are signs properly secured without overhanging dangerous edges?
- Have roof gutters been cleaned and maintained?
- Have grease traps been cleaned and inspected?
- Are paths adequately lit after dark?
- Are shade sails securely fastened?
- Is any signage still securely in place?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Grounds Maintenance		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

October 2011

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Internal Housekeeping**  
 Level: **Quarterly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

FLOORS, AISLES, STAIRS AND LANDINGS

- Are all floors, aisles, stairs & landings clear & free of slip, trip & fall hazards?
- Are stairs free of worn or broken treads?
- Are all handrails in good repair?
- Are non skid strips on stairs in good condition?

STORAGE

- Are all items being stored clear of traffic areas?
- Where items are stacked for storage, are the stacks stable with a good solid base?
- Are storage areas kept clear of rubbish and unwanted material?

ELECTRICAL POWER

- Are all electrical plugs, sockets and switches in good working order?
- Are all appliances free of frayed or otherwise defective leads?
- Do appliances have access to a power socket free of double adapters and piggyback plugs?
- Are all lights adequate and operational?
- Are Safety Switches installed and maintained?

FIRST AID

- Are all First Aid kits clearly identified?
- Are the First Aid kits properly stocked & maintained?
- Are the names of qualified First Aiders clearly displayed?
- Are the phone numbers for emergency services clearly displayed?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Internal Housekeeping		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**October 2011**

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Playgrounds & Equipment**  
 Level: **Monthly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

<p>[ ] Is area checked regularly for rubbish/vandalism prior to children playing?                  [ ] Are there no parts missing or broken?                  [ ] Is there no flaking metal and welds not broken?                  [ ] Is padding in good condition and no hazards?                  [ ] Are moving parts adequately lubricated?                  [ ] Is there no dangerous protrusions/sharp edges?                  [ ] Is there no flaking paint, visible rust, corrosion?                  [ ] Are there no exposed bolts?                  [ ] Are the guard rails/handrails secure?                  [ ] Are shackles/bearings/wire ropes operating smoothly?                  [ ] Are ropes/nets sound &amp; attachment points sound?                  [ ] Are concrete footings covered, not exposed?                  [ ] Is timber not splitting or splintering?                  [ ] Is the under surface (softfall substance) loose and of an average 20cm cover?                  [ ] Are shade sails securely fastened?                  [ ] Is any signage still securely in place?</p>
--

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

November 2011

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **Mechanical Ventilation**  
Level: **Monthly**

Note:

**Instruction:**

- 1. Check the following items listed below
- 2. Note any problems &/or follow up actions resulting from your inspection
- 3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@bu.com.au](mailto:kylie.kendall@bu.com.au)

Perform the Monthly maintenance procedure to the AS1851.6, AS3666 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Mechanical Ventilation		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

November 2011

## Sample Baptist Church

Inspected By: **FES Blackburn**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Fire Mains**  
 Level: **Monthly Incl Weeklys**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

Perform the Monthly maintenance procedure to the AS1851.4 standard.

PLUS WEEKLY CHECK.

1. Perform the Weekly maintenance procedure to the AS1851.4 standard.

WEEK 1 \_\_\_/\_\_\_/\_\_\_

WEEK 2 \_\_\_/\_\_\_/\_\_\_

WEEK 3 \_\_\_/\_\_\_/\_\_\_

WEEK 4 \_\_\_/\_\_\_/\_\_\_

WEEK 5 \_\_\_/\_\_\_/\_\_\_ (if 5 weeks in month)

Item	Service	Problem/Action	Check OK
1	Throughout Fire Mains		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

November 2011

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Vehicles**  
 Level: **Annual**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

- Is the vehicle currently registered and insured?
- Is the vehicle licensed to carry the proposed amount of passengers?
- Does the vehicle have seatbelts for all passengers where required by law?
- Do lights and indicators work (including brake lights, head lights, indicators)?
- Is there water in the radiator?
- Is there brake fluid in the reservoir?
- Is there enough oil?
- Is the vehicle regularly serviced?
- Do the tyres have correct pressure?
- Are all those who drive this vehicle currently licensed to drive this type of vehicle?
- Have all drivers filled out a driver information form and completed an annual police check?

NOTE: IF YOU HAVE ANSWERED ""NO"" TO ANY OF THE ABOVE, DO NOT DRIVE THE VEHICLE.

Item	Service	Problem/Action	Check OK
1	2005 VZ Commodore (Blue) RTG659		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**November 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Exit Doors**  
 Level: **Quarterly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to kylie.kendall@buv.com.au**

Check the following:

- 1.The exit door is intact.
- 2.The exit door is readily openable without a key, from the side facing a person seeking their way out.
3. The door is operational. Opening action should be by a single handed downward or pushing action on a single device located between 900mm and 1200mm from the floor.
- 4.The door hardware is operational and functions properly.

Item	Service	Problem/Action	Check OK
1	Church Foyer Double Timber Exit Door		
2	Rear of Church Single Glass Exit Door		
3	Hall - North side Single Glass Exit Door		
4	Hall - South side Single Timber Exit Door		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

November 2011

**Sample Baptist Church**

Inspected By: **Property Coordinator**

Equipment: **DOC: Air Conditioning Split System**

Level: **Annual**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

- Remove filters and clean according to manufacturers instructions (see users manual)
- Check plumbing and electrical connections aren't leaking or in disrepair
- If broken or damaged, call a qualified tradesperson to repair, decommission or remove unit

TIP: Find your air con unit 'Users Manual' and keep a photocopy of the cleaning instructions in your Redbook!

Item	Service	Problem/Action	Check OK
1	Office Air Conditioning Split System		
2	Multipurpose room Air Conditioning Split System		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....



**Inspection Record**

**November 2011**

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Playgrounds & Equipment**  
 Level: **Monthly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

- Is area checked regularly for rubbish/vandalism prior to children playing?
- Are there no parts missing or broken?
- Is there no flaking metal and welds not broken?
- Is padding in good condition and no hazards?
- Are moving parts adequately lubricated?
- Is there no dangerous protrusions/sharp edges?
- Is there no flaking paint, visible rust, corrosion?
- Are there no exposed bolts?
- Are the guard rails/handrails secure?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is timber not splitting or splintering?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Are shade sails securely fastened?
- Is any signage still securely in place?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

# Inspection Record

November 2011

## Sample Baptist Church

Inspected By: **Secretary**

123 Baptist Street  
Baptistland Victoria 3333  
Contact: Duty of Care Officer  
Phone: 9999 9999

Equipment: **DOC: Privacy**  
Level: **Annual**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)

[ ] Is permission sought when gathering personal information about people?
[ ] Is it explained to people why you are collecting information about them and how you plan to use it?
[ ] Is personal information stored in a secure location?
[ ] Are only necessary records kept and information destroyed when it is no longer necessary?
[ ] Are people aware they may have access to their own personal records?
[ ] Is information only used for the purpose for which it was gathered and not passed onto others without permission?
[ ] Is the website content being monitored for privacy issues?
[ ] Does the church have a privacy policy that your ministry area follows?
[ ] Are photos only taken of children (under 18) whose parents have given written consent?
[ ] Are all leaders informed about who does not have permission for photographs being taken?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Privacy		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**December 2011**

**Sample Baptist Church**

Inspected By: **Electrician**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Mechanical Ventilation**  
 Level: **Half Yearly**

Note:

**Instruction:**

1. Check the following items listed below
2. Note any problems &/or follow up actions resulting from your inspection
3. Sign and date this Inspection Record on completion and file in the Redbook

If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@bu.com.au](mailto:kylie.kendall@bu.com.au)

Perform the Half Yearly maintenance procedure to the AS1851.6, AS3666 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Mechanical Ventilation		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**December 2011**

**Sample Baptist Church**

Inspected By: **FES Blackburn**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **FIRE EQUIPMENT – Fire Hydrants**  
 Level: **Half Yearly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

BCA Table I1.5  
 ESSENTIAL SAFETY MEASURES – FIRE FIGHTING SERVICES AND EQUIPMENT  
 Fire hydrant system (including fire service booster connection)

BCA provisions for determining standard of performance - E1.3

Procedure to AS 1851. - Weekly or Monthly to AS 1851 - 2005 Section 4 where pumps are installed or six monthly to AS1851 -2005 Section 4

Item	Service	Problem/Action	Check OK
1	Car Park L-Type Fire Hydrant		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**December 2011**

**Sample Baptist Church**

Inspected By: **FES Blackburn**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Fire Mains**  
 Level: **Half Yearly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

Perform the Half Yearly maintenance procedure to the AS1851.4 standard.

PLUS WEEKLY CHECK.

1. Perform the Weekly maintenance procedure to the AS1851.4 standard.

WEEK 1 \_\_\_/\_\_\_/\_\_\_

WEEK 2 \_\_\_/\_\_\_/\_\_\_

WEEK 3 \_\_\_/\_\_\_/\_\_\_

WEEK 4 \_\_\_/\_\_\_/\_\_\_

WEEK 5 \_\_\_/\_\_\_/\_\_\_ (if 5 weeks in month)

Item	Service	Problem/Action	Check OK
1	Throughout Fire Mains		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**December 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **Paths of Travel to Exits**  
 Level: **Quarterly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

Check the following:

1. Ensure no obstruction of any nature has encroached on or into the designated paths of travel.
2. Check that the integrity of the fire isolation relating to the paths of travel have not been breached or compromised.
3. Check that no unauthorised alteration has been carried out on the travel sections.

Item	Service	Problem/Action	Check OK
1	Internal Throughout Paths of Travel to Exits		
2	External Throughout Paths of Travel to Assembly Areas		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**December 2011**

**Sample Baptist Church**

Inspected By: **Property Coordinator**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Equipment: **DOC: Playgrounds & Equipment**  
 Level: **Monthly**

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

- Is area checked regularly for rubbish/vandalism prior to children playing?
- Are there no parts missing or broken?
- Is there no flaking metal and welds not broken?
- Is padding in good condition and no hazards?
- Are moving parts adequately lubricated?
- Is there no dangerous protrusions/sharp edges?
- Is there no flaking paint, visible rust, corrosion?
- Are there no exposed bolts?
- Are the guard rails/handrails secure?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is timber not splitting or splintering?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Are shade sails securely fastened?
- Is any signage still securely in place?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....

**Inspection Record**

**December 2011**

**Sample Baptist Church**

Inspected By: **Duty Of Care Officer**

Equipment: **Annual Essential Safety Measures Report**

Level: **Annual**

123 Baptist Street  
 Baptistland Victoria 3333  
 Contact: Duty of Care Officer  
 Phone: 9999 9999

Note:

**Instruction:**

- 1. Check the following items listed below**
- 2. Note any problems &/or follow up actions resulting from your inspection**
- 3. Sign and date this Inspection Record on completion and file in the Redbook**

**If corrections are required to this Inspection Record, please advise the BUV Administration Dept via fax on 03 9880 6123, or email to [kylie.kendall@buv.com.au](mailto:kylie.kendall@buv.com.au)**

- [ ] Locate the Annual Essential Safety Measures Report (AESMR) in your Redbook (it is a separate document from this Inspection Record).
- [ ] Check that the Inspection Records relating to all the Essential Safety Measures listed on your AESMR have been completed for the last 12 months.
- [ ] Sign and date the AESMR.
- [ ] Send a fax, scan or photocopy of the AESMR to the BUV office.
- [ ] File the completed AESMR in your Redbook. The original must remain onsite.

Item	Service	Problem/Action	Check OK
1	Section 1 of Redbook Blank Annual Essential Safety Measures Report		
2	Displayed in Entry Foyer Completed Annual Essential Safety Measures Report		
3	Displayed in Entry Foyer Occupancy Permit		

I certify that I have completed the above procedures as instructed.

Print Name: .....

Signed: ..... Date: .....