

**(Arch)Diocese
Top 22
Best Loss Control Practices**

Intro:

1. SUMP PUMPS - Install emergency battery back-up units on sump pumps throughout the parish where present, in an effort to avoid water damage as the result of an electrical outage during a storm. When possible, a second sump pump should be installed as well in the event the first pump fails. Sump pumps should be inspected as frequently as possible to identify a defective pump prior to a storm.

2. FLOOD PROTECTION - When possible, relocate as much archived material, valuable fine arts, electronics and any computerized equipment from basements in all buildings, where present, to ground floors or above to lower the risk of flood damage. This is an ever increasing area of losses for the (Arch)Diocese in the past several years due to the many severe storms experienced. Although a flood may not be avoided, the losses may be significantly reduced by limiting the damage to contents in basements. In addition, old or no longer used storage materials should be removed from lower levels and disposed of to alleviate the material handling injuries that can occur following storm flood damage.

3. ROOF INSPECTION - Inspect flat roofs of buildings as well as gutters, downspouts and flashing in the late fall and early spring of each year, or as needed, in an effort to lower the possibility of water damage. Where roofs are pitched consideration should be given to having an outside roofing contractor periodically complete this same task. Water damage from faulty roofs, blocked gutters or downspouts and flashing which has pulled away from the building is one of the largest areas of losses to parishes and should be pro-actively addressed. In addition, roofs drains on flat roofs should be routinely cleaned of leaves and other debris. Standing water on flat roofs leads to eventual roof leaks. ***The Parish should utilize a maintenance contractor approved by the Pastoral Center.***

4. CONTRACTORS & ROOFS - When contractors are completing roof work, the area should be inspected at the end of each work day when possible to check for security and fire concerns. Some possible examples are roof hatches that are left open, tarps that inadequately protect openings, ladders and/or scaffolding allowing unauthorized access, fire?

5. DRAINS - Regular inspection and cleaning of exterior stairwell drains to basements should be conducted in an effort to lower the risk of flooding. In addition, where possible, downspout extensions should be long enough so that they drain water far away from the building. In addition, internal floor drains should be periodically rodded and ***cameras used*** as necessary. ***Every 2-5 years the system should be evaluated.***

6. WINDOWS - A listing of each buildings windows should be developed which shows the age of the windows and any future replacement plan or maintenance needs. **Existing windows should be scraped, painted and caulked, if needed, to help avoid water damage.**

7. TUCK-POINTING - A log should be maintained which documents when buildings were tuck-pointed in the past and when consideration should be given to future work schedule. The log should also show the name of the contractor, phone number and a copy of the contract and warranty.

8. CONTRACTS AND WARRANTIES - All contract information and warranty information on significant purchases or projects completed in the Parish should be maintained in the parish office files for future reference. Changes in personnel such as Pastors, Business Managers, Principals and Buildings and Grounds or Maintenance Directors are quite common. New staff

may not be aware of warranties and may take on the cost of a repair or replacement that would normally be covered by a warranty.

9. SURGE & LIGHTENING PROTECTION - Periodically evaluate the lightning protection and surge protection capabilities on any sensitive electronic and computerized equipment to determine if improvements are needed. Damage to sensitive and expensive technology is an ever increasing area of loss experience in the Archdiocese.

10. CLOSED BUILDINGS - Buildings no longer used should be secured against unauthorized access. Heating systems should be drained of any water or heated according to the guidelines for empty buildings, in an effort to lower the possibility of future interior water damage from frozen pipes. If a building is used for small periodic meetings or for maintenance purposes then any and all life safety equipment should remain operational. ***All buildings should be checked on a daily basis and the heat should be kept to a minimum of 55 degrees.***

11. EXTERIOR LIGHTING - The exterior lighting should be inspected on a regular basis. Determine where additional light fixtures would be beneficial for security and theft deterrents. Many of the Parishes have had their gutters and downspouts stolen. Exterior lighting is the first and often most effective means of defense against theft and vandalism. Where lights are not functioning, immediate repairs should be complete.

12. EXTENSION CORDS - Extension cords should not be used as part of a permanent wiring arrangement and represent a potential fire hazard. It is recommended that extension cords, if present, should be removed from service and all electrical appliances be plugged directly into an approved electrical outlet or approved outlet strip equipped with built-in surge protection to eliminate the potential hazard. In the past the (Arch)Diocese has experienced fires both large and small from the use and/or overuse of extension cords. Many of the buildings have electrical systems that not be able to handle the increased call for electricity that extension cords allow. If extension cords are needed to adequately meet the buildings electrical requirements, then the electrical systems should be inspected and updated by a certified electrical contractor so as to provide ample electrical service and electrical outlets for a buildings electrical need. ***Any electrical cord could be a trip and fall hazard and should be routed out of the foot traffic routes.***

13. STUDENT PICK-UP & DROP OFF - School administrators and religious education directors should review the student drop-off and pick-up procedures annually for any safety concerns or weaknesses. Review procedures with parents and teacher/supervisors/volunteers. Observe parents to guarantee the procedures are being followed. A system of notifying parents of problems should be in place and enforced.

14. DRILLS FOR RELIGIOUS EDUCATION - The Director of Religious Education should conduct several fire drills annually and at least one tornado emergency drill for the religious education students if not already completing. (Identical to school requirements). The drills should be documented.

15. CHURCH ORGAN - The church organ should be inspected periodically to determine if there are any defects in the motor, cords and electrical outlets, in an effort to lower the risk of a future electrical fire. If organs are no longer used then the instrument should be disconnected from the electrical system or the breaker should be permanently turned off.

16. CARBON MONOXIDE DETECTORS - Install carbon monoxide detectors in the rectory and convent sleeping area hallways, where not already present, to alert of a carbon monoxide leak. In addition, detectors should also be installed in all boiler rooms. In the school and/or office areas, the detectors should be present on each floor where the building has any source of

carbon monoxide such as a **fireplace** boiler or water heater. **The detector should be mounted high as well. It is recommended to use the Kiddy KN-COEG-3 detector.**

17. FLAMMABLE MATERIALS - Flammables should be correctly stored in NFPA metal cabinets. Unused and/or obsolete old paints and other flammables should be disposed of properly. Discourage the practice of storing paints and flammable chemicals for use at a later date. Purchase these products on an as needed basis.

18. PARISH COLLECTIONS - Develop multiple counting teams for the purpose of counting Parish collections according to the "Best Business Practices." The teams should be periodically rotated.

19. KEY CONTROL - An accounting system for keys should be followed. When new hires or volunteers are assigned a key, the number of the key should be documented. The key should be turned in when the worker or volunteer resigns or is terminated. When users of the property require a key they should have to sign-out the key and sign-in when turning the key back in. Masters should be limited and never handed out. Door locks should be changed when a tenant leaves a building.

20. VOLUNTEERS - The Parish should limit the scope of volunteer worker job assignments to work that is not generally considered hazardous. Examples of hazardous work would be the use of ladders, lifts, scaffolds, lifting heavy loads, or completing work generally reserved for maintenance staffs such as construction projects or heavy cleaning jobs.

21. SLIP/TRIP/FALLS OUTSIDE – All sidewalks, handrails, steps and parking lots should be inspected on a regular basis. All noted hazards should be addressed to help ensure slip/trips/falls can be prevented. It is especially important to review the snow and ice removal plan for the winter. Off hour activity times should also be addressed. ***Pot holes in the parking lot are especially important to identify and correct based on past claims experience.***

22. SLIP/TRIP/FALLS INSIDE – All interior hallways, isles, classrooms, steps, and offices should be monitored on a regular basis to help ensure there are no slip/trip/fall hazards and proper housekeeping is maintained. All noted hazards should be addressed to help ensure slip/trips/falls can be prevented. Walk-off mats should be especially noted to ensure they are in good repair and they have enough coverage for the entrance areas. Wet floor signs should be used anytime there is the possibility of this hazard.