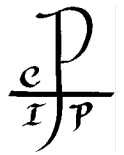


**COVENANT PRESBYTERIAN INSURANCE PROGRAM
SECURITY CHECKLIST**



CHURCH NAME: _____ PIN: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP: _____

DESCRIPTION	YES	NO	N/A	COMMENTS
1. All exterior doors have locks adequate to prevent jimmying or forced entry. Dead bolts and/or panic bars are acceptable. Doorknob locks must include dead bolts.				
2. All interior doors to offices or rooms where valuable equipment (computers, bells, etc.) or cash is kept have locks adequate to prevent jimmying or forced entry.				
3. All interior doors described in Item #2 are keyed differently from exterior doors.				
4. All office equipment, audio visual equipment, bells, musical instruments are securely stored in a locked cabinet or closet. Exceptions are only permitted if a burglar alarm wired into police or security office is maintained at all times the building is unoccupied.				
5. All equipment valued at over \$500 is permanently engraved with church name and/or identification number, and a current inventory of all such items with make, model and serial number is maintained.				
6. One or more motion detecting lights are placed at all places where forced entry by burglars or vandals is most likely. Exterior lighting at all entrances does not meet this requirement, but is strongly recommended at all times.				
7. All pipes, boilers, hot water heaters, dishwashers, sinks and plumbing fixtures are checked annually for potential cracks, leaks, or related problems; and necessary repairs are promptly made.				
8. All roof surfaces, rain gutters and down spouts are inspected annually for potential leaks, water damage or water back-up; and necessary repairs are promptly made.				
9. Trees and shrubs close to the building are trimmed regularly to prevent wind damage to roof surfaces, exterior walls and windows, as well as for security reasons.				
10. All church owned vehicles are maintained according to manufacturer's specifications, including engine, electrical and filter systems, tires, brakes, and transmission.				
11. All church owned vehicles, including buses and vans, are equipped with necessary safety equipment, first aid kit, and appropriate fire extinguishers.				
12. All motor vehicle records (MVR) are checked prior to allowing employees or volunteers to drive church owned vehicles.				

Verified by: _____ (Pastor, Clerk of Session or Property & Grounds Chair)

Name: _____ (Please type or print) Date: _____

CPIP recommends that the church go through this checklist on a yearly basis.

