

Township Risk Management Checklist

The items below represent some of the things a town board should examine to prevent injury, accident, and property damage. MAT recommends town boards use the checklist at least once per year, but more often if possible. Hopefully simple inspections can help people and the town. This list is not exhaustive - you will find other things that can be examined for safety.

	Building Safety	Acceptable	Needs Attention
1	Outdoor areas well-lit?		
2	Lighting on a timer?		
3	Record of all people with keys or access?		
4	Access to lighting when a person enters the bulding?		
5	Lanscaping well kept? Tripping hazards?		
6	Steps uniform height?		
7	Ramp available & marked?		
8	Emergency exit signs in place & lit?		
9	Slip free mats and flooring?		
10	Rugs or mats to absorb water at the doors?		
11	Are interior doors locked?		
12	Flooring in good condition, no tripping hazards.		
13	Automatic Electronic Defibrilator avaiable & operational?		
14	Windows locked & secured?		
15	Broken Windows promptly repaired?		
16	Weight bearing railings installed and available on steps & inclines?		
17	If alarm system is used, procedures established?		
18	If alarm system is used, who has access?		
19	If alarm system is used, is the access code periodically changed?		
20	Availalbe salt & sand for ice management?		
21	Periodic visits to facilities between meetings, if not used daily.		
22	Use only non-slip cleaning products?		
23	Mop available to dry wet flooring?		
24	Signs marking wet floors?		
25	Trnasitions between rooms & flooring types in good condition? Mark?		
26	Good drainage around facilites?		
27	Plumbing inspected & maintained?		
28	Wall fixtures secured?		
29	Signs of rodent infestation?		
30	Steps marked with highlighted material, non-slip		
31	Procedure for cleaning bodily fluids		
31	Cleaning products for bodily fluids		
	Electrical Safety		
1	Electrical Panels accessible & marked?		
2	All outlets, switches, and boxes covered?		

3	Permanent wiring in place; no extension cords?		
4	Exposed wires & cords marked and covered?		
5	All equipment and appliances grounded?		
6	All mechanical, electrical, and HVAC systems inspected? Logged?		
7	Hazard notices visible		
8	Surge protection system?		
	Fire Saefy		
1	HVAC system checked annually?		
2	Commbustable materials safely stored away from heat sources?		
3	Smoke alarms installed in all rooms?		
4	Periodic testing of Smoke Alarms? Spring/Fall.		
5	Carbon Dioxide CO-2 detectors installed & operating?		
6	Fire Extinguishers available.		
7	If Sprinklers installed, they are inspected and operational?		
8	Surge protection system?		
9	Prohibit or limit use of space heaters?		
10	Evacuation Plan? Posted & Trained?		
11	More than one exit available, if possible?		
12	Stairways & hallways free of obstructions?		
13	All Doors free of obstrucitons?		
14	Eliminate key-only deadbolts?		
15	Three feet clearance from all circuit breakers?		
16	Laundry, Kitchen, water heater appliances vented outside?		
17	Invite Fire Dept to inspect the facilities annually?		
	Roof Maintenance		
1	Damaged shingles?		
2	Damaged flashing?		
3	Damaged masonry?		
4	Seems caulked as needed?		
5	Curled or rippled Shingles?		
6	Vents properly mounted, caulked, and secured?		
7	Does the roof flex when bearing a person's weight?		
8	does the roof sag or appear sunken in any area? Pooling water?		
9	Algae growth on the roof or drains?		
10	Gutters clean and operable?		
11	Gutter drains aways from the foundation?		
12	Any interior signs of water leakage, seepage, or damage?		
	Energy Maintenance		
1	Weatherstripping in pace around doors?		
2	Drafty areas sealed?		
3	Programable thermostats in use? Who has access?		

	Park Safety		
1	All equipment in good condition?		
2	Malfunctioning equipment removed or made inaccessible?		
3	Soft surface under equipment? Rubber mat, wood chips, etc.		
4	Dangerous hardware removed? No S-hooks, bolts protruding, etc.		
5	No ladder or rail openings less than 3.5 inches or more than 9 inches?		
6	No sharp equipment or materials?		
7	Elevated surfaces have guard rails?		
8	Tripping hazards removed?		
9	Signs requiring children be supervised?		
10	Retaining walls in good repair?		
11	Railings in good repair? Able to bear weight?		
12	Safety checks logged for later use?		
	Garage Safety		
1	Automatic stop & retract features on garage doors functional?		
2	Electrical system capable of serving garage needs?		
3	Fire extinguishers available & accessible?		
4	Flammable material stored away from heat/ignition sources?		
5	Safety equipment available?		
6	Tripping hazards removed or marked?		
7	Anti-slip surfaces installed?		
8	Identify blind spots, mark them? Install mirrors or other safety equipment?		
9	Adequate lighting?		
10	Policy regarding working alone? Are permits required for some jobs?		
11	Emergency calling available?		
12	Restrict public access to the garage & working area?		
13	Exit paths marked and accessible?		
14	Heavy equipment or items stored low to the ground?		
15	Shelving not overloaded for its weight capacity?		
16	Procedure for Chemical Spills? Cleaning products available?		
	Employee Safety		
1	Employees trained to use all equipment? Logged?		
2	Safety equipment provided for all employees?		
3	All safety features and equipment used on all equipment?		
	Road Safety		
1	Culverts in good repair?		
2	No driveway headwalls in right of way?		
3	Mailboxes breakaway or swing away?		
4	Unsafe conditions marked or signed? Closed to public access?		
5	Obstructions in the right of way removed?		
6	Signs examined for retro-reflectivity?		

	General Liability for all Property		
1	Hazards identified and signed for safety?		
2	Uneven ground (improved) marked?		
3	Drop-offs marked and signed?		