

**MJ INSURANCE - SORORITY DIVISION
CHAPTER HOUSE SAFETY SELF-INSPECTION**

FACILITY INFORMATION

Organization Name:		Chapter Name:	
Property Street Address:		School:	
City:		State:	Zip:
Contact Name:		Date of Audit:	
Contact Phone Number:		Contact Email:	
House Director / Mother:		House Phone #:	
Email Address:		Number of Beds:	
Number of Occupants:		Number of Employees:	
Annual Gross Rental Income:		Estimated Annual Payroll:	

A. DOCUMENTATION REVIEW		YES	NO	N/A	COMMENTS/ABATEMENT
A1.	Date of Last Security Review with Campus Security: _____				
A2.	Date of most recent emergency drill: _____				
A3.	Type of most recent emergency drill (circle): FIRE WEATHER OTHER _____				
A4.	Date of last update: BOILER/HVAC _____				
A5.	Date of last update: PLUMBING _____				
A6.	Date of last update: WIRING _____				
A7.	Date of last update: ROOF _____				
A8.	What security mechanism does the facility use to ensure only residents have access? _____				
A9.	Was a full fire evacuation drill conducted at the beginning of the current term?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A10.	Are the stairway emergency lights tested each month? Date of last test: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A11.	If the building has a sprinkler system, which areas are NOT equipped with sprinkler heads? _____				
A12.	What is the date of the most recent sprinkler system test and inspection? _____				
A13.	Is the sprinkler system monitored by a central station alarm company? Name of company: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A14.	Is sprinkler system tested QUARTERLY or ANNUALLY? (please circle)				
A15.	Is the building's attic equipped with a sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A16.	If the attic is NOT equipped with a sprinkler system, are heat sensors installed and tied into the house alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A17.	If the building has a sprinkler system, are the pipes of your sprinkler system painted over?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A18.	Are smoke detectors monitored by a central alarm company? Name of company: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A19.	Are smoke detectors tested and serviced annually? Date of last test: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A20.	Are smoke detectors operated BATTERY or HARDWIRED? (please circle)				

A21.	If smoke detectors are battery operated, are the batteries changed every 6 months? Date of last change: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A22.	Are carbon monoxide detectors monitored by a central alarm company? Name of company: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A23.	Are carbon monoxide detectors tested and serviced annually? Date of last test: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A24.	Are carbon monoxide detectors operated by BATTERY or HARDWIRED? (please circle)				
A25.	If carbon monoxide detectors are battery operated, are the batteries changed every 6 months? Date of last change: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A26.	Are manual fire pull stations tied into the fire alarm system notifying the central station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A27.	Are pull stations tested at least annually? Date of last test: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A28.	Is this a smoke-free facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A29.	Is the use of candles restricted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A30.	Is someone designated to check for fire hazards after meetings and parties? Who? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A31.	Is the use of space heaters prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A32.	Is there a snow and ice removal plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A33.	Are housing agreements in place from all residents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A34.	Have you addressed service animals in your housing agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A35.	Have you addressed "emotional support" or assistance animals in your housing agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A36.	Is a walkthrough documented at check-in to confirm the condition of the room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A37.	When the House Director is away for > 3 days, does someone check for adequate heat and that the house is secure? Who? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A38.	Do you employ a female House Director?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A39.	Do you have any staff that do not receive payroll for their services? (i.e. House Boys)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A40.	Do you provide safety training for your employees? List Topics and Frequency: TOPIC: _____				Date: _____
A41.	Are First Aid Kits available and fully stocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.	EXITS AND SECURITY	YES	NO	N/A	COMMENTS / ABATEMENT
B1.	Are there at least two exits from each floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B2.	Are there illuminated EXIT signs above each door and/or paths leading to exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B3.	Were exterior doors closed and locked from the outside at the time of this audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B4.	Are basement and first floor doors and windows checked and locked each night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B5.	Are emergency plans posted, including evacuation diagrams on the inside of each sleeping room door, near each exit door and in each stairway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B6.	Is there evidence of residents walking on the roof, fire exits, or ledges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B7.	Are security screens used on windows when they're accessible from ground level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B8.	Is landscaping arranged and maintained to minimize potential hiding places?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B9.	Is exterior lighting arranged in a way as to avoid dark areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B10.	Are all exit doors easily opened and closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B11.	Are all doorways and hallways adjacent to them free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B12.	Are all areas leading to an exit door clearly unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B13.	Is there evidence of doors being propped open?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B14.	Do all interior stairways have anti-slip treads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B15.	Are stairways kept free of storage and obstructions at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B16.	Do all interior stairways have properly secured hand rails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B17.	Are interior stairways properly illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

C. FIRE AND LIFE SAFETY	YES	NO	N/A	COMMENTS / ABATEMENT
C1. Were stairway doors closed (not blocked open) or do they have to close automatically in a fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C2. Are room doors self-closing and self-latching? (Do they completely close on their own?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C3. Are room doors kept closed at night to prevent the spread of smoke?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C4. Are emergency lights provided in each stairway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C5. Circle the system(s) present: SPRINKLER SYSTEM SMOKE/HEAT DETECTION MANUAL PULL ALARM				
C6. If sprinkler system is present, is 18" clearance maintained below the level of the sprinkler heads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C7. If sprinkler system is present, is clearance maintained for access to the sprinkler riser?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C8. Are hardwired smoke/heat detectors provided in all hallways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C9. Is the attic clear of all storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C10. Are electrical appliances (operational) found in the attic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

C11.	If electrical appliances are in use in the attic (i.e. humidifiers, etc.), does the House Director inspect the area monthly? Date of last inspection: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C12.	Are all fire extinguishers serviced and inspected annually? Tagged? Date of last test: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C13.	Are monthly visual inspections of all fire extinguishers documented on the back of the service tag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C14.	Are all fire extinguishers identified, unobstructed and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C15.	Are electrical extension cords only used on a temporary basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C16.	Were any cords or power strips daisy-chained at the time of this audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C17.	Are more than two appliances plugged into any single electric outlet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C18.	Are cooking appliances and refrigerators restricted from all resident rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C19.	Is there a working fireplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C20.	If there's a fireplace, is a screen used at all times to contain sparks and contain logs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C21.	If there's a fireplace, is floor material in front of the fireplace non-combustible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C22.	If there's a fireplace, is a fire extinguisher located within the room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D.	KITCHEN AND FOOD STORAGE AREAS	YES	NO	N/A	COMMENTS / ABATEMENT
D1.	Circle equipment present: DEEP FAT FRYERS BROILERS GAS RANGES				
D2.	Does the exhaust system and hood protect all the cooking equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D3.	Are grease filters, hood, and the general area free of grease and dirt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D4.	Is the exhaust system cleaned and serviced at least annually? (frequency varies based on equipment and utilization - check the tag on the hood)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D5.	Is there a contract for the commercial cleaning of the complete hood and duct system on at least a semi-annual basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D6.	Are filters and hood cleaned regularly? (frequency varies based on equipment and utilization)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D7.	Is cooking equipment cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D8.	If deep fat fryers are present, is there an automatic extinguishing system protecting the surface, hood and ductwork?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D9.	If deep fat fryers are present, is the extinguishing system serviced every 6 months? (check the tag on its manual pull station)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D10.	If deep fat fryers are present, are fryers more than 16" from open flames, such as a gas stove top or broiler?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D11.	Are "K" fire extinguishers accessible within the kitchen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D12.	Are kitchen and storage areas neat and well organized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

E.	GROUP SLEEPING ACCOMODATIONS & COLD DORMS	YES	NO	N/A	COMMENTS / ABATEMENT
E1.	Are accommodations present for more than four persons in a single sleeping room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E2.	Are emergency lights in group cold dorms operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E3.	Are doors to the room kept closed at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E4.	Are exit access doors self-closing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E5.	Are adequate outlets provided in room(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E6.	Is a fire extinguisher easily accessible from room(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E7.	Is the use of space heaters prohibited? Check for evidence of any space heaters in facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

F.	MECHANICAL / HEATING & AIR / LAUNDRY	YES	NO	N/A	COMMENTS / ABATEMENT
F1.	Are Boiler/Mechanical Room(s) clean and free from storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F2.	Is the furnace room door kept closed at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F3.	Do all electrical cabinets have a 3 feet clearance around them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F4.	Is the laundry room kept neat and free from clutter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F5.	Are dryer lint traps in laundry room(s) clean currently and checked at least weekly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F6.	Are fire extinguishers present and/or accessible to both the boiler room(s) and laundry room(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F7.	Are water pipes insulated in rooms that are prone to freezing temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F8.	Are rooms that are prone to freezing temperatures inspected daily during severe temperatures? By whom?: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F9.	Has the heating equipment been thoroughly inspected by a qualified service company within the last year? Service Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

G.	INTERIOR CONDITIONS	YES	NO	N/A	COMMENTS / ABATEMENT
G1.	Is drywall/paneling in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G2.	Is there any evidence of water damage to any ceilings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G3.	Is there any exposed wiring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G4.	Is the water heater in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G5.	Is the water heater unobstructed by a 3 ft. clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G6.	Is the water heater elevated from the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G7.	Is the plumbing in the restrooms operating effectively and without any leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G8.	Do GFCIs protect electrical outlets near water? (restrooms, kitchen, laundry)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G9.	Are temporary GFCIs available and in working condition for other potential wet work? (i.e. shop vacs used for small floods, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

G10.	Are there solid core bedroom/suite doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G11.	Are only non-flammable cleaning agents used throughout?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G12.	Are rags, dust cloths, etc. used for cleaning stored in an approved, self-closing metal container?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G13.	Are electrical panels always kept closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G14.	Is circuitry adequate to handle load demand (not requiring frequent fuse replacement or circuit breaker resetting)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G15.	Is electrical system regularly maintained by a competent electrician?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G16.	Are all electrical appliances properly grounded and cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G17.	Are electrical cords properly sized and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

H.	EXTERIOR CONDITIONS	YES	NO	N/A	COMMENTS / ABATEMENT
H1.	Is the exterior siding / painting in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H2.	Is the roof in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H3.	Are the soffits in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H4.	Are gutters and downspouts in good repair and free from debris? (typically cleaned in spring/fall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H5.	Do gutters and downspouts drain water away from the house?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H6.	Are windows in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H7.	Are sidewalks, steps and landings in good condition and free of significant defects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H8.	Is the parking lot in good condition, free of potholes and other tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H9.	Are sidewalks, steps , landings and parking areas provided with adequate lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H10.	Are trees and landscaping properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H11.	Are trash bins separated from the outside of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H12.	Is exterior lighting adequate in all areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H13.	Are exterior fire escapes in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H14.	Are exterior fire escapes painted regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H15.	Do exterior fire escapes have securely attached handrails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H16.	Are exterior fire escapes kept clear of storage and obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I.	CHAPTER ROOM	YES	NO	N/A	COMMENTS / ABATEMENT
I1.	Is there a chapter room used for meetings of fifty or more?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I2.	If yes, are there at least two exterior exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I3.	Are the exits identified with illuminated signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I4.	Is emergency lighting provided and working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I5.	Is there a fire extinguisher located near one of the exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

J.	OTHER ITEMS NOT OTHERWISE NOTED	COMMENTS / ABATEMENT			
J1.					
J2.					

J3.		
J4.		
J5.		

Questions? Need further resources? Visit www.mjsorority.com

Signature of Person Conducting Audit

Date

MJ INSURANCE - SORORITY DIVISION
CHAPTER HOUSE SAFETY SELF-AUDIT REFERENCE FORM

A. DOCUMENTATION REVIEW

A1.	The recommendation is that your sorority chapter review campus security and safety measures at the beginning of each new semester.
A2.	Practice makes perfect. A fire and weather emergency drill must be conducted at the beginning of each new semester. There are emergency planning resources, including a Crisis Plan template, available in the resource library at www.mjsorority.com .
A3.	Check records.
A4.	Check records.
A5.	Check records.
A6.	Check records.
A7.	Check records.
A8.	Keys / Key Fobs / Access Cards / Etc.
A9.	Fire and evacuation drills should be conducted at the beginning of each new semester.
A10.	Ensure the "test" button is fully pressed and hold it down, and if they need maintenance or new bulbs, ensure this is abated immediately. If emergency lights have NOT been on a regular monthly test schedule, start a program to ensure tests will be conducted each month moving forward. A good way to get started with this is to number each set of emergency lighting units, and create a form to serve as a cross reference check sheet.
A11.	Please list FULLY which areas lack sprinkler heads.
A12.	Check records or physically check attic area.
A13.	Sprinkler systems must be inspected by a professional firm on an annual basis. There should be a tag attached to the main sprinkler valve, typically found in the basement at the main shut off valve (the area the water comes into the house). If you find it's been longer than a year since the last inspection, call the professional firm and schedule an inspection. When the firm issues their report, ensure you've read it completely and schedule any repairs that may be necessary.
A14.	Attic fires are the most common form of loss. If the attic doesn't come equipped with a sprinkler system, heat sensors are recommended, and they should be hard-wired to tie into the central alarm system. By January 2020, heat sensors in the attics will be required in order to maintain the credit associated with your property premium.
A15.	Sprinkler systems must be inspected by a professional firm on an annual basis, but a best practice is to have the firm conduct inspections on a quarterly basis.. There should be a tag attached to the main sprinkler valve, typically found in the basement at the main shut off valve (the area the water comes into the house). If you find it's been longer than a year since the last inspection, call the professional firm and schedule an inspection. When the firm issues their report, ensure you've read it completely and schedule any repairs that may be necessary.

A16.	To ensure the sprinkler system is operating at its fullest potential, it's a good idea to have it tied into a central alarm company. Sprinkler systems will not fight fires on their own, and the fire department should be notified whenever the sprinkler system is activated and employed. Having an electronic hookup to a central station alarm system will ensure notification is made to professionals immediately. This is particularly important during times when the house is unoccupied. If you're unsure as to whether the system is tied into a central alarm company, consult the professional firm who either installed or inspects the system. If they determine this isn't possible, an exterior motor gong alarm should be installed to alert others beyond the inside residents of the chapter house.
A17.	Smoke detectors may be either hard-wired (allowing the capability to be tied into a central alarm system), or battery operated. Make sure you know which type your house is equipped with.
A18.	Smoke detectors may not operate, even with fresh batteries or hard-wired systems. It's important to test the sensor on the detector, if you're able. An easy way to do this is to light a candle, then blow the candle out right next to the detector. The smoke should set it off if the sensor is clean and operating properly.
A19.	Smoke detectors may be installed in two different ways. If the detector is hard-wired, the intent is to connect it to a central alarm system.
A20.	Batteries wear down over time, and extreme cold or hot temperatures can expedite the wear. They should, ideally, be replaced twice annually, usually at the start of each new semester.
A21.	Carbon monoxide detectors may be either hard-wired (allowing the capability to be tied into a central alarm system), or battery operated. Make sure you know which type your house is equipped with.
A22.	Carbon monoxide detectors may not operate, even with fresh batteries or hard-wired systems. It's important to test the detector regularly to ensure it's operating properly.
A23.	Carbon monoxide detectors may be installed in two different ways. If the detector is hard-wired, the intent is to connect it to a central alarm system.
A24.	Batteries wear down over time, and extreme cold or hot temperatures can expedite the wear. They should, ideally, be replaced twice annually, usually at the start of each new semester.
A25.	Having a connection between the manual pull stations and a central station alarm system will ensure notification is made to professionals immediately. If you're unsure as to whether the system is tied into a central alarm company, consult the professional firm who either installed or inspects the system.
A26.	Fire alarm pull stations should be inspected by a professional firm on an annual basis. There should be documentation of that service. If you find it's been longer than a year since the last inspection, call the professional firm and schedule an inspection. When the firm issues their report, ensure you've read it completely and schedule any repairs that may be necessary.
A27.	By law, smoking is prohibited inside community occupied facilities, as well as within 8 feet from any entrance.
A28.	If candles are NOT restricted, it's important to ensure a system is in place to not burn them while they're unattended. A reasonable alternative to allow is the usage (responsibly) of electric wax burners.
A29.	Always ensure a back-up person is appointed in case the primary person has left the premises or forgotten.

A30.	<p>If space heaters are permitted, ensure the following rules are being followed:</p> <ol style="list-style-type: none"> 1. Do not place heaters under desks or other enclosed areas. 2. Heaters must be monitored when in operation. 3. Plug heater directly into the wall outlet. Never plug a space heater into an extension cord. 4. Space heaters need to be monitored daily. Those heaters missing guards, control knobs, feet, etc. must be taken out of service and repaired by a professional. 5. Do not use heaters in rooms that will not be continually occupied. 6. Keep space heaters away from exits and exit paths. 7. Do not use space heaters in wet areas like restrooms or kitchens. 8. No open-coil space heaters should be used.
A31.	<p>Several variables to consider when developing a plan. Factors include:</p> <ol style="list-style-type: none"> 1. The amount of snow or ice. 2. The time of the snow or ice. 3. Outdoor temperatures. 4. Wind conditions. 5. Traffic conditions. 6. Equipment operation. 7. Staffing or contractor availability. 8. The desired result. <p>The following is a list of priorities, beginning with the most important:</p> <ol style="list-style-type: none"> 1. Parking lots. 2. Main entrance sidewalks. 3. Perimeter and secondary entrance sidewalks.
A32.	<p>Audit resident files to ensure each resident has an executed housing agreement.</p>
A33.	<p>Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.</p>
A34.	<p>Assistance animals or emotional support animals are not defined under the ADA (Americans with Disabilities Act). Therapy animals provide people with therapeutic contact, usually in a clinical setting, to improve their physical, social, emotional, and/or cognitive functioning. Review the MJ Sorority position paper at mjsorority.com for more information, or contact your organization's Client Executive.</p>
A35.	<p>Audit resident files to ensure each resident has a completed and executed walkthrough document.</p>
A36.	<p>The House Director must always have a contingency plan for times she cannot be at the house. The appointed back up person must be thoroughly trained in their duties and responsibilities.</p>
A37.	<p>If no, please list potential challenges associated with a difference in gender in the "Comments / Abatement" section of the audit form.</p>

A38.	An employee is expected to report all compensation being paid out to employees, including direct salary, value of room and board, and value of meals extended. Your total compensation amount is what should be reported in your annual workers' compensation audit.
A39.	Employee training can vary from position to position, but here is an abbreviated list of topics available from MJ Sorority: employee safety basics, common workplace injuries, etc. Contact sara.sterley@mjsorority.com for more information.
A40.	<p>FIRST AID KIT INVENTORY:</p> <ul style="list-style-type: none"> First Aid Box (1) Tweezers (1) Saline Eye Rinse (5) Triangle Bandage (1) CPR Mouth Shield (1) Gauze Pads (4) Latex Gloves (2) Antibiotic Ointment (6) Burn Cream (6) Medical Tape (1) Scissors (1) Steri-Strips (1) Band-Aids (16) Cold Pack (1) Trauma Pad (1) Antiseptic (10)

B. EXITS AND SECURITY	
B1.	<p>Residents must have more than one way out in the event of a fire. Many times fires or smoke block the typical way out of a building. You should be able to quickly identify two ways out of the house from any point in any room. This is especially important for sleeping floors and rooms above the first floor. The best secondary exit is an interior stairway or an exterior fire escape. Emergency chain ladders and similar devices are not acceptable because the residents may not have time or the ability to deploy them.</p> <p>If there is not a feasible additional exit available, correcting this will require the help from professional service companies, such as an architect or engineer, and a contractor.</p>
B2.	<p>Many fires occur at night, and electricity is the first to go. In a dark building filled with smoke, the residents will need a well-illuminated sign to show them where to exit the building. The same is true for signage that indicated the direction of travel to an exit door. You should be able to stand at any point in any gathering room or hallway and see an illuminated exit sign or an illuminated directional exit sign. In sleeping rooms, you should find these signs as soon as you step into the common hallway. If you cannot follow these recommendations, installing new illuminated exit signs is not too cumbersome or expensive. Once you purchase the sign (around \$50 at any home supply or hardware store), contact an electrician to install it.</p>
B3.	<p>So as to keep the building secure, exterior exit doors should always remain locked from the outside, and unlocked from the inside. The most common way to achieve this is a push bar system installed on the door, where it takes just one motion to both unlock the door and open it. Make sure to remind residents to keep all exterior doors closed at all times.</p>

B4.	There should be a dedicated person within the house who has the responsibility to check the entire basement, first floor and exterior doors and windows to be sure they are closed and locked each night. A backup person is also important in case the main person has to leave for the night. Make sure the primary person and the backup person know all the places in which to check to ensure everyone is monitored.
B5.	Planning for an emergency is the first step to preventing loss of life and property. Each house must have a written emergency evacuation plan with two identified routes of escape posted in diagrams (or schematic drawings) within each sleeping room and in each staircase and near each exit door. You can refer to www.mjsorority.com for a sample template.
B6.	Look for shoe prints, building damage, doors or windows left ajar, or trash/debris in conspicuous areas.
B7.	Security screens offer the ability to still open windows to allow in fresh air and keep out bugs and other pests, and will inhibit intruders from gaining access into the house.
B8.	Burglars and other intruders prefer to target places with adequate hiding areas and escape routes, and abundant bushes and trees make great cover. Yards with more open areas and minimal shrubbery make them less of an appealing target.
B9.	Exterior lighting should illuminate driveways, walkways, exit doors and parking lots. Any area deemed accessible and often occupied should be well lit.
B10.	Check doors for damage to hinges, areas that are too close to easily open and close, damage to locks and dead bolts, and any damage to the door itself.
B11.	All paths leading to exit doors must be free and clear from any type of storage or item placement. There should be at least a 24" walkway leading to and from exit doors, and the pathways must be obvious and clearly defined.
B12.	Make sure areas leading to exits aren't arranged with flammable or combustible materials (i.e. extra paint cans must be kept at least 10 feet from any exit door).
B13.	Doors should not be propped open, nor should there be any evidence of doors being regularly propped open (a door stop or chair nearby, for example).
B14.	Anti-slip treads must be on each step, and universal in size.
B15.	Stairways and hallways are not acceptable areas for storage.
B16.	Handrails should be 30-37 inches tall and a force of at least 200 pounds applied within 2 inches of the top edge, in any downward or outward direction, at any point along the top edge.
B17.	All stairways must be equipped with emergency lighting in the event of a power outage.
C. FIRE AND LIFE SAFETY	
C1.	Smoke and fire travel up stairways just like a chimney. Keeping stairway doors closed can slow the spread of smoke and give residents valuable time to escape. Stairway doors should be kept closed at all times, but especially at night. Some doors may have a self-closing device activated by a smoke detector or special fusible link that will melt when exposed to fire. These can usually be recognized by a large metal arm at the top of the door. Be sure to take notice of any doors being held open with door stoppers. Remove any door stoppers you may have and discard them.
C2.	Keeping the doors to sleeping rooms closed is an effective way to control the spread of smoke and fire. Every sleeping room door, including cold dorms, should be kept closed at night. All doors should be self-closing and self-latching. If you find that sleeping room doors are left open at night, ask the residents to make sure they close them before going to bed.

C3.	Closed doors slow the travel of smoke and fire and can add valuable minutes to a resident's escape time. The doors to group sleeping rooms should be closed each night or should be equipped with automatic closing devices that are actuated by smoke detectors on BOTH sides of the door. If you find that doors are left open at night, explain the importance of this safety measure to residents and ask them to make sure they close the doors before going to bed each night.
C4.	Providing light in the event of an emergency is critical. Wall mounted battery units are designed to operate automatically in the event of a power failure. This will give light any time the power goes off, not just in the case of a fire. You should find emergency lights in every hallway and interior stairway, as well as in gathering rooms, like the Chapter Room or Dining Room. If adequate emergency lights are not available, they can be purchased for less than \$60.00, and an electrician can install them.
C5.	Having more than one system is fine.
C6.	All materials storage must be at least 18" from any sprinkler head to allow for effective water spray. The 18" vertical clearance requirement is treated as a horizontal plan throughout the area or room. All materials must be stored below this horizontal plane.
C7.	The sprinkler riser is the main pipes that supply water to the sprinkler heads.
C8.	Smoke detectors should be found in every hallway. These detectors may be battery powered or connected to the building electrical system. Detectors that are powered by the building electrical system are preferable since they don't depend on a person to change the batteries.
C9.	The attic should not be used for storage at any time due to the increase in likelihood of attic fires.
C10.	Attic fires are a major concern. Due to the commonality of attic fires, electrical appliances should have very limited use in attic spaces (i.e. dehumidifier, etc.). Only use appliances in attics if it's necessary.
C11.	If it's necessary to operate any type of equipment in the attic (i.e. humidifiers, dehumidifiers, etc.), the House Director must inspect the attic and appliance(s) at least monthly, but more often, specifically weekly, is preferred.
C12.	The inspection date will be "punched" on the tag of the month and year of the last inspection.
C13.	Fire extinguishers should be mounted, identified (proper signage) and unobstructed. It's important to check each one monthly and then a professional service firm can do the annual inspection.
C14.	Each fire extinguisher should have a 3 feet clearance around it, as well as it should be hanging and properly identified with a label.
C15.	"Temporary" indicated a 90 day period of time. If an appliance must be plugged in longer than 90 days, an electrician can wire an additional wall outlet.
C16.	"Daisy-chaining" refers one power strip or extension cord plugged into another. This should never be done, even on a temporary basis.
C17.	Overloading electrical outlets is a common and serious fire hazard. Although one outlet may supply enough power for several items without tripping a fuse or circuit breaker, the increased load on the wires causes heat and may do long-term damage. As a general rule, no more than two appliance should be connected to each outlet in a standard double fixture.
C18.	Cooking should only be done in the kitchen. Resident rooms are not equipped with the necessary power and safety equipment for any type of cooking operation.

C19.	If yes, review the following: Never use gasoline or charcoal to light a fire. 2. Never leave the fire unattended. 3. Never burn Christmas trees, rolled up newspaper, garbage, plastic, or charcoal in your fireplace. 4. Never allow children to tend the fire or to get too close to the fireplace. 5. Keep the glass doors and the damper open until the fire is completely out. 6. Store ashes in a non-combustible, tightly closed container, away from the house. 7. Use seasoned firewood in your fires. 8. Cut all firewood to proper length. 9. Control the size of your fire - bigger is not always better - bigger can get out of control. 10. Build your fire properly. Begin by crumpling paper and adding kindling, then open the damper fully, light the fire, and close the screen. Always leave the glass doors open during a fire. When the kindling is lit, add a few seasoned logs. The fire should catch the logs momentarily, provided the logs are dry and the fireplace is ready.	1.
C20.	A fireplace should never be operated without a screen in place. See Item C19 for more information.	
C21.	Any place in front of or around a fireplace must be clear of any material, but particularly combustible material.	
C22.	A fire extinguisher should be accessible within 10 feet from any operating fireplace.	

D. KITCHEN AND FOOD STORAGE AREAS		
D1.	It is acceptable if more than one piece of kitchen equipment is present.	
D2.	Commercial style cooking equipment, which produces or uses grease, (ranges, grills, deep fat fryers, etc.) must be protected by a metal exhaust hood that vents to the outside. The purpose of this hood is to remove grease laden vapors and help control smoke and flames should a fire ignite. In small houses that only have a household oven/range stove top combination, a full metal exhaust hood may not be necessary. If you have commercial size cooking equipment that is not protected by a metal exhaust hood covering all the cooking equipment, have a contractor install one.	
D3.	Exhaust hoods must have filters that remove grease from the air before it gets into the exhaust ducts. The grease can only be removed from the filters by taking them down and cleaning them. The frequency of cleaning depends on how much cooking is done (this may be weekly or monthly). There should be no accumulated grease on the filter or on the hood around the filter. The exhaust hood and ductwork should be professionally cleaned at least twice a year. If you do notice an accumulation of grease on the filters, you may need to increase the cleaning frequency.	
D4.	If the exhaust hood and ductwork have not been professionally cleaned in the past 6 months, a qualified contractor should be hired to complete this work.	
D5.	If there isn't already an existing agreement, initiate one with an outside professional firm.	
D6.	Exhaust hoods must have filters that remove grease from the air before it gets into the exhaust ducts. The grease can only be removed from the filters by taking them down and cleaning them. The frequency of cleaning depends on how much cooking is done (weekly or monthly).	
D7.	There should be no accumulation of grease, dust or food particles on any piece of kitchen cooking equipment.	
D8.	Commercial cooking equipment that produces grease (such as deep fat fryers, broilers, grills, etc.) with an exhaust hood over it must be protected by an automatic extinguishing system. This can be identified by nozzles hanging down from the hood, extinguisher tanks mounted on the kitchen wall and a manual release, usually located near an exit from the kitchen.	

D9.	The automatic extinguishing system must be inspected twice per year by a contractor who will hang an inspection tag on the manual release.
D10.	Deep fat fryers have the capability to "pop" grease from the cooking surface. Grease added to an open flame will cause the flame to get out of control.
D11.	A fire extinguisher should be available in the kitchen, preferably near an exit door. The extinguisher in the kitchen should be rated for Class B and Class C fires. Some Class ABC fire extinguishers (most common type of extinguisher) may not work to its potential with an automatic fire protection system. Where deep fat fryers are present, a Class K extinguisher should be accessible.
D12.	Kitchens and associated storage areas should always be kept near and as free as possible of combustible materials and clutter. It is especially important to keep areas around stoves and water heaters clear.
D13.	If there isn't already an existing agreement, initiate one with an outside professional firm.

E. GROUP SLEEPING ACCOMODATIONS AND COLD DORMS	
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E1.	Record the number of people in each sleeping room.
E2.	Battery operated emergency lights are required in group sleeping rooms. You should test them every 30 days by pressing and holding the small test button on the front or bottom of the unit for 30 seconds. Additionally, an annual function test should be completed for at least 90 minutes.
E3.	Closed doors slow the travel of smoke and fire. The doors to group sleeping rooms should be closed each night and/or equipped with automatic closing devices that are actuated by smoke detectors on BOTH sides of the door.
E4.	Doors that open onto exit access corridors shall be self-closing and self-latching. To help prevent the spread of fire and smoke to and from the room, all sleeping room doors should have a fire protecting rating of at least 20 minutes and be self-closing in accordance with NFPA 101-2012, Sections 29.3.6.2. This would include the study rooms which may be occasionally used for sleeping.
E5.	Generally, there should be an electrical outlet every 6 feet in each room.
E6.	A fire extinguisher must be located at a minimum of every 75 feet in each separate room.
E7.	Space heaters should not be in use in group sleeping rooms and cold dorms. Oftentimes, the use of electrical blankets may be required. It's important that there be enough outlets so the blankets don't overload the wiring and to prevent tripping hazards from the use of extension cords. Electric blankets must always be plugged directly into an outlet, and an extension cord should never be used.

F. MECHANICAL / HEATING & AIR / LAUNDRY	
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F1.	Boiler/Mechanical Rooms tend to become storage areas for unwanted decorations, furniture and cleaning supplies. Unfortunately, most of these are combustible and this is not the best place to store such materials. Also, most heating equipment, including water heaters, need clear space around them so that air can get into the combustion chamber. At a minimum, there should be a 36" clearance maintained around each furnace, boiler and water heater.
F2.	Most boiler rooms have fire doors, but many times these doors are left open. Even if the room has only an ordinary door, keeping it closed can slow the spread of fire and smoke. The door to the boiler, furnace or mechanical room should be kept closed at all times. NOTE: Boiler room fire doors should have a 1-hour fire rating. Look for a label on the inside edge of the door to confirm it is at least 1-hour.

F3.	If an electrical panel gets hot, it may cause sparks and combustible materials in the area may ignite. 36" clearance on all sides of the panels should be maintained so combustibles are not in close proximity should arcing occur. Additionally, the panels must be clear from obstruction in case the main power must be turned off quickly.
F4.	Laundry rooms should not be used as a storage area for combustible materials.
F5.	Laundry rooms tend to accumulate dust in the form of lint, especially around the dryers, which can contribute to fires. This lint is very combustible, so look behind the dryers for any accumulation of lint. If you find lint behind or around the dryers, it's likely the lint screens need to be cleaned or replaced. This will also help the dryer work more efficiently.
F6.	A Class ABC fire extinguisher must be easily accessible and available in all mechanical/boiler/laundry rooms.
F7.	Water damage is a major source of insurance claims. Most of these can be prevented. Check pipes around the outside of the house for proper insulation. Be sure to leave the heat at 55 degrees or warmer at all times. If the house will be empty, assign someone the responsibility to visit the house every day during vacations and breaks.
F8.	There must be a person with the responsibility to make sure the heat doesn't go below 55 degrees.
F9.	A professional HVAC company must be contracted to inspect heating equipment each fall, prior to winter utilization.

G. INTERIOR CONDITIONS	
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G1.	Check drywall for any physical damage, and touch drywall to feel for moisture. Drywall moisture can cause rotting drywall, as well as mold issues.
G2.	Water damage typically presents itself in the form of a yellow/brown ring on ceilings. If there has been any appearance of moisture, the area will need to be investigated for leaks.
G3.	Exposed wiring is a shock hazard. Any electrical boxes should be fully contained, and free from missing knockout plugs (knockouts are holes in the outlet cover used by an electrician to access the wiring).
G4.	Water heaters should be elevated 3" off the ground, and unobstructed by 36" around on all sides. The water heater should be free from dents and damage, and should not exhibit any exposed corrosion or leaks in the room around it.
G5.	Water heaters should maintain a 3 feet clearance around it on all sides, particularly from combustible materials.
G6.	Water heaters should be elevated 3" off the ground.
G7.	Check under restroom sinks and on floor surfaces around sinks and toilets/showers/bath tubs. If standing water is evident, the area must be investigated for leaks.
G8.	All outlets in "wet rooms" should be equipped with a GFCI outlet. These outlets should be tested on a regular basis by pressing the "test" and "reset" buttons.
G9.	Any time an electrical appliance is in use around areas that may be exposed to water, a GFCI must be used. You can purchase a portable GFCI from any hardware or home store for \$10-\$15.
G10.	Solid core doors are excellent for sound-proofing rooms, and if they're a minimum of 1.75" thick, they will also be fire rated.
G11.	Many cleaning agents have a slight flammability rating. To ensure the chemicals used for cleaning aren't flammable, you can read the chemical's manufacturer's label, or the SDS (Safety Data Sheet). The SDS can be downloaded online if it's not already available.
G12.	All used rags, dust cloths, etc. must be kept in a metal storage container with a lid until they're due to be laundered.
G13.	Look for any habitually open electrical panels, and ensure the door(s) is without broken latches.

G14.	Ensure each piece of equipment or appliance meets the manufacturer's requirements.
G15.	Ensure any and all electrical systems aren't installed, repaired, or maintained by anyone other than a certified electrician.
G16.	Grounding should be established with a "grounding" prong on the electrical cable from the piece of equipment. A grounding prong is usually a cylinder/circular prong. For any usage in potentially wet areas, equipment must also be plugged into a GFCI.
G17.	Visually check all extension cords to make sure they're intact and have no evidence of internal damage. Areas with tape around them usually indicate damage beneath, and they must be removed for repair or discarded.

H.	EXTERIOR CONDITIONS
H1.	Walk around the exterior of the house and look for siding that may be missing, damaged, melted or broken. Look for any areas that need to be repainted as well.
H2.	Check the roofing materials to ensure they're not damaged, missing, broken, or otherwise worn.
H3.	The soffit is the area just beneath the roofing shingles on the sides of the house. The soffit will assist in ventilating attic space. The soffit generally features a plain design with small holes that provide air circulation. The air from the soffit cycles to the vents to draw heat and moisture away from the house. This is a highly important function because moisture in the attic can develop rot in the sheathing and rafters. Most soffits are made from vinyl, an effective material for withstanding the degradation that comes from heat and moisture exposure. This is especially important considering that the soffit can be easily exposed to moisture due to unkempt gutters and wet weather conditions.
H4.	Gutters will collect leaves, dirt, dust and other debris. When the gutters are full of other materials, those materials will block the water flow, causing a backup, and subsequently, water damage.
H5.	Look for gutters and downspouts to be directionally accurate. Each downspout should have a section at ground level that points away from the building. This will keep moisture out of the foundation, causing eventual damage and cracks.
H6.	Check windows for any damage by looking for cracks or dings in the glass, air leaks around the perimeter of the window (perhaps new weather stripping is needed), or any other damage that either indicates repair is necessary or they are due to be replaced.
H7.	Trips and falls may result in serious injuries and are most often caused by stairs and walkways that are in poor repair. Look at the exterior stairs and note any broken or uneven steps, loose or missing handrails (if more than 3 risers high) or if items, such as planters or house displays, block the stairways. In cold climates, be sure to consider snow and ice removal and observe that water does not drip on sidewalks, steps or entrances where it may freeze. Also, ensure tree roots do not cause a trip hazard and that low hanging branches are trimmed to keep from causing injury to persons. Look for any signs of extreme wear, as well as surface cracks. Cracks can be an indication of an underlying issue (such as water flow over time) and may need to be investigation for an action plan beyond concrete repair.
H8.	Check the surface area of the parking lot to determine if patches need to be made to repair potholes or cracks. Potholes and cracks can not only cause tripping hazards, but they can also cause significant damage to vehicles. If the parking lot has painted lines, ensure they are still visible and being used.
H9.	Any path of travel, whether by vehicle, bicycle or by foot, should be well lit for safety.
H10.	Shrubs should be trimmed to a level below windows. Any landscaping must be neatly groomed and free from garbage. Trees should be trimmed so they are unlikely to fall on any part of the house, a person or a vehicle. Shrubbery should not be overgrown as to provide hiding areas from potential intruders.
H11.	It's advisable to keep trash bins away from the house in case a fire starts in one of the bins.

H12.	Exterior lighting should illuminate areas where people walk or drive, and should illuminate very dark areas where an intruder could hide.
H13.	Check fire escapes for any cracks in the railing, missing or broken steps, and ensure all doors open outward.
H14.	If fire escapes are painted regularly, ensure warning labels aren't being covered with paint.
H15.	Handrails should be 30-37 inches tall and should withstand a force of at least 200 lbs.
H16.	Look for debris, items storage or any obstructions.

I. CHAPTER ROOM	
11.	Rooms that hold fifty or more people are considered "Places of Assembly" requiring special protection.
12.	Places of assembly must have two lit and identified exits. Ideally, these exits are located on opposite sides of the room and lead directly outside or to a short hallway leading outside. The exit doors should have locks that are easy to operate or have special "panic hardware" that opens the door with just the push of a bar. Locks that require a key to open are not permitted.
13.	Battery operated emergency lights are required in Chapter Rooms. You can test them by pressing and holding the small test button on the front or bottom of the unit.
14.	If no emergency lighting is available or they are not operational, ask a local contractor to install or repair the units.
15.	A fire extinguisher should be located in the Chapter Room. The best type to have in this area is a Class ABC extinguisher. The inspection tag should indicate that the extinguisher has been inspected by a professional firm within the last year.