

## Self-Assessment Checklist for Preventing Water Damage

Parish Name: \_\_\_\_\_

Location number: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Instructions:**

1. Assign overall responsibility to a person with authority to oversee the process.
2. Review this plan annually.

| Item  | Yes                      | No                       | Actions/Comments   |
|---|--------------------------|--------------------------|--|
| 1. Is there a written plan detailing what to do in the event of water leak?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 2. Do all staff and volunteers responding to a leak know where the valves are located and how to turn them off?   | <input type="checkbox"/> | <input type="checkbox"/> | Tag or placard valves for easy identification. Instruct staff/volunteers to immediately notify the Parish office when any type of dripping, leakage or clogged drain is found. |
| 3. Are pipe diagrams or prints up to date and do they show the location of water shut off valves?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 4. Are small leaks promptly repaired?   | <input type="checkbox"/> | <input type="checkbox"/> | Small leaks may be a sign of hidden corrosion or other problems with potential for growing into catastrophic leaks.  |
| 5. Is the cause of every leak analyzed to determine if it was an isolated occurrence or a symptom of a system-wide problem.   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 6. Hot water tanks need to be replaced every 10 years. Can you confirm that your hot water tank is less than 10 years old? Check for signs of corrosion of the tank.  | <input type="checkbox"/> | <input type="checkbox"/> | If not, replace it and write the installation date on the tank.  |
| 7. Are there trays around any tanks or vessels to contain or effectively carry away leaking fluids to a drain?  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 8. If any part of the property is exposed to potential flooding, is there a formal flood emergency plan or similar flood preparation plan?  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 9. Are roofs and eavestroughs inspected regularly (annually and after severe storms) for damage or deterioration, such as cracks, splits blisters, separation, debris, holes or other potential sources of leaks. Eavestroughs need to be cleared twice a year. | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 10. Are there any ice dams, roof leaks or evidence of pooling on the roof? If so, indicate the reasons and the repair schedule.   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 11. Are there any areas directly adjacent to the building where rainwater can accumulate during heavy rains? Eavestroughs, landscaping planters next to a grade wall and windows are examples of areas where water can pool and find its way into the building. | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 12. Have all records and valuable articles been moved off the floor and on to shelving.   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 13. If the building is sprinklered, is the system checked & serviced annually by a qualified contractor?  | <input type="checkbox"/> | <input type="checkbox"/> |  |