



**THE CATHOLIC DIOCESE OF ARLINGTON  
Saint John Bosco Catholic Church**

**OFFICE OF RISK MANAGEMENT LOSS CONTROL SURVEY  
Report created May 7, 2017**

The following information highlights areas of concern. This is a CONFIDENTIAL INTERNAL REPORT.

**BACKGROUND**

Safety inspection is an important part of eliminating hazards that could contribute to an accident. A typical walk-through includes looking at walkways, hallways, meeting rooms, kitchens, and other areas for potential sources of injury. This report is based on a visit **April 28, 2017**. The pictures are meant as a reference and not all occurrences are pictured.

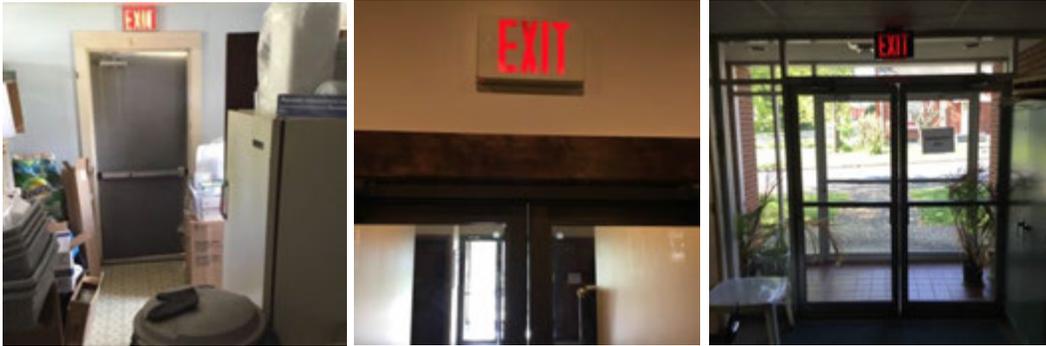


**Safety and Security Impression**

Saint John Bosco campus property appears well maintained. The on-going effort being made to improve the campus and eliminate potential hazards has made an impressive difference. While we are pleased with the progress made on the campus there is always room to continue to enhance and improve conditions. This biennial inspection offers an outside perspective to raise awareness and highlight some areas that may need attention. Although a few recommendations may be listed as building (or area) specific, please consider implementing each recommendation in all buildings.

**EVALUATION RECOMMENDATIONS**

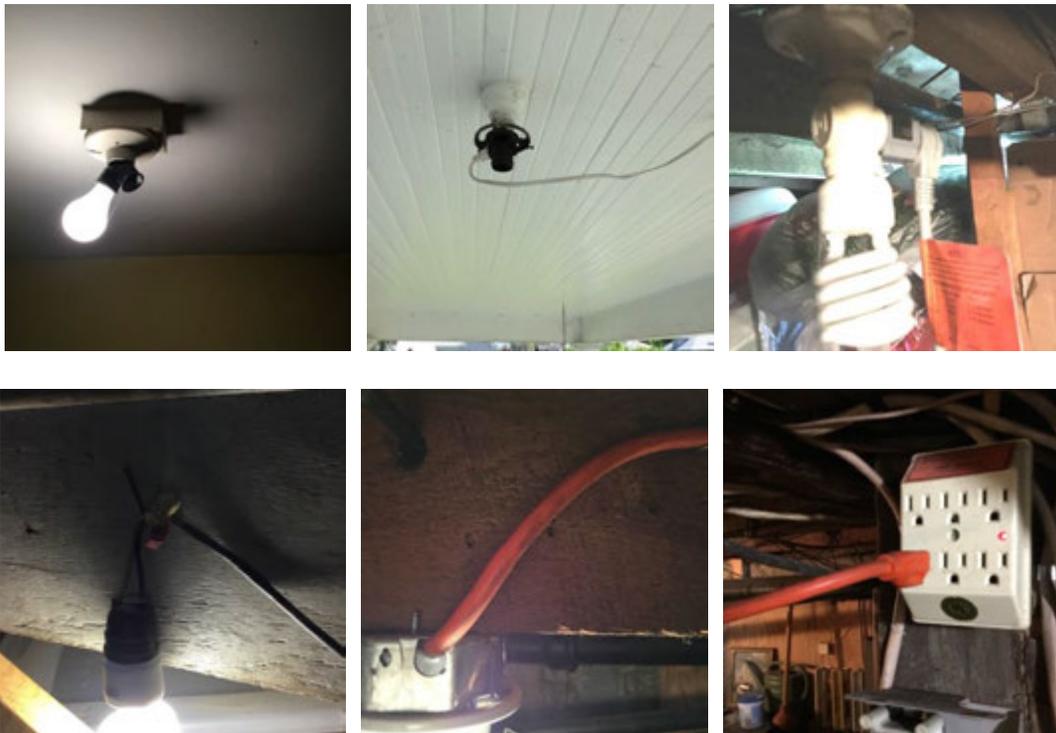
**17-04-01** Fire – Exit and Emergency Lights. Throughout the campus, only a small number of exit lights have a battery back-up. Adding battery back-up with emergency lights in areas not lit by existing emergency lights will assist safe egress during a power outage after dark. Consider upgrading to combination exit/emergency lights with battery back-up. Test all emergency and exit lights monthly and document.



*Images of exit lights*

**17-04-02**

Electrical – Improper Wiring. Several hazards were discovered with the electrical wiring. Lighting circuits are not intended for use as outlets. A large dehumidifier is powered from an under powered lighting circuit with an adapter being used to eliminate the grounded safety. Remove the outlet adapters from the light bulb sockets. In one case a cord plugged into an outlet is being used to power a junction box with permanent wiring supplying power to outlets and lights. Supply power to fixtures and appliances in an approved manner.



*Images of improper electrical*

**17-04-03**

Electrical – Outlets. Multi-plug adapters should be avoided when possible. If required the adapters must provide circuit breaker and surge protection. Remove or replace the adapters as needed. As with all outlets, cords, and power strips, care should be taken to not overload the designed amperage of the circuit breaker.



*Images of multi plug adapters*

17-04-04

Electrical – Open Breakers. The breaker panel has areas with unprotected access to the wiring. Place acceptable blank covers in the panel to restrict access to the energized wires.



*Images of open breaker spaces*

17-04-05

Electrical – Exposed Bulbs. Take steps to ensure all bulbs and/or fluorescent lamps are protected from accidental contact or breakage by a suitable fixture or guard. Plastic sleeves are acceptable for fluorescent lamps.



*Image of lights without covers*

17-04-06

Electrical – Cover Plate. Junction boxes need proper covers. Follow up behind contractors to insure proper workmanship and completion of job. Install appropriate covers or fixtures as needed. The opening above the main exit/entrance may be an ideal location for a combination exit/emergency light (depending on the power source).



*Images of open electrical*

**17-04-07**

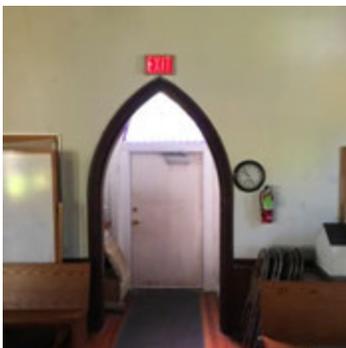
Egress – Exit Map. An evacuation route should be posted in each classroom and meeting room. Maps should include the primary, secondary routes along with severe weather shelter areas. Update classroom maps using the symbols below to assist in standardizing throughout the diocese.



*Images of evacuation map and standard recommendations*

**17-04-08**

Fire – Egress Deadbolt. Doors used as emergency exits may not be locked with a device requiring a second motion while the building is occupied. Do not latch deadbolts during occupied hours. Remove the secondary lock or use signage to remind staff and volunteers to keep doors unlocked.



*Images of exit*

**17-04-09**

Fire – Smoke Detector. Early detection of smoke and fire saves lives. Change batteries at least annually. Replace smoke detectors after ten years of use. Regularly inspect smoke detectors for proper operation. Encourage staff and residents to report smoke detectors that are not working or not working properly. Do not disable or remove smoke detectors.



*Images of outdated and missing smoke detectors*

**17-04-10**

Fire – Occupancy. The occupancy in the classrooms reached capacity during religious education classes. Make plans to keep class sizes within the maximum occupancy levels.



*Images of classroom areas at capacity*

**17-04-11**

Hazard – Exterior. Concrete type material is loose and has fallen off the building in the past. Make arrangement to repair the building. Do not allow access to any areas known to be in the fall zone.



*Images of exterior deteriorating*

**17-04-12**

Slip/Trip/Falls – Raised Floor. The concrete floor is raised in multiple areas. Use a contrasting color to mark the edge of each step. Elevated concrete platforms and steps should be marked to minimize tripping potential.



*Images of uneven concrete*

17-04-13

Fire – Space Heaters. Space heaters should be discouraged except in the most extreme situations. Ideally temperature control issues would be addressed in a more permanent manner. In the rare cases where space heaters are needed criteria should be followed to minimize the risk. Attached to this report is an in-depth description of fan and space heater usage. The highlights are listed below:

- Maintain clearance according to the manufacturer’s instructions (normally 3 ft) and do not place other combustibles on the heater when in use.
- Do not leave unattended (turn it off when leaving the room - unplugged at end of day)
- Plug directly into wall outlet (no extension cords or power strips)
- Use approved by supervisor.



*Image of space heater*

17-04-14

Slip/Trip/Fall – Rail. The residence porch steps do not have a rail. Even though the steps and porch are not intended to be used, it is possible for someone unfamiliar with the property to try to access the home this way. Install a rail on the steps or use a gate, rope or chain with a sign to direct all visitors to the parish office, “No Access. All visitors please check in at the parish office.”



*Images of missing railing*

17-04-15

Hazard – Storage. Storage areas present many hazards if not maintained in a proper manner. Potential for lifting, bending and twisting injury increases as the pile height and width increases. Proper aisles, sturdy shelving and piles maintained at a manageable size will reduce the potential for injury. Periodically organize the storage areas and purge extra supplies, decorations, and materials. Evaluate and secure all shelving.



*Image of storage areas and unstable shelves*

17-04-16

Maintenance – Exterior. Trees and shrubs touching or overhanging the buildings create several issues. The leaves and branches often reduce the drainage from the roof and gutters causing water damage. It also creates easy access points for insects and rodents. Trim trees and bushes away from the buildings.



*Image of overreaching tree*

**GENERAL RECOMMENDATIONS.** The general recommendations listed are common items or areas of concern across all diocesan properties. They do not necessarily reflect specific deficiencies or needed actions at this property. The intent of these recommendations is to provide a reminder of general areas that need to be revisited regularly.

Documentation Checklist. A checklist is attached to summarize actions that should be documented. Although it is likely that many of these tasks are being completed, it is often the case that the information is not adequately documented. There are various reasons why documentation is important. Being prepared to provide the documents is extremely helpful. A monthly/quarterly signed copy of this form with the appropriate items checked is an acceptable method of documentation. The Documentation Checklist provided with this report is a tool for parishes to use in monitoring various required documents and periodic inspections. Its inclusion does not reflect specific deficiencies or needed actions at this property.

Monthly Inspection Log. Fire extinguishers, emergency lighting, and exit lights are required by the fire code to be inspected for proper operation monthly. A log should indicate location, date inspected and the condition of each piece. The lights and battery backup should be tested on both emergency and exit lights. The fire extinguisher inspection should note it is properly mounted, fully charged, pin secured, and easily accessible. The documentation of these inspections should be maintained for three years.

Slip/Trip/Fall – Cord Protection. Slips, trips and falls can be minimized by having available and using the correct equipment. Provide easily accessible step stools. Encourage volunteers and staff to minimize the use of extension cords and to also consider trip protection when using them. Many varieties of cord protectors are available that both protect the cord from deterioration and reduce the trip potential. Below are pictures of just a couple.



*Images of cord protection*

Evacuation and Weather Shelter Diagrams. It is recommended that evacuation diagrams be created and posted in key locations throughout the building to provide occupants with information pertaining to primary and secondary exit routes, location of fire extinguishers and location of fire alarm pull stations.

Emergency Preparedness. The emergency preparedness checklist is intended as a tool to identify strengths and weaknesses of existing plans and procedures. Review the checklist to determine and develop procedures for increased readiness.

Certificates of Insurance. Secure certificates of insurance from any and all person(s) providing support services in the building, such as snow removal or electrical repairs. Each general liability policy must include the following: “The Most Rev. Michael F. Burbidge, Bishop of the Catholic Diocese of Arlington, VA and his successors in office are named as additional insured for those operations of the named insured.”

Please advise the Risk Management Office of the disposition of the recommendations **by August 31, 2017**. If you would like more information on the report findings, please contact Jeff Vallimont at [j.vallimont@arlingtondiocese.org](mailto:j.vallimont@arlingtondiocese.org) or 703-841-2580.

*The information contained in this report was obtained from sources, which to the best of the writer's knowledge are authentic and reliable. The Catholic Diocese of Arlington makes no guarantee of results, and assumes no liability in connection with either the information herein contained, or the safety suggestions herein made. Moreover, it cannot be assumed that every acceptable safety procedure is contained herein, or that abnormal or unusual circumstances may not warrant or require further or additional procedures.*