

Lock all windows and doors after each service. Secure all entrances and exits with deadbolt locks, including office doors. If possible use metal doors and metal doorframes with tamper-proof hinges.

Protect all crawl spaces and restrict access to roofs.

Keep shrubbery properly trimmed.

**Report any suspicious activity** to local law enforcement. (If possible, have property checked routinely on an alternating schedule.) The church may consider using some of its members as parking lot security during certain hours and being a part of the neighborhood watch program.

Keep the premises **free of rocks and bottles**, which could be used to break or mar the glass or exterior surface of the church.

Combustible materials should be stored in a place secure from vandals, thieves, or arsonists, and if necessary, store off premises.

Identify church personal property (contents) by markings made with an electrical marking pencil or other suitable instrument. This is especially important for sound and video equipment and other high theft items. Marking will help identify the property in the event of recovery.

**Never keep cash on the premises overnight.** Items subject to unusually high theft exposure should be stored in a safe place — preferably a closet with metal doors, deadbolt locks and tamper-proof hinges.

Due to periods of nonoccupancy, the church's accessibility makes it a **prime target for vandals, thieves and arsonists**. Churches generally have inconsistent security. Securing the building and key control are always difficult with multiple staff and volunteers in leadership positions, as all have access to the buildings.

### **Risk of Water Damage**

Always maintain **adequate heat** in the building to avoid freezing of pipes. When appropriate, remove ceiling panels to allow heat circulation to the water pipes.

**Shut off** water supply in unheated portions of the building when temperatures reach freezing level.

**Investigate** all signs of **leaks** and take corrective action immediately.

Have the plumbing, heating and air conditioning systems **inspected periodically** by a licensed contractor.

All types of roofs should be **checked and maintained regularly** to avoid any unnecessary internal water damage. Always remove heavy snow loads from roofs as soon as possible, especially flat roofs. **Flat roofs pose unusual problems.** Annual maintenance by competent roofing professional is necessary to prevent or minimize losses. Whenever possible, avoid flat roofs in remodeling and new construction. When building or repairing flat roofs, install wind and hail resistant materials using new technologies available.

### **Risk of Systems/Equipment Breakdown**

Managing this risk is similar to managing the risk of fire such as making sure your electrical service is properly grounded and meets current electrical codes. Have your wiring inspected by a competent licensed electrician checking circuit breakers, fuses, electrical outlets, any electrical appliances, etc. Extension cords should be avoided wherever possible and never used except on a temporary basis.

Be sure power surge protection devices are used on all electronic devices including computers, musical instruments, sound systems, etc.

Heating and air conditioning units should be checked at least annually. Hot water boilers, steam heat, etc. should be serviced only by those professionally trained to service these types of systems.