

# Floor Plan Checklist

If you cannot afford the cost of hiring a company to create, store, share, and update your floor plans, reach out to your congregation to see if someone has the skills to assist. Use this floor plan checklist to aid you in the process.

## Building structure

- Entrances and exits
- Stairways, Elevators
- Windows, indicating if operable or inoperable
- Walls (Indicate which are solid masonry and which are framed drywall)
- Fire doors
- Roof access, including skylights, indicating if they are operable and inoperable
- Basement or crawlspace access

## Utilities

- Natural gas (identify location and types of appliances; the location of main gas shutoff)
- Potable water supply (main building shutoff)
- Electric service (location of main building disconnect and major subpanels)
- Emergency generator
- Cable television access/shutoff

## HVAC (Heating Ventilation and Air Conditioning) system

- Location and accessibility of air intakes
- Location of controls for shutdown including any remote shutdown capability
- Shutdown procedures

## Security systems

- Locking doors, alarmed doors
- Motion detection devices
- Surveillance camera locations, field of view, monitoring positions, remote access capabilities



## Fire protection systems

- Fire detection, alarm, and communication systems including the location of control panels and procedures for identifying and actions to be taken for each type of alarm
- Fire suppression systems including fire pumps, automatic fire sprinklers, standpipes, sprinkler connections, kitchen fire suppression systems, and portable fire extinguishers

## Areas with hazards, concentrations of people, or potential targets including:

- Places of assembly (e.g., chapels and other sites of worship, auditoriums, gymnasiums, lecture halls, and cafeteria)
- Classrooms and science labs
- Vocational shop areas
- Swimming pools and pool chemicals storage area
- Kitchens and food storage areas
- Maintenance areas
- Grounds maintenance shops
- Storage areas for chemicals, pesticides, compressed gases, liquid fuels, flammable liquids
- Refrigeration systems including any that use anhydrous ammonia refrigerant