



Catholic Diocese
of Cleveland

FORWARD WITH *Christ*: A PATH TO RENEWING CATHOLIC LIFE

POST-CORONAVIRUS FACILITY RE-OPENING CHECKLIST

This checklist is aimed to account for the most critical areas in a parish, specifically worship spaces and common areas. Although each line of checklist may not be applicable to every parish situation/location, it is strongly encouraged that all items be reviewed.

PARKING LOTS

- Check and clean all entrances
- Clean all debris from parking areas
- Check all signage and repair as needed

WORSHIP AREAS

- Inspect/check lighting system, to include the dimmers and theatrical lighting (as applicable)
- Inspect/check sound system for proper operation
- Inspect/check AV equipment for alignment, focus, and operation
- Fill and perform a function check on the baptistery (as required)
- Check pews/seating to ensure they are completely clear of any hymnals, missals, paper envelopes or other materials as the entire seating area should be cleared

FACILITY INTERIOR

- Clean, disinfect and sanitize all "high touch" areas including but not limited to:
 - Pews, kneelers, handrails, door hardware, wooden frames of chairs
 - Tables and chairs (if applicable)
 - All hard surfaces, faucets and handles in restrooms
 - Changing tables and trash receptacles
- Inspect all spaces to ensure they are clean and in good condition
- Run your HVAC system or open windows to allow for a fresh air exchange prior to occupation

HVAC

- Inspect all exterior components. Clean coils, remove any debris, check for proper operation of electrical disconnect, and ensure suction line insulation is intact
- Inspect interior components. Replace filters as required, check the piping for the over-flow pan, ensure disconnects function, and inspect coil (if applicable)
- Operate all the HVAC equipment in both modes to ensure proper equipment operation and control operation
- Clean all HVAC supply vents in the facility
- Check belts for proper tension/condition. Ensure spares are available for all equipment
- Set correct temperatures at all units

LIFE SAFETY

- Inspect AED pads and equipment. Check dates and ensure spare pads and batteries are present
- Inspect all first-aid supplies, especially dates, replace as required
- Check all portable fire extinguishers (monthly inspections)
- If applicable, check firefighter operation of elevator(s)
- Check all emergency exit signs and lighting for proper operation. Replace fixtures/batteries as required
- Inspect all flashlights and any other emergency operations materials
- Check operation of all locking systems

If you have a question or need specific help related to your overall facility, please fill out the online inquiry at dioceseofcleveland.org/facilitysupport



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LIFE SAFETY (CONT.)

- Inspect fire, intrusion alarms, sprinkler systems for proper operation. Will require a licensed company to perform

GAS

- Inspect gas meter(s), visual inspection only. If anything appears incorrect, contact utility company
- Run all gas appliances for a typical cycle before you allow operations to resume

ELECTRICAL

- Inspect all panels for clearance and tripped breakers
- For tripped breakers: investigate for cause, resolve issue, reset breaker
- Inspect all GFCI outlets/circuits for correct operation
- Inspect all automatic doors, low-voltage operators
- Inspect any extension cords in use for proper gauge, condition, and necessity. Replace as required

PLUMBING & WATER

- In restrooms, check all fixtures and run/flush/let them run for a bit
- Ensure all fill valves and flappers function, replace as necessary
- Empty and clean ice makers. Let them fill one time, dump the ice, then refill (if applicable)
- Inspect any back-flow preventer valves in the facility (if applicable)
- Pour at least a half-gallon of water down every active floor drain

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