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MEMO

To: Sacramento Diocese – All Members
From: Irina Ganchenko, Claims Risk Manager
Date: April 21, 2025
RE: Spring & Summer Safety Sweep – Risk Checklist

As warmer months approach and campus activity increases, it's time for a seasonal safety sweep.

In addition to our usual walkthroughs, Catholic Mutual's detailed Summer Maintenance Checklist highlights deeper facility concerns that should be addressed now. Being proactive with these checks helps protect parishioners, staff, and property, while also supporting insurance compliance and good stewardship.

Use this memo as a starting point and share it with your maintenance or facilities team.

Exterior & General Safety

- Inspect walkways, curbs, and parking lots for damage or tripping hazards
- Clear moss, weeds, and pressure-wash slippery surfaces
- Trim trees and landscaping away from buildings, sidewalks, and power lines
- Clean out gutters and inspect roofs for wear or loose flashing

Interior & Facility Equipment

- Test emergency lighting and backup exit signs for battery life
- Inspect and tag all fire extinguishers
- Review HVAC systems, clean coils and filters, and schedule summer services
- Secure all tall shelving in storage rooms and ensure ladders/step stools are available

Kitchens, Bathrooms & Utilities

- Clean grease from kitchen hoods and check extinguishing systems
- Ensure cold storage door releases work properly
- Tighten bathroom fixtures and inspect for plumbing issues or damaged tiles
- Blow down water heaters and clean dryer vents


Playground & Outdoor Areas

- Tighten bolts, replace worn parts, and lubricate moving equipment

- Replenish cushioning material (sand, mulch, etc.) to at least 9-12” depth
- Post "Adult Supervision Required" signage clearly
- Check fencing for damage and remove tripping hazards

Administrative & Miscellaneous

- Ensure Safety Data Sheets (SDS) are up to date and available
- Inventory electronics and valuables, and secure them when not in use
- Label electrical panels and ensure clear 3’ access around them
- Clean carpets and secure handrails, desks, and AV carts

 For additional training and compliance tools, visit CMGConnect at: [CMG Connect - Catholic Mutual Group](#). This platform includes Safe Environment training, policy resources, and user support for diocesan staff and volunteers.

For questions or support prioritizing any of these maintenance items, reach out directly, I’m here to help.

Blessings,

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