

MEMO

To: Sacramento Diocese – All Members
From: Irina Ganchenko, Claims Risk Manager
Date: July 7, 2025
RE: Safety Inspection Reports – Response Required Within 30 Days

It has come to the attention of the Risk Management Department that several locations have not responded to their **Safety Inspection Reports** within the **required 30-day period**. Please note, these follow-ups are a **required** part of our diocesan safety program and are expected **within 30 days** of receiving the report.

At this time, the goal is to ensure that every location that receives an inspection report submits a **response by July 31, 2025**. If your site has not yet submitted your completed follow-up, **please prioritize this now**.

Beginning in August, Risk Management may escalate any unresolved cases to the Diocesan Finance Office for further review. This may result in a **reinspection and/or formal administrative follow-up** to verify that all action items have been addressed.

✓ What's Required

- Review your inspection report.
- Fill in the comment boxes for every item (no blanks):
 - Action taken (if resolved), or
 - Action planned (with a date of anticipated completion)
 - Sign and date each item.
- Submit your completed report via email, fax, or mail (information below).

✦ Why This Matters

- Protects the safety of parishioners, staff, and guests.
- Reduces liability and potential loss.
- Ensures your location remains in compliance with diocesan safety expectations.
- Allows for better planning and support from Risk Management

If your site is unsure whether a report has been returned or needs a new copy, please contact our office directly. We appreciate your cooperation in maintaining a safe environment for all.

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