

Meetinghouse Inspection Report

Performed by the Stake Physical Facilities Representative or the Ward Building Representative

Stake Name:	Building:	Date:
Stake Physical Facilities (PFR):	Ward Building Representative:	Name of Person Completing the Inspection:

Instructions:

The stake physical facilities representative (PFR) should make sure each meetinghouse in the stake is inspected monthly. The ward building representative may perform this inspection under the direction of the stake PFR. A copy of the inspection should be given to the agent bishop for the building. A copy should also be provided to the stake president and the facilities manager.

A regular inspection will provide valuable information to priesthood leaders as they strive to ensure Church buildings are clean and a place where the Spirit of the Lord may dwell.

To complete the *Cleanliness* section, inspect the area then place a check mark in the appropriate box. Use the standards shown.

To complete the *Other Issues* section, place a check mark in the box under *Yes* or *No* for each item. Write additional information in the notes area.

Cleanliness

Excellent
 Good
 Fair
 Poor

Chapel (floors, seating, sacrament preparation area, windows)				
Cultural Hall (floors, walls, stage if applicable)				
Hallways (floors, walls)				
Classrooms (floors, walls, chairs stacked, windows, trash emptied)				
Restrooms (floors, sink, toilets, urinals, odors, trash emptied)				
Serving Area (floors, sinks, appliances, counter tops, trash emptied)				
Entryways (windows, floors)				
Exterior (flower beds, parking lot, open areas)				
Other (specify):				

Excellent: Very clean. Area has been well cleaned and there is no visible debris, smudges, or clutter.

Good: Mostly clean. Most of the area is clean, but there is a small amount of visible debris, smudges, or clutter.

Fair: Somewhat unclean. Area has not been thoroughly cleaned and there is some visible debris, smudges, or clutter.

Poor: Unclean. Area has not been cleaned. There is a considerable amount of visible debris, smudges, or clutter.

Other Issues

Yes No

Lights left on		
Doors left unlocked		
Windows left unlocked		
Lights needing replacement (specify below)		
Member closet disorganized or not stocked		
Repairs needed (specify below)		
Potential safety hazards (specify below)		

For items marked Yes, the stake PFR should take appropriate action to correct the issue. He should contact the agent bishop or building representative to discuss items such as building security or lights left on. He should contact the facilities manager to discuss repairs, hazards, or cleaning supplies.

Notes:
