



Christian Congregation of Jehovah's Witnesses

Hse. No. J348/4 - Tema Beach Road - Nungua, Accra
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September 1, 2014

TO ALL BODIES OF ELDERS

Re: Kingdom Hall Maintenance/Safety Checklist Form (CN-14) for the 2015 Service Year

Dear Brothers:

We are making available copies of the *Kingdom Hall Maintenance/Safety Checklist* (CN-14) form to all congregations at this time.

It is the primary *responsibility of the caretaker congregation to return the accurately completed form to the branch either by mail or through jw.org*. In the case of multiple congregations using a Kingdom Hall, it is the **operating committee** that should make arrangements to conduct a physical inspection of the Kingdom Hall and the property.

The attached *Kingdom Hall Maintenance/Safety Checklist* (CN-14) form is to be used during this inspection. The form is also available for download in the 'Forms' section of the jw.org website. This detailed inspection aids the elders in seeing that everything is being kept in good condition and that there are no safety hazards, thereby protecting the interests of the congregation. Please note that this form is not meant for simply reporting problems with the Kingdom Hall. ***Any areas of concern are to be corrected promptly***. If technical assistance is required in carrying out any repairs, please attach a covering letter to the CN-14 detailing the help you require.

If your congregation meets in a school or in another temporary place, the CN-14 form should still be completed to the extent possible that it applies to your circumstances.

Please ensure that copies of the completed form are made for the congregation records of ***all congregations*** that use the Kingdom Hall. The CN-14 form should be available for review by the circuit overseer when he visits any of the congregations that use the hall. It is very important that you please return the completed *Kingdom Hall Maintenance/Safety Checklist* form to the branch office by **November 30, 2014**. This will save the branch much time and resources by not having to write follow up reminder letters to congregations that have not yet submitted the forms by the date highlighted.

We thank you in advance for your attention to this matter. We look forward to receiving your well filled out form.

Please be assured of our warm Christian love and greetings.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

KINGDOM HALL MAINTENANCE/SAFETY CHECKLIST

INSTRUCTIONS: The brother appointed to coordinate Kingdom Hall maintenance or the chairman of the operating committee should make arrangements to conduct a physical inspection of the Kingdom Hall and property in August/September of each year using this checklist. **This detailed inspection aids the elders in seeing that everything is being kept in good condition and that there are no safety hazards. Any areas of concern are to be corrected promptly.** A copy of the completed checklist is to be shared with the body of elders of each congregation using the Kingdom Hall. The original should be forwarded to the branch **on or before September 30.**—See *Organized To Do Jehovah's Will*, chapter 11, paragraphs 6-8.

Date of inspection: _____ Inspected by: _____

Congregation(s) (List all congregations using the Kingdom Hall.)			
Congregation Name	Cong. No.	Congregation Name	Cong. No.

TYPES (Please circle features of your Kingdom Hall): Louvers / Shutters / Vent Blocks / KVIP / WC

Cleaning Schedule: Is there an up-to date schedule with a list of things to do?

Building

- Roof: Is the roof free of leaks? Are sheets or tiles well secured? Yes No
- Roof Structure: Are trusses, rafters, purlins, and fascia boards, if any, clean and free of water damage? Yes No
- Exterior: Have any cracks in the in the walls been repaired? Yes No
- Wood components: Are all window/door frames and panels, free of rot or pest damage? Yes No
- Doors/windows: Are all shutters and louvers intact? Are all locks, hinges and handles working properly? Yes No
- Fire protection: Is there provision for fire fighting? (e.g. Extinguishers or sand bucket) Is it in good order? Yes No

If no (to any of the above), please describe what has been done to correct the situation?

Finishes

- Wood surfaces: Is the paint or polish on doors, door and window frames and shutters in good condition? Yes No
- Paint: Have faded or peeling surfaces on walls and other areas been cleaned and repainted? Yes No
- Floor: Are all concrete floor surfaces and any tiles in the toilet in good repair? Yes No
- Seating: Are all chairs or benches in good repair? Yes No
- Storage: Are the literature cabinets, library shelves and cleaning cupboards in good repair? Yes No
- Furnishings: Are the speaker's stand, platform furniture, and contribution boxes in good repair? Yes No

If no (to any of the above), please describe what has been done to correct the situation?

Mechanical

- Vent: Are ceiling fans in good working order? Yes No
- Electric: Have burnt-out light bulbs been replaced? Are circuit breakers working properly? Yes No
- Plumbing: Are toilets working properly? Are waste lines flowing? Has septic tank/pit been emptied? Yes No

If no (to any of the above), please describe what has been done to correct the situation?

Site

- Fence: Is fence in good repair or are hedges well trimmed and cared for? Yes No
- Landscape: Is the property clear of all debris? Are trees, lawns and hedges neatly trimmed? Yes No
- Drainage: Is water drainage adequate during heavy rainfall? Yes No
- Signage: Is the Kingdom Hall sign clean and in good order? Yes No

If no (to any of the above), please describe what has been done to correct the situation?

Signatures (If more than one congregation is involved, the coordinators of the bodies of elders may sign.)

_____ Maintenance Coordinator _____ Coordinator, body of elders _____ Service Overseer _____ Secretary