

**Places of Worship**

**Property Questionnaire**

(Supplementary to the Insurance Quotation Request)

If we are providing coverage for churches and other places of worship, we need additional information to consider your insurance quotation request:

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| **Heritage Listed Assets, Art and Objects of Religious and/or Cultural Significance** | | |
| 1. Is the property or parts of the property heritage listed? If Yes: | No | Yes |
| Is the heritage listing over the entire building or façade and other portions?  Is there a formal conservation management plan in place?  Has a valuation or other professional assessment been undertaken that considers the costs and specialist resources required to repair or restore the building(s) to a reasonably equivalent appearance and functionality?  No  Yes  If Yes: What was the date of the last valuation  Are the heritage components included in the replacement values? | | |
| 1. Are the floors, walls or roof of the property decorated in iconography or other architectural or special finishes? If Yes:   What amount or % of the replacement values has been attributed to this work? | No | Yes |
| 1. Are there other significant items of religious musical equipment, art, curios, culturally significance included in the contents? If Yes: | No | Yes |
| Have they been individually catalogued?  No  Yes  What is the highest single valued item and its replacement amount       $  What is the total replacement value of all item included in the declared contents sum insured $  How are high valued items secured within the premises? | | |
| **Use of Candles, Oil Lamps and other Sources of Ignition** | | |
| 1. Does the organisation use candles and/or lamps as part of its religious services and celebrations? If Yes, please nominate all types in use: | No | Yes |
| LED (electronic flame)  Other non-combustible  High Quality Paraffin wax  Other Paraffin wax  PVC  BYO from Congregation  Other  Oil candle  Oil lamps / torches  Other | | |
| Where other than non-combustible sources are in use, are policies and procedures in place to ensure:   * 1. Lit candles and lamps are never left unattended   2. Candles /lamps are never placed near curtains, furnishings other combustible materials   3. Candles / lamps are always placed in sturdy holders and on sturdy surfaces made from non-combustible materials   4. Adequate number of fire extinguishers are kept in close proximity   5. Candles / lamps are extinguished and allowed to cool before being stored   6. Non combustible containers are used to extinguish and place matches and lighting tapers as well as store extinguished candles whilst cooling   7. Reused candles free of foreign materials such as matches and wick clippings and wicks are trimmed to less than 1cm   8. Stock of candles kept in separate storage away from the premises | | |

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| **Maintenance and Inspection** | | |
| 1. Does the organisation undertake regular inspection and have preventative maintenance programs in place for walls, floor coverings, roofs, gutters, gates and fences, electrical switchboards, plumbing, heating and cooling systems? Do they ensure: | No | Yes |
| * 1. Buildings and surrounds are free from excess flammable materials such as timber, paper, and other debris   2. Overhanging branches and vegetation regularly cleared from buildings   3. Storm water drains are free of dirt, leaves, foliage and sediment   4. Fire protection equipment is inspected in accordance with AS 1851-2012   5. Power boards are fitted with surge protection   6. Lightning protection systems installed where required in accordance with AS 1768:2007 | | |

Please return this completed questionnaire with your Insurance Quotation Request.

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